

# ST. PATRICK CATHOLIC HIGH SCHOOL

## **STUDENT HANDBOOK**

**SCHOOL YEAR 2019-20**

## **ST. PATRICK CATHOLIC HIGH SCHOOL**

Interparochial Catholic  
Coeducational High School

Grades 7 to 12

### **PARISHES**

Blessed Francis Xavier Seelos Parish, Biloxi  
Christ the King, Latimer Community  
Church of the Vietnamese Martyrs, Biloxi  
Keesler Air Force Base, Biloxi  
Nativity BVM, Biloxi  
Our Lady of Fatima, Biloxi  
Our Mother of Sorrows, Biloxi  
Sacred Heart, D'Iberville  
St. Alphonsus, Ocean Springs  
St. Ann, Lizana  
St. Elizabeth Seton, Ocean Springs  
St. James, Gulfport  
St. John the Evangelist, Gulfport  
St. Joseph, Gulfport  
St. Mary, Woolmarket  
St. Michael, Biloxi  
St. Therese, Gulfport  
St. Thomas, Long Beach

### **ACCREDITATION**

National Catholic Education Association  
AdvancEd – SACSCASI  
Mississippi Department of Education  
Mississippi High School Activities Association

### **CONTACT INFORMATION**

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[www.stpatrickhighschool.net](http://www.stpatrickhighschool.net)

## **VISION**

We are a Catholic high school family developing future Christian leaders who are prepared to face the challenges before them from religious, social, and academic perspectives.

## **MISSION**

Our mission for our students is to promote spiritual growth; to assure intellectual growth through academic excellence; to foster a Christian social conscience; to develop a physically healthy lifestyle; and to provide a culturally enriching experience.

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## **SCHOOL GOVERNANCE**

This handbook is designed to be a synopsis of the policies and procedures of St. Patrick Catholic High School and is not intended to be all-inclusive.

St. Patrick Catholic High School is governed by the school principal who is appointed by the Bishop of Biloxi.

All final decisions on school doctrine and policy are determined by the principal.

In the event that a problem arises, parents are encouraged to follow the chain of command by discussing any problem first with the teacher, coach, or individual involved. If the issue is still unresolved, they should meet with a school administrator. In all matters, the decision of the school principal is final. In the case of expulsion, an appeal may be made to the Superintendent of Schools for the Catholic Diocese of Biloxi.

St. Patrick Catholic High School is considered a family. We work very hard to provide the highest level of academics and to form intentional disciples of Jesus Christ. The education of a child is a partnership between parents and the school. If, in the opinion of the school administration, that partnership is irreparably broken, parents may be required to withdraw their child(ren) from our Catholic school. This conduct includes, but is not limited to, physical behavior, social media activities, internet posts and interaction with local and national media. There are channels to discuss issues that may arise. Social media is not the appropriate forum and only serves to damage the school and the relationship between all parties.



## ACADEMIC AWARDS

Academic awards will be issued during the spring awards ceremony to students in grades seven through twelve who have excelled in the classroom in achievement and citizenship. Each teacher determines recipients for up to ten academic awards for his or her classes.

## ADMISSIONS POLICY

St. Patrick Catholic High School admits students without regard to race, color, gender, or national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, gender, or national and ethnic origin in the administration of its educational programs, admissions policies, financial aid packages, athletics, and all other school-administrated programs.

The following criteria are used to admit prospective students to St. Patrick Catholic High School:

- The student's religion.
- The previous school's academic records.
- The student's discipline records.
- The student's attendance records.
- The recommendations of student's pastor, previous principal, and/or previous teachers. The results of the last standardized test scores.
- An interview may also be requested.

Continued enrollment is contingent on satisfactory academic progress, acceptable attendance, proper conduct, and timely payment of tuition.

### **Priority in Admissions:**

Priority in admissions is determined in the order described below:

- Catholic students currently enrolled in one of our partner elementary schools: Nativity BVM, Biloxi; Our Lady of Fatima, Biloxi; Sacred Heart, D'Iberville; St. Alphonsus, Ocean Springs; St. James, Gulfport; St. Vincent de Paul, Long Beach.
- Catholic students enrolled in one of our partner Catholic parishes: Blessed Francis Xavier Seelos Parish, Biloxi; Christ the King, Latimer Community; Church of the Vietnamese Martyrs, Biloxi; Keesler Air Force Base, Biloxi; Nativity BVM, Biloxi; Our Lady of Fatima, West Biloxi;

Our Mother of Sorrows, Biloxi; Sacred Heart, D'Iberville; St. Alphonsus, Ocean Springs; St. Ann, Lizana; St. Elizabeth Seton, Ocean Springs; St. James, Gulfport; St. John the Evangelist, Gulfport; St. Joseph, Gulfport; St. Mary, Woolmarket; St. Michael, Biloxi; St. Therese, Gulfport; St. Thomas, Long Beach.

- Catholic students enrolled in a Catholic parish outside of one of our partner Catholic parishes.
- All other students

In order to receive priority admissions, a letter signed by the pastor is required stating that the family is actively involved in the parish.

The principal makes the final decision regarding admission at St. Patrick Catholic High School.

Special consideration may be given to siblings of currently enrolled students or children of alumni.

All students admitted to St. Patrick Catholic High School are considered on probation for the first ninety school days. During this time, a student may be dismissed for academic, attendance, or disciplinary reasons.

### **Transfer Students:**

Applications for transfer students are reviewed based on satisfactory academic progress, attendance, and discipline. Students are typically not accepted after the first two weeks of each semester unless the family has moved into the Mississippi Gulf Coast area. Students entering or enrolled in twelfth grade are not accepted unless the family has moved into the Mississippi Gulf Coast area. Transfer students will be admitted based on the same criteria noted above for general student admission.

## **ATTENDANCE POLICY**

Regular and punctual school attendance is important for developing and maintaining a successful educational experience. It promotes a sense of responsibility, ensures educational continuity, facilitates academic growth, and prepares the student for his or her future career. As a result, students are expected to be present and on time all days when school is in session as in accordance with the Mississippi Compulsory Attendance Law.

In order to receive academic credit in a course, a student must meet two criteria: (1) earn a grade of 70 or higher and (2) not have more than more than ten (10) unexcused absences per semester.

### **Reporting Absences:**

Parents are expected to call the main office at 228-702-0500 by 8:30 a.m. to report their student as absent for the school day.

### **Absences:**

Any student who is charged with more than ten (10) unexcused absences during any semester is subject to failing. School districts are required by law to report excessive absences to the local attendance offices.

Twelve (12) unexcused absences in a school year may result in charges being filed against a parent/guardian for educational neglect and/or truancy charges against the student.

When a student is charged with a total of eight (8) absences during any semester, the student is placed on attendance probation and the parent/guardian will be notified.

After the tenth (10) absence, the administration will convene an attendance review committee to discuss the absences. All absences and the student's options will be considered at that time. A student could be issued a failing grade by the committee. The attendance review committee is composed of the administration and four faculty members.

The only excused absence will be for students who present a written medical or legal excuse. The excuse must represent the reason that the student was absent or tardy. (The excuse must be for an office visit and not from an immediate family member.) The medical or legal excuse must be presented on the first day the student is back in school and will not be accepted at any other time. The administration may grant prior approval for an absence to be counted as excused. Prior approval forms are available from the attendance office and should be submitted at least five (5) days prior to the scheduled absence. Prior approval is granted at the discretion of the administration.

A student with ten (10) or more absences during a semester may be denied credit for the semester. The administration will review the attendance record of any student at the conclusion of the semester and determine if circumstances, such as prolonged illness or hospitalization, warrant an exception. In such cases, it is important that the parent/guardian contact the administration as soon as possible so that arrangements can be made.

Prolonged illness, hospitalization, or other reasons deemed necessary by the principal wherein the student is reasonable anticipated to be absent beyond ten (10) consecutive days may be eligible for homebound instruction. In this case, the parent/guardian should schedule an appointment with the administration to discuss a documented homebound program. The period of instruction under the homebound program for any student shall not exceed seven (7) weeks during any one school year. An additional fee will be assessed for enrolling a student in the homebound program.

When absent from class, students are responsible for obtaining the instruction and assignments missed due to their absence. Students who are absent on school business should get their assignments before they leave.

Tests, quizzes, homework, and other assignments which are pre-assigned should be made up (or turned in) on the first day of the student's return to school (i.e. tests, quizzes, or homework announced prior to the student's absence). Tests and quizzes are to be made up before or after school as scheduled by the teacher. Students will be allowed two (2) days from the date of their return to school to make up any assignments missed that were not pre-assigned. Students will receive full credit for the assignments made up within the allotted time period.

A student must be present for the last three periods of the day in order to represent St. Patrick Catholic High School attending or participating in any school-sponsored activity later that afternoon or evening, or on the weekend if school is missed on Friday, unless prior arrangements have been made with the administration.

No student is allowed to practice or participate in any school-sponsored activity while on ISS (In-School Suspension) or OSS (Out of School Suspension). Students placed on ISS or OSS will need to complete one complete day of school in the regular classroom to begin participation.

Seniors will be allowed three (3) college days per school year to visit and tour colleges. Juniors will be allowed two (2) college days per school year to visit and tour colleges. A letter from the college registrar/admissions office will be required to verify the visit. A copy of the invitation to attend will not be accepted as verification of attendance.

### **Tardies:**

Students who fail to be in the assigned class and ready for instruction when the tardy bell rings are considered tardy and will be reported as "tardy" in PowerSchool.

The only excused tardy will be for students who check-in with a written medical or legal excuse. The medical or legal excuse must be presented to the attendance office when the student checks in and will not be accepted at any other time.

A student will be allowed five (5) tardies to class without penalty each semester. These tardies should be used for unexpected emergencies.

Per semester, tardies 6, 7, 8, and 9 will each result in one (1) after- school detention; tardies 10 and above will each result in one (1) day of ISS.

### **Check-outs:**

Students who find it necessary to check-out during the school day must sign out and be given permission to do so. The procedure for checking-out is as follows:

- The parent/guardian must call the school requesting the student be dismissed early. The student must sign out in the attendance office before leaving campus.
- If a parent/guardian picks up the student, he/she must sign the student out in the attendance office.
- Check-outs are allowed only for legitimate reasons such as illness, doctor or legal appointments, and emergencies.
- Check-outs will not be allowed during mass, exam periods, or assemblies.

## **ARRIVAL AND DEPARTURE**

School hours are from 8:15 a.m. to 3:00 p.m. Students are requested not to arrive on the school campus before 7:30 a.m. Students should be picked up no later than 5:00 p.m. All students must be picked up within fifteen (15) minutes of the end of any function. The discipline policy applies to students at all times while on campus or away at any school-related activity.

## **AUTOMOBILES AND STUDENT DRIVERS**

Students who drive to school are expected to operate their cars in a safe and orderly fashion or they risk losing the privilege of parking on campus. All automobiles brought on campus must be registered with the front office. Students must park in the areas designated for student parking and have a decal displayed in their vehicle. Students may not go to their cars during the school

day without permission from the administration. Doing so will result in a loss of parking privileges.

Once a student arrives on campus, he or she may not leave without properly checking-out in the front office.

All vehicles parked on campus are subject to the search policy. For more information, refer to the search and seizure policy in the student handbook.

## **AUXILLIARY ORGANIZATIONS**

The St. Patrick Parent Teacher Organization (PTO) exists to support and build community among all stakeholders at St. Patrick Catholic High School. This organization assists with the planning of events around campus. Members of the PTO report to the Director of Admissions and Development.

The St. Patrick Athletic Association exists to support and assist in the financing of the overall athletic program within the school and to provide an organization for those patrons of the school who are interested in athletics at St. Patrick Catholic High School. Members of the Athletic Association report to the Vice Principal.

## **BUILDING ACCESS**

Upon arrival in the morning, all students must stay in the cafeteria, library, or courtyard. Students may not enter the main building before 7:35 a.m. Once a student arrives on campus, he or she may not go to his or her vehicle unless permission is given from the front office. Also, once arriving on campus, students may not leave campus without properly checking-out in the front office.

## **CAFETERIA**

For lunch, students may purchase a yearly meal plan, deposit money to their cafeteria account, or pay for lunch by the day. The price of the yearly meal plan is \$750.

Students will scan their student ID cards to purchase lunch or breakfast items in the cafeteria.

Breakfast items are served each morning between 7:30 a.m. and 8:00 a.m.

All account balances must be kept current. Students will not be permitted to charge items to their cafeteria account without permission from the administration.

Orderly conduct is to be observed in the cafeteria at all times. All trash is to be placed in the receptacles provided. Students are only allowed to eat in the cafeteria. No food or beverages are allowed outside the cafeteria unless permission is granted by the school administration.

Lunch may also be brought from home; however, lunch may not be ordered out from local restaurants or brought to students at lunchtime from such restaurants.

## COLLEGE ENTRANCE EXAMS

The major college entrance examinations are the ACT and the SAT. Students should begin taking college entrance exams no later than the second semester of the eleventh grade. Registration applications are available in the guidance office. There are specific testing dates, test centers, and registration deadlines.

Students should refer to the institution of their choice for current requirements since the requirements are not the same for all institutions. Most college scholarship offers are based on ACT and/or SAT scores.

## COLLEGE ENTRANCE REQUIREMENTS

Students are encouraged to learn the entrance requirements of the college they wish to attend. These requirements are often different depending upon the university selected. The recommended courses for admission to a four-year college in Mississippi are the following:

- English: 4 Carnegie Units
- Mathematics: 4 Carnegie Units
- Science: 4 Carnegie Units
- Social Studies: 4 Carnegie Units
- Advanced Electives: 2 Carnegie Units
- Computer Applications: 1 Carnegie Unit
- Foreign Language: 2 Carnegie Units

All major colleges and universities in Mississippi have the following admission requirements:

- Complete a college preparatory curriculum with a minimum 3.2 high school grade point average; or
- Complete a college preparatory curriculum with a minimum 2.5 high school grade point average and a score of 16 or higher on the ACT; or
- Complete a college preparatory curriculum with a minimum 2.0 high school grade point average and a score of 18 or higher on the ACT.

## COMMUNITY SERVICE HOURS

Community service hours are performed by students for the benefit of their local school and community.

Matthew 25 states, “Then the King will say, ‘Come, you who are blessed of My Father, inherit the kingdom prepared for you from the foundation of the world. ‘For I was hungry, and you gave Me something to eat; I was thirsty, and you gave Me something to drink; I was a stranger, and you invited Me in; naked, and you clothed Me; I was sick, and you visited Me; I was in prison, and you came to Me....Truly I say to you, to the extent that you did it to one of these brothers of Mine, even the least of them, you did it to Me.’”

In the Gospels we read that Jesus did not come to be served but to serve. Service is one of the pillars upon which St. Patrick Catholic High School is built. Blessed Mother Teresa of Calcutta said, “Let us touch the dying, the poor, the lonely and the unwanted according to the graces we have received and let us not be ashamed or slow to do the humble work.” Service hours are tools that are employed to strengthen students’ sense of stewardship and civic engagement, as well as assist them in meeting educational, social, and spiritual goals. Service hours encourage the development of our students’ social conscience by placing them in direct contact with various populations of people in need. By empowering students to bring hope to others, they will work with people who are in need such as the elderly and economically poor. This broad exposure helps clarify our students’ unique gifts, talents, and interests.

Community service hours are a required component of each theology course. Students who do not complete the required number of service hours will not earn a passing score in the theology course and will be required to repeat the course. More information with due dates will be given by each theology teacher during the first week of school.



At St. Patrick Catholic High School, our commitment to community service is the main way we empower our students to go out and change the world. Like our patron St. Patrick, we are called to serve our brothers and sisters in need. Jesus said to go out and let your light shine before all so that they may come to know and love the Lord.

Students in grades seven and eight will be required to complete twenty (20) community service hours for the year.

Students in grades nine through twelve will commit to one service agency per semester and are required to complete ten (10) community service hours for that agency. Students will choose a different agency for the second semester and are required to complete an additional ten (10) community service hours for that agency for a total of twenty (20) community service hours per school year. Students may not choose the same agency for both semesters. Building a relationship with our community is very rewarding for the students and helpful for the agency. Committing to one agency gives the student connections that are helpful in applying to colleges and jobs. Each student will have one month into each semester to select a service agency and have them sign off on an approval form.

Examples of Service Agencies:

- Animal shelters
- Assisted living communities and retirement homes
- Emergency services (Red Cross, Salvation Army, etc.)
- St. Vincent de Paul societies
- Food pantries
- Hospitals
- Morning Star pregnancy center
- Partner elementary schools
- Parish churches

Examples of acceptable community service hours:

- Any activity for a non-profit organization
- Assisting at parish bazaars or festivals
- Visiting the elderly in nursing homes or VA Hospitals
- Participating in activities that benefit the community such as Heart Walk, Coast Cleanup, Relay for Life, etc.
- Helping at a local soup kitchen
- Parish related activities to help others (mowing church/rectory lawns, folding Sunday bulletins, painting, mission trips, and other youth group or parish projects)

- Creating and mailing care packages to soldiers overseas with collected donations
- Organizing a canned food drive in your parish and donating the food to a St. Vincent de Paul Society
- Visiting a nursing home and organizing an activity such as a party, a bingo with inexpensive donated prizes, a rosary prayer service, or sharing a talent with them, such as playing the piano
- Collecting items and creating gift baskets for local shelters
- Aluminum recycling drive with money donated to a charity
- Visiting the veterans at the VA Hospital and handing out thank you cards, Christmas cards, or Valentine’s Day cards
- Collecting donated toys for children in a local hospital cancer ward
- Visiting hospital patients and giving them Christmas cards, Valentine’s cards, or other cards
- Volunteering to help at a Special Olympics event

Examples of non-acceptable community service hours:

- Any paid activity
- Any immediate family activity (i.e. household chores, mowing the lawn, babysitting siblings)
- Any activity performed for a business
- Any club activity that is required and not totally voluntary

## COURSE SELECTIONS AND CURRICULUM

St. Patrick Catholic High School has adopted the state objectives as a minimum for each student as delineated by the Mississippi Department of Education. As a college preparatory school, in conjunction with our mission, coursework at St. Patrick Catholic High School is administered above the minimum framework as outlined by the state department of education.

- Theology: St. Patrick Catholic High School requires that a religious studies course be taken and passed each year that a student is enrolled. All students at St. Patrick Catholic High School, regardless of religious affiliation, are required to take a course in religious studies each year. Any course not passed must be made up as directed by the religious studies department and the administration. Community service hours are a requirement for religious studies courses and will be directed by the religious studies instructor.

- English: All students at St. Patrick Catholic High School are required to take a course in English each year for a total of four (4) units. Students are to complete English courses in sequence, not simultaneously.
- Social Studies: All students at St. Patrick Catholic High school are required to take four (4) units in Social Studies. This includes ½ credit in Geography and ½ credit in Economics.
- Science: All students at St. Patrick Catholic High School are required to take four (4) units in Science in order to meet State Graduation Requirements. One of the four science courses must be a lab-based science: Physical Science, Chemistry I, or a higher-level lab-based science.
- Mathematics: At least two (2) of the four (4) required mathematics courses must be higher than Algebra I. Students who are eligible may enter the Advanced College Board Accelerated Program in math, beginning with Algebra I in eighth grade concluding with AP Calculus in twelfth grade. Eligibility to enroll in specific math courses is based on student achievement and teacher recommendation. Students must take a math course through their junior year even if they have earned the required four (4) credits.
- Foreign Language: St. Patrick Catholic High School (and many colleges) requires that students take at least two (2) years of a foreign language. (Students are advised to take the first year of foreign language in the ninth grade in order to have the opportunity to take as many as three years of the same language or two years of one language and two years of a second language.)

Advanced Placement (AP) courses are offered to seniors and juniors for possible college credit pending passing scores on the College Board exams. Eligibility to enroll in AP courses is based on student achievement and teacher recommendation. Each AP course will have a summer assignment component. Students who do not complete the summer assignment by the deadline will be dropped from the course.

AP exams will only be administered for the AP courses taught at St. Patrick Catholic High School. All students who enroll in an AP course will be required to purchase and take the AP exam at the end of the year.

# COURTESY CODE

All of the rules in this handbook (especially those concerning behavior) are applicable when wearing the student uniform both on and off campus, when wearing any St. Patrick logo both on and off campus, or any other time when the student is identifiable as a member of the St. Patrick Catholic High School community.

The greatest courtesy must be extended toward faculty and other adult personnel of the school, fellow students, and visitors.

- Students should display school spirit by taking pride in their appearance and by being courteous to teachers, staff, and one another.
- Students should always demonstrate good sportsmanship as a player and/or spectator at all school events.
- Students should always be polite and respectful toward their teachers.
- Students should honor their parents by exhibiting appropriate behavior.
- Students should respect their peers, treating them with dignity, courtesy, and friendship.

## **Conduct toward Teachers and Staff:**

- Students should always address staff members and teachers as adults, using the respective proper title (Miss, Mrs., Mr., Dr., Sister, Father, Brother, etc.).
- Students should say “Yes, (title)” and “No, (title)” to answer a question. They should never say “Yep,” “Nope,” or “Uh-huh.”
- Students should say “Thank you, (title)” every time a staff member or teacher helps them.
- Students should say “Excuse me” when one doesn’t understand something and want an adult to repeat something. Students should not say “What?” or “Huh?”
- Students should stand and greet officials or other dignitaries (i.e. Bishop Kihneman, priests, and other official visitors).
- Students should excuse oneself when wanting to interrupt an adult who is busy. They should wait their turn when an adult is talking to someone else.
- Students should say “Yes, (title)” or “Surely, (title)” when an adult asks one to do something. They should never say “Okay,” “Alright,” or “I guess so.”
- To enter a classroom while a teacher is teaching, students should knock gently, excuse oneself, and ask permission to enter the room.
- When an adult corrects a student for some fault, the student should perform the following actions:
  - Remain quiet and listen until the adult is finished talking.

- Answer all questions politely.
- Do what he or she told to do right away.
- Wait until the adult is finished speaking and ask permission to speak.
- Accept the adult's decision by not arguing, making faces, or walking away while the adult is talking.

Student grievances against a faculty or staff member of St. Patrick Catholic High School should be brought to an administrator.

### **Conduct in the Classroom:**

A respectful atmosphere of calm is essential to learning. The following are things to avoid while in the classroom:

- Talking to others while the teacher is talking.
- Answering out loud without being recognized.
- Leaving desk without permission.
- Making faces or noises that distract the class.
- Sleeping during class.
- Placing head on your desk.
- Coming to class without the proper materials.
- Sitting on top of desks.
- Talking during prayer or announcements.
- Tampering with bulletin boards or with the teacher's materials.
- Writing on or defacing desks or school property.
- Eating or drinking in the classroom unless permission has specifically been granted to do so by the teacher.
- Using cellular phones or having them visible during the school day.

### **Conduct Outside of the Classroom:**

The following are things to avoid while outside of the classroom:

- Running in the school.
- Making noise in the hallways or immediately outside a classroom.
- Arguing with or grabbing or shoving others.
- Yelling at or intimidating other students.
- Making rude or inappropriate comments to other students.
- Slamming doors of classrooms.
- Littering the halls, buildings or grounds.
- Showing poor sportsmanship during games, practices, physical education classes.
- Using inappropriate language or gestures.

- Getting into fights or encouraging others to fight.
- Talking back to an adult.
- Walking away when a member of the school’s faculty or staff is speaking.
- Placing yourself in an area that is off limits during the school day.
- Leaving campus without permission.
- Engaging in or participating in any gossip or rumors.

## **DEVELOPMENT AND ADVANCEMENT**

The Director of Advancement is charged with the responsibility of overseeing the Foundation of St. Patrick and the St. Patrick Catholic High School Alumni Association. All alumni affairs and benefactor efforts are handled by the Director of Advancement.

The Director of Admissions and Development oversees all financial deposits, club and extracurricular accounts, and the PTO.

## **DISCIPLINE POLICY**

The behavior policy of St. Patrick Catholic High School fosters the total Christian formation of each student through the nourishment of religious values, self-discipline, personal growth, and academic excellence. This goal is best realized through the cooperative effort of students, parents, teachers, and school administrators. Students who finish the year without “recorded disciplinary actions” will be rewarded for their efforts.

There are times and places in which the behavior of students affects St. Patrick Catholic High School. In all such cases, student behavior is considered within the province of St. Patrick Catholic High School. Parents are invited and expected to support St. Patrick Catholic High School in the rigorous enforcement of this behavior policy since discipline is necessary to provide for the orderly growth and development of the individual and to assure the health and safety of each student.

### **PHILOSOPHY OF DISCIPLINE**

A school is often judged by the behavior of the students outside of school. Therefore, each student, whether in or out of school uniform and whether on or off campus, should conduct himself or herself in a manner consistent with his or her status as a member of St. Patrick Catholic High School.

Behavior that is contrary to the moral or religious principles of the Roman Catholic Church or the philosophy or policies of St. Patrick Catholic High School as indicated in the Student Handbook makes a student subject to disciplinary action including suspension or dismissal.

If students are present when wrongdoing is evident, they have the obligation to remove themselves immediately from the situation and report it to a faculty member; otherwise, they share in the consequences related to such behavior.

Students who engage in the type of misbehavior listed under the discipline code will be placed on the appropriate step in the discipline ladder, with the consequences clearly listed.

All disciplinary actions are subject to administrative discretion as to placement on the disciplinary ladder in keeping with the severity of the student's misbehavior. The principal's decision regarding student discipline is final.

All disruptions/discipline problems and consequences shall be applicable to all students during all periods of time they are under and subject to the jurisdiction of this school as defined by the laws of the State of Mississippi and/or while they are participating in or going to or from any activity sponsored by this school district and/or while under the supervision and direction of any teacher, principal, staff member, coach, or other authority of this school.

## **DISCIPLINE IN THE CLASSROOM**

To ensure proper communication and consistency among students, faculty, administration, and parents, each teacher will publish and communicate his or her classroom discipline plan to include classroom rules and consequences. Listed below is the discipline plan of each classroom. The steps below may be given verbally by the teacher or by placing the student's name on the board.

- Step 1: Warning
- Step 2: Classroom detention
- Step 3: Classroom detention and parent contact
- Step 4: Referral to the administration

The following infractions bypass the classroom discipline plan and are immediately referred to the disciplinarian: major classroom disruptions and/or defiance, the use of cell phones or other electronic devices, and dress code violations.

Classroom detentions will be scheduled at the discretion of the teacher and may be issued before or after school. The student will be provided at least twenty-four hours' (24) notice to make arrangements to attend the detention as scheduled. Upon assigning a classroom detention, the teacher will complete a classroom detention form, provide a copy of the form to the student, and document the classroom detention in PowerSchool. Students who do not attend a classroom detention as scheduled will receive an additional classroom detention. Failure to attend both detentions as scheduled will result in one (1) day of ISS.

Students who are sent out of the classroom for major disruptions and/or defiance will be placed on step 4 of the administrative disciplinary ladder (at minimum). Students may not request to speak with an administrator or disciplinarian when corrected by a teacher. If a student has a grievance with a teacher, he or she should wait until after the class period and make an appointment to speak with an administrator.

## **ADMINISTRATIVE DISCIPLINARY LADDER**

To ensure fair practice regarding disciplinary matters, the following actions are taken when a student is referred to the administration:

1. The teacher submits a referral form to the administration.
2. The vice principal investigates the matter.
3. The vice principal confronts the student, explains the charges, and provides the student with an opportunity to explain the case from his or her perspective.
4. The vice principal provides the student with consequences based on the discipline code. The vice principal has the discretion to provide additional consequences as needed based on the severity of the infraction.
5. The principal has the final say on all discipline matters and disciplinary consequences.

For major offenses regarding consultation, a discipline committee may be convened to make a recommendation to the administration. If needed, the discipline committee will consist of the school administration, counselor, school pastor (if available), and two teachers who are familiar with student. The principal will make the final decision on the consequences of any disciplinary action recommended by the committee.



## ADMINISTRATIVE DISCIPLINARY LADDER CONSEQUENCES

Described below are possible consequences of violations of the discipline policy of St. Patrick Catholic High School.

**School Detention:** When an after-school detention is issued, it will be served on an assigned date from 3:05 p.m. to 3:50 p.m. (unless otherwise noted). The student will be provided at least twenty-four hours' (24) notice to make arrangements to attend the detention as scheduled. Students will be given a written assignment to complete during the detention. The use of cell phones or other electronic devices is prohibited, and students will not be permitted to work on homework or other assignments. If the student skips an after-school detention, he or she will receive In-School Suspension. No student will be exempt from detention unless he or she has a doctor's appointment. A note must be provided to the disciplinarian from the doctor or dentist for the student to be excused, in which case the detention will be scheduled for the next available date.

**In-School Suspension (ISS):** When placed on ISS, a student is isolated on campus and is required to complete all assigned work under the supervision of an administrator or teacher. All classwork, tests, and assignments must be completed while in ISS. Any homework assignments due on the date the student is on ISS should be turned into the disciplinarian before first period begins. The student must turn in all other completed assignments or tests at the end of the day to the disciplinarian. Students on ISS will not be granted additional days for tests or other assignments once allowed to attend class as usual. While on ISS, the student is prohibited from participating in or attending any school-sponsored activity.

**Out of School Suspension (OSS):** When placed on OSS, a student is prohibited from entering the school campus. For attendance purposes, OSS will be counted as an unexcused absence. The parent/guardian is responsible for attaining work missed due to OSS, and all assignments are due on the day the student returns to school. Class assignments and homework may be picked up by a parent/guardian, or the parent/guardian may email the student's teachers to request assignments. Additionally, the student is responsible for making up all tests and/or quizzes missed on the first day of his or her return to school. While on OSS, the student is prohibited from participating in or attending any school-sponsored activity.

**Expulsion:** Expulsion occurs when a student is asked to leave St. Patrick Catholic High School. Prior to the sanction of expulsion being imposed, a student will have the right to an informal hearing to be conducted by the

principal, notice of which will be provided to the student at least twenty- four (24) hours in advance. At this informal hearing, the student is entitled to be accompanied by either or both of his or her parents/guardians. The student will be allowed to explain his or her position on the offense of which he or she is accused and, if desired, call witnesses on his or her behalf. Following this informal hearing, the administration shall make the final recommendation.

Upon receipt of a written notice of expulsion the disciplined student, through his or her parent(s) or guardian(s), shall have the right to submit a written request for appeal to the Diocesan School Advisory Council through the office of the Superintendent of Schools, 1790 Poppo's Ferry Road, Biloxi, MS 39532, (fax: 228-702-2135), within five (5) business days of receipt of the notice. The written request should identify the student, the relationship between the student and the person making the request, the school involved, and the date of the expulsion. Once a request is received, a date for a hearing shall be set by the council president at the earliest available date and notification will be sent to the principal and parent(s)/guardian(s). At the hearing, both sides will be allowed to present testimony, documentation and other evidence; however, hearsay may be disallowed or disregarded. The council may ask questions or request further information. Upon hearing all of the evidence, the council shall submit a written decision to the parent(s)/guardian(s) and the school within (10) business days. The council's decision will be final.

## DISCIPLINE CODE

<b>Infraction</b>	<b>Consequence</b>
Other misbehavior as determined by the administration	Step 1 – 10
Unauthorized use of cell phone or electronic device (see electronic device policy)	Step 1 – 5
Tardy to class (see attendance policy)	Step 1 – 4
Leaving class without permission	Step 4
Driving violation (possible loss of driving privileges)	Step 2 – 6
Dress code violation	Step 1 – 3
Unauthorized fundraising (including sale of candy)	Step 2 – 3
Public display of affection	Step 2 – 3
Improper behavior in the cafeteria	Step 1 – 3
Improper behavior at mass, assemblies, or other school activities (possible removal or isolation)	Step 1 – 4
Misbehavior on a school bus	Step 1 – 4
Horseplay	Step 1 – 6
Disrupting instructional time	Step 1 – 6
Defacing or otherwise injuring property belonging to the school (student to provide restitution)	Step 4 – 6
Defacing or otherwise injuring property belonging to another student or faculty member (student to provide restitution)	Step 4 – 6
Disrespectful behavior to faculty or staff members	Step 1 – 6

<b>Infraction</b>	<b>Consequence</b>
Truancy and/or skipping class	Step 4
Leaving campus without permission (may be reported to police)	Step 7
Gambling or possession of gambling devices	Step 3 – 7
Defiance of authority	Step 1 – 10
Self-mutilation or hurting another student (i.e. erasers, sharp objects, etc.)	Step 4 – 10
Harassment, intimidation, or threatening of other students, faculty, or staff members	Step 4 – 10
Harassment, intimidation, or threatening of other students, faculty, or staff members using media platforms (cyber-bullying) such as, but not limited to text messages, Facebook, Twitter, Instagram, etc.	Step 4 – 10
Lying to authorities	Step 4 – 9
Use or possession of unauthorized items (i.e. lasers)	Step 2 – 4
Sexual harassment	Step 4 – 10
Assault and/or fighting (may be reported to police)	Step 7 – 10
Use, sale, or possession of tobacco or tobacco- related products including electronic cigarettes (may be reported to police)	Step 5 – 10
Using forged or altered documents (i.e. report cards, progress reports, parent notes, hall passes, other students' lunch numbers, etc.)	Step 4
Campus disturbance	Step 3 – 9
Stealing (student to provide restitution)	Step 4 – 9

<b>Infraction</b>	<b>Consequence</b>
Profanity or vulgarity (to include acts, gestures, or symbols directed at another person)	Step 4 – 9
Use or possession of dangerous objects	Step 7 – 10
Possession of firearms and/or weapons (may be reported to police)	Step 10
Bomb threat (may be reported to police)	Step 10

## **DISCIPLINE LADDER**

- Step 1**
- **School Detention – One (1) day**
  - The student will be provided at least twenty-four hours’ (24) notice to make arrangements to attend the detention as scheduled.
  - Students will be given a written assignment to complete during the detention.
  - The use of cell phones or other electronic devices is prohibited, and students will not be permitted to work on homework or other assignments.
  - Failure to report to detention as assigned will result in the student being placed on step 3 of the discipline ladder.
- Step 2**
- **School Detention – Two (2) days**
  - Parent/guardian will be contacted by phone or email.
  - The student will be provided at least twenty-four hours’ (24) notice to make arrangements to attend the detention as scheduled.
  - Students will be given a written assignment to complete during the detention.
  - The use of cell phones or other electronic devices is prohibited, and students will not be permitted to work on homework or other assignments.
  - Failure to report to detention as assigned will result in the student being placed on step 3 of the discipline ladder.
- Step 3**
- **School Detention – Three (3) days**
  - Parent/guardian will be contacted by phone or email.

- The student will be provided at least twenty-four hours' (24) notice to make arrangements to attend the detention as scheduled.
- Students will be given a written assignment to complete during the detention.
- The use of cell phones or other electronic devices is prohibited, and students will not be permitted to work on homework or other assignments.
- Failure to report to detention as assigned will result in the student being placed on step 4 of the discipline ladder.

#### **Step 4**

- **In-School Suspension (ISS) – One (1) day**
- Parent/guardian will be contacted by phone or email.
- The student is isolated on campus and is required to complete all assigned work under the supervision of an administrator or teacher.
- While on ISS, the student is prohibited from participating in or attending any school-sponsored activity. The student must attend a full day of school (all seven classes) following his or her suspension before being permitted to attend any school-sponsored activities.

#### **Step 5**

- **In-School Suspension (ISS) – Two (2) days**
- Parent/guardian will be contacted by phone or email.
- The student is isolated on campus and is required to complete all assigned work under the supervision of an administrator or teacher.
- While on ISS, the student is prohibited from participating in or attending any school-sponsored activity. The student must attend a full day of school (all seven classes) following his or her suspension before being permitted to attend any school-sponsored activities.

#### **Step 6**

- **In-School Suspension (ISS) – Three (3) days**
- Parent/guardian will be contacted by phone or email.
- The student is isolated on campus and is required to complete all assigned work under the supervision of an administrator or teacher.
- While on ISS, the student is prohibited from participating in or attending any school-sponsored activity. The student must attend a full day of school (all seven classes) following his or her suspension before being permitted to attend any school-sponsored activities.

- Step 7**
- **In-School Suspension (ISS) – Four (4) days**
  - Parent/guardian will be contacted by phone or email.
  - The student is isolated on campus and is required to complete all assigned work under the supervision of an administrator or teacher.
  - While on ISS, the student is prohibited from participating in or attending any school-sponsored activity. The student must attend a full day of school (all seven classes) following his or her suspension before being permitted to attend any school-sponsored activities.
- Step 8**
- **In-School Suspension (ISS) – Five (5) days**
  - Parent/guardian will be contacted by phone or email.
  - The student is isolated on campus and is required to complete all assigned work under the supervision of an administrator or teacher.
  - While on ISS, the student is prohibited from participating in or attending any school-sponsored activity. The student must attend a full day of school (all seven classes) following his or her suspension before being permitted to attend any school-sponsored activities.
- Step 9**
- **In-School Suspension (ISS) – Six (6) days**
  - Parent/guardian will be contacted by phone or email.
  - The student is isolated on campus and is required to complete all assigned work under the supervision of an administrator or teacher.
  - While on ISS, the student is prohibited from participating in or attending any school-sponsored activity. The student must attend a full day of school (all seven classes) following his or her suspension before being permitted to attend any school-sponsored activities.
- Step 10**
- **Out-of-School Suspension (OSS) – Five (5) days**
  - Recommendation for expulsion.
  - Parent/guardian will be contacted by phone.
  - The student is prohibited from entering the school campus at any time during his or her suspension. If expelled, the student is prohibited from returning to St. Patrick Catholic High School for any and all school functions and/or events.
  - The parent/guardian is responsible for attaining work missed due to OSS, and all assignments are due on the day the student returns to school. Additionally, the student is responsible for

making up all tests and/or quizzes missed on the first day of his or her return to school.

- While on OSS, the student is prohibited from participating in or attending any school-sponsored activity. The student must attend a full day of school (all seven classes) following his or her suspension before being permitted to attend any school-sponsored activities.
- If a student returns to school after being placed on step 10, he or she will be placed on an individualized behavior contract signed by the parent/guardian, the student, and the administration.

The student may be escalated to the next higher step of the discipline ladder after the second placement on any one step at the discretion of the administration.

A student may be recommended for expulsion at any time if the administration feels that the student's actions warrant such recommendation.

A student may enter the discipline ladder at any step, depending upon the nature of the offense.

Failure to complete the punishment as designated may result in escalation to the next step in the ladder.

Loss of privileges means that during the time stated the student cannot participate in assemblies or any school function designated as an extra activity, including athletic events, dances, plays, extracurricular programs, field trips, school-sponsored activities, etc.

All disciplinary actions are subject to administrative discretion as to placement on the disciplinary ladder in keeping with the severity of the student's misbehavior.

## **DISCIPLINE: SPECIAL CONCERN AREAS**

### **CELL PHONES AND ELECTRONIC DEVICES**

School phones are available in every class if an emergency should arise.

Diocesan schools prohibit the use of all personal telecommunication devices (including cellular phones, smart watches, iPads, laptops, tablets, etc.) by its students during the school day and on campus. This policy also applies to field



trips, retreats, and any other school- sponsored activity that takes place during the school day.

Students may not have cell phones, smart watches, or other telecommunication devices on their person at any time during the school day.

The following consequences will follow for any student violating the above conditions:

- The first violation will result in a school detention. The cell phone or electronic device will be confiscated and turned into the office. It will be returned to the student at the end of five (5) school days from the date of the infraction, provided that the student arrives in person to retrieve it.
- A second violation will result in one day of in-school suspension (ISS). The cell phone or electronic device will be confiscated and turned into the office. It will be returned to the parent/guardian of the student at the end of fifteen (15) school days from the date of the infraction, provided the parent/guardian arrives in person to retrieve it.
- A third violation will result in two days of in-school suspension (ISS). The cell phone or electronic device will be confiscated and turned into the office. It will be returned to the parent/guardian of the student at the end of thirty (30) school days from the date of the infraction, provided the parent/guardian arrives in person to retrieve it. The parent/guardian will be informed that the next violation may result in the student being asked to withdraw from St. Patrick Catholic High School.

## **CHEATING AND PLAGIARISM**

Cheating is morally wrong and is considered a major violation of the conduct code at St. Patrick Catholic High School. Cheating is both the improper acquisition as well as the improper distribution of information pertinent to a homework assignment, test, quiz, or exam. The following are common examples of academic dishonesty:

- Open notebooks, texts, or other course-related material during a test, quiz, or exam without the explicit permission of the teacher.
- Concealed notes (“cheat sheets”) during a test, quiz, or exam.
- Communication with another student during a test, quiz, or exam without the explicit permission of the teacher.
- Copying homework assignments from other students.
- Plagiarism of essays, term papers, or research papers from outside materials that are not cited or insufficiently cited. Downloading a term paper from the

internet is considered a serious act of plagiarism. (Plagiarism is defined as the appropriation or imitation of the language, idea and thoughts of another author and representation of them as one's own original work.)

- Any other promulgated actions that the teacher and/or administration designate as academically dishonest.

A student who is caught cheating will receive a zero (0) on the assignment, test, quiz, or exam in which the cheating has occurred. He or she will also be referred to the administration, and the incident will be documented in the student's discipline record. Multiple offenses of cheating and/or plagiarism may also result in the student's removal or denial of admittance into and/or participation in honor societies, campus ministry, athletics, and other school- sponsored organizations.

## **CHILD ABUSE**

State law requires school personnel to report suspected child abuse to the appropriate agency.

## **DRUG AND ALCOHOL USE AND POSSESSION**

St. Patrick Catholic High School does not condone nor tolerate the use, possession and/or distribution (including selling) of alcohol and/or prescription/illegal drugs by students.

The schools of the Catholic Diocese of Biloxi are committed to doing whatever is necessary to ensure that students, both at school and at school sponsored activities, enjoy a drug-free/alcohol free environment. Therefore, the administrator of each school reserves the right to:

- confront students if there is reasonable suspicion of possession or use of illegal drugs or alcohol
- search students' lockers, personal belongings, cars and persons
- use drug-sniffing dogs on campus
- call upon the police for assistance
- require drug testing of students in accordance with the following policy.

Any evidence of possession with intent to sell and/or distribute or transfer of drugs and/or alcohol on the school grounds or at a school sponsored activity shall warrant suspension or possible expulsion. Additionally, any evidence of sale and/or distribution shall result in student(s) being reported to the local law enforcement agency and shall warrant suspension or possible expulsion.

**Philosophy:** The Catechism of the Catholic Church states that: The political community has a duty to honor the family, to assist it, and to ensure the protection of security and health, especially with respect to dangers like drugs, pornography, alcoholism, etc... The use of drugs inflicts very grave damage on human health and life. Their use, except on strictly therapeutic grounds, is a grave offense. Clandestine production of and trafficking in drugs are scandalous practices. They constitute direct cooperation in evil, since they encourage people to practices gravely contrary to the moral law.

### **Screening Policy and Procedure**

**Policy:** As a condition of enrollment, all students enrolled in grades seven through twelve within the Diocese of Biloxi may be subjected to drug and alcohol screening to determine if a student is using drugs or alcohol. Aside from being illegal for minors to consume alcohol and the illegal nature of using drugs or prescription medications without or inconsistent with a prescription, it is recognized the use of such substances poses a health risk to students using the substances and poses a safety risk to students around them. Furthermore, it detracts from an atmosphere conducive to learning and undermines the school culture to bring pride and enthusiasm to the institution. Any use of drugs, improper use of prescription medications or the use of alcohol shall be considered drug abuse and a violation of this policy. Therefore, as a condition of enrollment, students and parent(s)/guardian(s) shall have consented to potential screening pursuant to the policy of the Diocese of Biloxi and the Department of Education.

**Screening:** At this time, there will be no random screening for drugs and alcohol within the Catholic Diocese of Biloxi. However, parents may voluntarily request a screening at any time and must contact the principal of the school. Parents must agree to the following:

- Screening will consist of hair analysis or saliva swab for drugs and breathalyzer for alcohol
- Breathalyzer or urinalysis is at principal's discretion and can be done on or off-site
- Hair sample or saliva swab must be collected by school and sent to an approved local drug screening company
- Results must be shared with only the principal of the school where child attends
- Costs for voluntary screening must be borne by parents

All parties must agree to the strictest of confidentiality and should sign an agreement to that effect.

The administration reserves the right to screen all students attending school-sponsored extracurricular events including, but not limited to, dances, athletic events, and club activities.

**Reasonable Suspicion Testing:** In addition, a student will be required to submit to an immediate drug screening if

- the student has been found with drugs on her/his person or in or among her/his property or if
- there is reasonable suspicion, which is defined as sufficient reasons or basis in fact to give rise to a reasonable belief that the student has drugs or alcohol in her/his system. Reasonable suspicion may be based upon, among other things:
  - conduct that indicates the presence of drugs or alcohol in an individual's system, including affected behavior, speech, and/or body odors; and,
  - other behavior that would indicate that an individual is in other than a sober and reliable state, free from the influence of drugs and/or alcohol.

**Scope of Screening:** Each school within the Diocese of Biloxi will utilize the services of an approved local drug screening company unless otherwise notified by the Diocesan Department of Education, screening will consist of breathalyzer (for alcohol) and/or hair analysis (for drugs). These tests will include, but may not be limited to determination of the presence or absence of alcohol, or drugs, including, but not limited to, methamphetamines, cocaine, opiates, phencyclidine, cannabinoids (marijuana and hashish) and prescription narcotics.

**Consequences for Positive Test Results:**

- **First Offense:** student shall participate in a parent(s)/guardian(s) conference with the principal or principal designee; reimburse the school for all costs relating to the positive drug test; sign a conduct agreement for a prescribed period of time; undergo assessment and comply with the recommendations made in connection therewith; submit to regular testing for a prescribed period of time at the expense of the student and parent(s)/ guardian(s); and, submit to a drug test at the beginning of the following school year at the expense of the student and parent(s)/guardian(s).
- **Second Offense:** student shall be suspended and referred to the school's Discipline Review Committee ("DRC") for disciplinary action. The DRC has discretion to recommend dismissal or to consider alternative disciplinary measures which will include those items listed in the First

Offense section above and additional steps to ensure the student is receiving appropriate counseling and treatment.

- Third Offense: student shall be dismissed from the attending school.

**Non-Punitive Nature of Policy:** No student will be penalized academically nor be banned from participating in extracurricular activities for a first offense so long as the parent(s)/guardian(s) and student agree to the steps outlined under the First Offense section above. A student may be penalized for a subsequent offense, in accordance with the foregoing. The results of drug and alcohol screenings pursuant to this policy are considered confidential information and will be documented in a file separate from the student's academic records unless required by state or federal law. Access to the results and files will be restricted to the following individuals:

- the student and parent(s)/guardian(s)
- the principal
- the principal's designee
- members of the DRC, if circumstances require such disclosure
- the superintendent
- the superintendent's designee
- members of the Diocesan School Advisory council, if circumstances require such disclosure
- the bishop of the Catholic Diocese of Biloxi
- the bishop's designee(s)
- the diocesan attorney

Information regarding results of drug or alcohol screenings must be safeguarded and treated as confidential, and it shall not be disclosed to any third party, including, but not limited to criminal or juvenile authorities except in cases of legal compulsion by subpoena or other legal process or otherwise required by law.

**Positive Test Results in Connection with School Events:** The foregoing Consequences for Positive Screening Results and Non-Punitive Nature of Policy sections will apply to any student who tests positive in any reasonable suspicion drug screening. The foregoing sections will also apply to any test taken in connection with suspected use of drugs or alcohol at or during school, or in connection with any school activity or event. Any student who is found in possession of drugs or alcohol either on their person or among their property whether or not they test positive shall be subject to the same progressive discipline identified above. The foregoing sections will not apply in the case where there is evidence of the student selling and/or distributing drugs or prescription medications or evidence of intent to sell and/or distribute.

**Refusal or Improper Attempts to Avoid Detection:** Any student who is selected for testing on the basis of reasonable suspicion who refuses or who attempts to avoid detection for drug use through the use of a masking agent, adulteration of a sample, or other act to avoid detection (including missing school for an extended period of time without providing a documented valid excuse), shall

- be deemed to have tested positive for purposes of the foregoing Consequences for Positive Drug Screening section and may
- be subject to additional discipline, including possible dismissal from the school. In the case of a student who has a condition where there is no hair growth, complete hair loss or if a student has a cleanly shaven body, the school may obtain samples using alternative methods, including, saliva, urine or blood.

**Communicative Actions through Social Media or Other Methods:** All screening results (whether positive, negative or a refusal) shall be treated as confidential and shall only be made known to and/or accessed by those identified in this policy. Any violation of this policy by an individual using social media or other forms of communication will be dealt with as a breach of this provision and any such person shall be subject to discipline, including suspension and/or dismissal from the school (if a student) or suspension or termination (if a staff member). Confidentiality must be adhered to even by the student. Any person, including the student being screened, who is found to be using social media or other forms of communication regarding screening results or rumors regarding test results will be deemed to be in violation of this policy and subject to discipline.

**Policy May be Superseded by Prior Knowledge or Criminal Charges:** This policy is intended to bring awareness to parent(s)/guardian(s) and the policy recognizes that a student's parent(s)/guardian(s) may not be aware that a student is engaging in the use of drugs and/or alcohol. As such, this policy is intended to give parent(s)/guardian(s) the opportunity to work with the student and to take corrective action before the student's academic or attendance record is impacted by drug or alcohol use. If it is learned that parent(s)/guardian(s) knew of prior incidents of drug or alcohol use, then such knowledge will be considered in determining the progressive steps of this policy.

## **FIREARMS/WEAPONS POLICY**

Possession of pistols, firearms, or other weapons in any other form on school premises or at school-sponsored activities by persons other than duly authorized law enforcement officials is prohibited. Any student found in possession of any

form of weapon, real or fake, will be removed from the school premises or school function. The weapon will be confiscated. For cases involving pistols and firearms, the police will be called, and the student shall be subject to immediate expulsion. For cases involving other forms of weapons, the police may be involved, and the student may be subject to suspension or expulsion.

## **INTERNET AND COMPUTER USAGE**

All students who use computers provided by St. Patrick Catholic High School should follow the following acceptable use policy:

- Respect the integrity of the system.
- Use computers and the facilities in an appropriate, ethical and lawful manner.
- Abide by the proprietary rights of software, upholding applicable copyright laws.
- Act within the framework of Catholic tradition, demonstrating honesty, integrity and respect for the rights and privacy of others.
- Limit the use of computers and the facilities to academic and research purposes only in relation to specified school activity.
- Respect the governing policies of alternate organizations when accessing remote sites via St. Patrick computers.

Examples of misuse, in and out of school, include, but are not limited to, the following: sabotage, vandalism, harassment, visiting inappropriate sites, software infringement, recreational game playing, checking personal e-mail, utilizing instant messaging or similar programs, chatting or entering chat rooms.

## **LASER ITEMS**

No student attending any school shall be permitted to use or carry in any other manner laser pointers, laser key chains, or any other laser items. Failure to comply will result in the student being placed on the discipline ladder.

## **MARRIED STUDENT POLICY**

Married students are not permitted to attend classes at St. Patrick Catholic High School. In addition to marriage being a civil contract, our belief that marriage is a sacrament and our support for the total commitment of both parties to nurturing these vows through personal, spiritual, social and employment activities make marriage inconsistent with the mission of St. Patrick Catholic High School.

## MEDICATION POLICY

All medications must be registered with the office. The designated personnel are responsible for dispensing all medications. Failure to follow this procedure is considered a violation of the school drug policy and the student may be subject to disciplinary action including expulsion.

A limited number of over the counter medications will be available in the office. In the event a student needs medication for a short duration, these are to be sent to the office with a note from the parent with specific instructions for administering the medication. All medication given must be prescription and should be in the original labeled container as dispensed by the pharmacy.

Unauthorized sale of, purchase of, irresponsible use of and/or distribution of prescription and/or over the counter medication is considered a violation of the school's drug policy.

## PREGNANCY

St. Patrick Catholic High School recognizes its obligations to the individual student, the school community, and the community at large. In full support of the Catholic Church's teachings on sexuality, the sacredness of life, and faith community, St. Patrick Catholic High School expects and encourages its students to live in accordance with the virtues of chastity and social responsibility. All students are treated with love and compassion. When a student, male or female, fails to practice abstinence, he/she violates our Christian moral code and the expectations of the faith community and may thereby become subject to disciplinary action as provided by local school policies. Additionally, the lack of abstinence may lead to pregnancy and possible health problems. The policy of St. Patrick Catholic High School takes into consideration the student, the unborn child, other students, the school community as a whole and the community at large.

St. Patrick Catholic High School, as an extension of the Catholic Church, has the following policy with regard to the student who engages in premarital sex resulting in a pregnancy and offers three options with accompanying responsibilities.

### **Enrollment Options:**

- Withdraw from St. Patrick Catholic High School, subject to normal readmission policies.



- Remain enrolled as a student and engage in a homebound program provided by St. Patrick Catholic High School until such time as the baby is born, the student has recuperated and her familial relationships are established.
- Continue with regular school attendance as long as possible, subject to all conditions and requirements of the St. Patrick Catholic High School Student Handbook, including adherence to the uniform policy. If home bound study is advised by the attending physician, the student will engage in the home bound program provided by St. Patrick Catholic High School, subject to the same conditions listed above.

Any student found to have engaged in illicit sexual actions will not be allowed to publicly represent St. Patrick Catholic High School, hold any leadership positions with St. Patrick Catholic High School clubs, organizations or activities or participate publicly in those clubs, organizations or activities for one or two school semester(s) to be determined at the discretion of the principal after meeting with the student and his/her parent(s)/guardian(s). There are some leadership positions (such as Class Officer, Campus Ministry, Homecoming Court or others at the discretion of the Administration) for which the student may be ineligible for the remainder of his/her high school tenure.

### **Student Responsibilities:**

If the female student chooses to remain enrolled in St. Patrick Catholic High School, the student and the parent(s)/guardian(s) must fulfill the following requirements. Failure to do so may result in expulsion.

- For the health of the mother and the child, notify the principal once pregnancy is determined.
- Meet with the principal immediately.
- Participate in St. Patrick Catholic High School sponsored counseling sessions as determined by principal.
- Participate in a psychological support counseling program approved by Catholic Social Services in the Diocese of Biloxi during the period of the student's pregnancy and thereafter as long as determined by the professional counselor. Such counseling will be at the student/parents' expense. The student must provide verification to the principal from the professional counselor that she is participating in the program.
- Continue to reside in the home of her parent(s)/guardian(s) or in an accepted residential care facility.

If the male student chooses to remain enrolled in St. Patrick Catholic High School, the student and the parent(s)/guardian(s) must fulfill the following requirements. Failure to do so may result in expulsion.

- Participate in St. Patrick Catholic High School sponsored counseling sessions as determined by principal.
- Meet with the principal immediately.
- Participate in a psychological support counseling program approved by Catholic Social Services in the Diocese of Biloxi during the period of the student's pregnancy and thereafter as long as determined by the professional counselor. Such counseling will be at the student/parents' expense. The student must provide verification to the principal from the professional counselor that he is participating in the program.
- Continue to reside in the home of his parent(s)/guardian(s) or in an accepted residential care facility.

Refusal of students and parents to meet with the principal or engage in routine counseling may result in expulsion. Students are subject to immediate expulsion when determined to have engaged in premarital sex a second time when enrolled at St. Patrick Catholic High School.

The Church supports the sanctity of the life of the mother and the child. When it becomes public knowledge that a student has terminated a pregnancy through an abortion, the student shall be subject to immediate expulsion.

## **SOCIAL MEDIA AND CYBERBULLYING**

Social networking websites have become very popular with today's youth. Since the content of what is put on these sites often refers to the student's school, it reflects St. Patrick Catholic High School and is therefore the business of the school. As such, the school has the right to take appropriate action. The administration will act according to policy when information from one of these sites is brought to its attention. Parents are encouraged to monitor what their students are placing on these websites.

Cyber bullying is defined as the use of electronic information and communication devices to willfully and repeatedly harm either a person or persons through the medium of electronic text, photos, or videos. Examples of this behavior include but are not limited to:

- sending false, cruel, vicious messages.
- creating websites that have stories, cartoons, pictures, and jokes ridiculing others.
- breaking into an email account and sending vicious or embarrassing material to others.
- engaging someone in electronic communication, tricking that person into revealing sensitive personal information and forwarding that information to others.

- posting pictures of another student or faculty member without their permission.

Bullying of this nature creates a hostile, disruptive environment on the school campus and is a violation of a student’s right to be safe and secure. Cyber bullying and harassment will not be tolerated. Actions deliberately threatening, harassing, and intimidating an individual or group of individuals; placing an individual in reasonable fear of harm or damaging the individual’s property; or disrupting the orderly operation of the school will not be tolerated.

The online activities and technologies often used by students engaged in cyber bullying include but are not limited to social networking sites, chat rooms and discussion groups, instant messaging, text messaging, computers, cell phones and personal digital devices, digital cameras, cell phone cameras, and web cams. As new technologies emerge, they too may be included with the above forms of electronic communication.

The use of digital media, which is intended to, or has the effect of, embarrassing, harassing, disturbing or otherwise harming another individual will not be tolerated. "Digital media" includes social networking sites (Facebook, Twitter, Instagram, etc.), text messaging, and other related forms of electronic communication. Students who take sides in cyber bullying cases will be considered participants and investigated for misconduct. An example of taking sides is hitting the thumbs-up “like” button on Facebook in reaction to an inappropriate remark, but other ways of being a participant may exist and will be investigated.

## **DISTRIBUTION OF PRINTED MATERIALS**

The distribution of all printed material (including but not limited to raffle tickets, circulars, advertisements, etc.) to students, staff members, and families must be approved by the administration.

## **DRESS CODE**

The student’s official school uniform is a representation to the public of St. Patrick Catholic High School. It is to be worn with pride and respect. Students are expected to be well groomed and neatly dressed at all times during the school day and at all school functions both on and off campus. Students are required to adhere to the dress code in school as well as on

the way to and from school in order to act as proper ambassadors. When a student wears the official uniform, he/she is required to adhere to all the rules and regulations in the handbook as though he/she is on campus.

While this section of the handbook deals with most issues pertaining to student dress code, it is not considered all-inclusive. Any manner of dress or appearance which seriously impacts the learning environment of the school may be prohibited.

## APPROVED CLOTHING

The approved school uniform vendors are listed below:

School and Scrubs  
1715 Popp's Ferry Road, Suite F  
Biloxi, Mississippi 39532

Educate and Celebrate  
311 Cowan Road  
Gulfport, Mississippi 39507

Listed below are approved uniform items:

- Pants – khaki uniform pants must be purchased from an approved vendor. Pants must be neatly hemmed and cannot drag the ground. Pants must fit appropriately and cover undergarments.
- Skirts – girls are permitted to wear skirts. Skirts must be purchased from an approved vendor and are available in the school plaid. Skirts must be no more than three (3) inches above the knee when standing. Waistbands on skirts cannot be rolled up. Girls should wear shorts underneath their skirts.
- Shirts – white oxford shirts with the St. Patrick Catholic High School logo must be purchased from an approved vendor. The shirts can be either long-sleeved or short-sleeved. Shirts must be tucked in at all times. It is not acceptable for the sleeve of the t-shirt to extend beyond the cuff of the sleeve of the uniform shirt. The top button of the shirt must be buttoned when wearing a tie and the second button on other days. Blue oxford shirts with the St. Patrick logo may be purchased at the approved vendor, by seniors, and worn on approved days.
- Fleece Jackets – navy fleece jackets with the St. Patrick Catholic High School logo may be purchased from an approved vendor. The school uniform must be worn underneath the fleece jacket.

- Rain Jackets – green rain jackets with the St. Patrick Catholic High School logo may be purchased from an approved vendor. The school uniform must be worn underneath the rain jacket.
- Winter Jackets – two approved jackets with the St. Patrick Catholic High School logo may be purchased from an approved vendor. The school uniform must be worn underneath the winter jacket. Additional outerwear items (including athletic team jackets, sweatshirts, and hoodies) are prohibited at all times during the school day.
- Letterman Jackets/Letterman Sweaters – St. Patrick Catholic High School letterman jackets and sweaters may be worn if purchased from the official school vendor and the student is eligible for lettering in athletic team at St. Patrick Catholic High School.
- Athletic Jackets and Outerwear – any jacket or outerwear purchased from the official Fighting Irish Spirit Store may be worn over the student’s school uniform. Additional athletic fan-wear is not part of the school uniform. Sweatshirts, hoodies, and unapproved jackets are in violation of the uniform policy.
- Sweaters – v-neck navy blue sweaters and sweater-vests with the St. Patrick Catholic High School logo may be purchased from an approved vendor. When a sweater or sweater-vest is worn, the oxford shirt must be worn underneath and the collar must be visible.
- Blazers – navy blazers with the St. Patrick Catholic High School crest must be purchased from an approved vendor. The jackets must be worn on Mass days and at any time that a student is representing St. Patrick Catholic High School at a school-related event.
- Ties – a green/navy striped tie for boys and a cross tie for girls must be purchased from an approved vendor. Ties must be worn on Mass days and any time a student is representing St. Patrick Catholic High School at any school-related event. All shirts/blouses must be buttoned to the neck when ties are being worn.
- Belts – a black or brown belt must be worn with the uniform. Belts must be worn with any item that has belt loops.
- Shoes – Clarks’ Wallabee Oxford, Sperry Billfish (tan or beige), Sperry Bluefish (linen), and Eastland Buck are approved shoes. All shoes must

have original shoes laces and should be tied. Students must wear shoes at all times, and shoes must be worn properly.

- Socks – socks must be worn at all times and should be solid white in color. Socks should not have visible logos and are required to cover the ankle and be below the knee. Girls may wear solid white tights with their skirts. Tights should not have patterns of any kind or be torn or frayed.
- Undergarments – t-shirts and other undergarments worn under the uniform shirt must be white without any graphics or writing.

Additional outerwear items not listed above are prohibited at all times. Additional athletic fan-wear is not part of the school uniform. Sweatshirts, hoodies, and unapproved jackets are in violation of the uniform policy.

## GROOMING GUIDELINES

- Hair – Hair should be neat, combed, and out of the eyes. No excessive hair styles or unnatural hair color is permitted. For boys, sideburns should not be below the ears, and hair must not touch the top of the shirt collar or the eyebrows.
- Facial Hair—Boys are expected to be clean-shaven each day. If a student is asked to shave during the day, he will be issued a school detention.
- Hats—No hats are allowed inside the school building.
- Jewelry—For boys, only a school ring, a watch, or a religious medal/cross may be worn. No other jewelry is allowed. For girls, conservative jewelry is acceptable. Only one earring per ear is allowed and must be worn in the ear lobe. Earrings should be smaller than the size of a quarter in length or diameter.
- Make-up—For girls, make-up should be stylish, in good taste, and conservatively applied.
- Body Piercing/Tattoos—Body piercings (including the tongue) and visible tattoos are not permitted.
- Clothing Sizes—no oversized clothing is permitted.

The administration makes the final decision about what is considered excessive.

## **SPECIAL DRESS DAYS**

Special dress days will be prescribed by the administration on special occasions. Outlined below is the dress code for special dress days.

- **Jean Day:** students must wear blue jeans and a St. Patrick t-shirt with school uniform shoes. No torn clothing of any type is permitted.
- **Free Dress Day:** students may wear jeans, capri pants, shorts (knee-length), skirts (knee-length) with an appropriate shirt and any closed-toe and closed-back shoes. No spaghetti straps or sweat pants. No torn clothing of any type.

## **DUAL CREDIT**

Through a partnership with William Carey University, we provide higher education opportunities for qualified high school students at St. Patrick Catholic High School. Students who meet the minimum qualifications set and reviewed by William Carey University each year will be eligible for participation through selected dual credit courses. Students must meet the academic requirements set by William Carey University in order to receive college credit. There is an additional fee for dual credit courses, and the fee for dual credit courses must be paid at the time of registration.

## **EMERGENCY DRILLS**

Disaster preparedness measures are a part of the school program. Students are expected to learn the procedures to be followed for fire, lockdown, and tornado drills as well as other emergency conditions. Students are expected to cooperate fully with the supervising teacher when emergency drills are conducted.

## **EMERGENCY OPERATIONS**

Our school website and school social media accounts remain the official source of all information. During emergency situations, students and parents are encouraged to listen to local radio and television stations for announcements from the superintendent or principal concerning the closing of school for inclement weather or other emergencies.

## **ELEVATOR USE**

The only students who are allowed access to the elevator are those who are injured with a doctor's excuse and have approval from the administration.

## **FIELD TRIPS, EXTRACURRICULAR ACTIVITIES, AND ATHLETIC TEAMS**

### **ELIGIBILITY REQUIREMENTS**

When students attend field trips, extracurricular activities, competitions, or other school-sponsored events, all policies regarding student behavior apply. Sponsors and/or coaches may place additional rules and regulations upon students at such events, trips, or practices.

As an effort of ensuring academic excellence as a component of the mission of St. Patrick Catholic High School, in order to participate in field trips, extracurricular activities, and/or athletic teams, students must consistently earn a passing grade in all classes.

To be eligible to participate in any field trips, extracurricular activities, and/or athletic teams, students must maintain a cumulative average of 75 or higher for the semester prior to their participation in the activity. A student's grades in all courses will be used to calculate the grade point average. Any student who does not have a cumulative average of 75 or higher for the first semester will be ineligible for the second semester. At the end of the school year, the student's average will be computed for the entire school year using the final grades for each course. If the student does not have an average of at least 75, he/she will become ineligible for the fall semester.

To be a candidate for any activity or office, a student must be considered eligible at that time. The student must also have a good conduct record.

Repeated disciplinary referrals may result in a student's being ineligible for extracurricular activities.

Unpaid tuition and/or fees will result in a student being ineligible to participate in any extracurricular activities, field trips, and/or athletic teams until all debt is paid.



## ATHLETIC INFORMATION

In addition to the aforementioned protocol for earning eligibility status, St. Patrick Catholic High School adheres to all requirements of the Mississippi High School Activities Association.

Students are required to be in school the last three (3) class periods of a school day or the three (3) class periods prior to leaving for an extra-curricular activity, in order to participate. This includes attendance on Friday or the day before a holiday in order to participate during the weekend. Prior approval or exceptions to this requirement must be granted by the principal in advance.

At the time of registration, transfer (new) students should confirm eligibility requirements specifically related to residency, previous school attended, and date of enrollment. The opportunity to participate in athletics the first year of attendance is dependent upon transfer status from the Mississippi High School Activities Association.

Each coach will adopt his or her own program rules which are more in-depth than the minimum listed above. Coaches will hold meetings during the beginning of the season to communicate program- specific policies to students and parents.

All students participating in athletics or extracurricular must provide proof of insurance. St. Patrick Catholic High School provides secondary coverage.

Students who participate in a sport at the varsity level for two years are eligible for a letterman jacket or sweater. Students must participate in at least 25% of the varsity sport's contests during the season to be considered eligible for letterman status.

Students are eligible to purchase their letterman jacket or sweater during their tenth, eleventh, or twelfth grade years given they meet the aforementioned criteria.

Any student who is academically ineligible for a part of a season may not be allowed to earn letterman status for that sport or activity. Alternative recognition of participation in some other form may be allowed at the discretion of the coach with permission from the administration.

St. Patrick Catholic High School recognizes the value of community support groups in relation to the student activities program and encourages participation of interested supporters and athletic association(s) to help promote greater community awareness. Only recognized athletic association functions will be

allowed to be affiliated with St. Patrick Catholic High School athletic and/or activity programs.

## **EXTRACURRICULAR ACTIVITIES AND CLUBS**

All extracurricular activities and clubs at St. Patrick Catholic High School are required to publish bylaws and a constitution outlining specific requirements and policies of the organization. Copies of all bylaws are available by contacting the faculty sponsor of the organization.

- **Arts and Crafts:** Students in grades 7-12 are invited to participate in a creative after-school club. Different types of handmade items are produced throughout the school year. Meetings are held once per month, and a \$10 membership fee is required to join.
- **Campus Ministry:** Students in grade 12 are selected by a faculty/administration committee. These students lead retreats for grades 7-10 and other spiritual activities for the school.
- **Drama Guild:** Students in grades 7-12 are eligible to participate in the after-school drama guild. The drama guild works to produce a fall and spring production each year. This club is open to students interested in performance, production, and stage set up. Students in grades 10-12 are eligible to take theatre as one of their electives.
- **Fellowship of Christian Athletes (FCA):** Any student grades 9-12, who is active in an athletic activity, including cheerleading, band and/or dance team, is eligible for membership. The FCA is a nationwide organization that focuses on “presenting to athletes and coaches and all who they influence, the challenge and adventure of receiving Jesus Christ as Savior and Lord, serving Him in the relationships and in the fellowship of the church.” The St. Patrick Catholic High School huddle demonstrates such action through service work within our community.
- **French Club/French Honor Society:** Membership is open to students in grades 9-12 who are currently taking French or have completed French I. French Honor Society members must have an average of 93 or higher for three semester periods, which includes one semester of French II.
- **Mass Choir:** Any student in grades 7-12 who is interested in singing or playing an instrument at weekly Liturgy services. Auditions are held at the beginning of the school year, and after school rehearsals are required.

- **Interact Club:** Interact Club is a high school Rotary Club dedicated to leadership through community service projects. Membership is open to students in grades 7-12. Members are encouraged to attend monthly meetings held after school. Officers are required to attend the monthly meetings.
- **Key Club:** Membership is open to all students in grades 9-12. The Key Club is a division of Kiwanis and participates in many service projects throughout the year, in which members volunteer their time and talents in an effort to make the world a better place for others. Membership is open to students in grades 9-12 who are in good standing.
- **Math Club:** Membership is open to students in grades 7-12. The purpose of the math club is to prepare students for the following math competitions: (1) Math Counts (grades 7-8), (2) MCTM Math Competition (grades 7-8), and (3) USM Math Competition (grades 9-12), and (4) Ole Miss Math Competition (grades 9-12). Math Counts (grades 7-8) is a competition team designed to excite and challenge middle school students in the discipline on math. With four levels of competition (school, local, state, and national), this organization provides students with the incentive to prepare throughout the school year to represent their school at hosted competitions during the spring of each school year. Each student that makes the team may apply for a \$1,000 scholarship their senior year.
- **Mock Trial:** The purpose of mock trial is to educate the youth of America about our legal system, our jurisprudence, and the work of our attorneys. A student must be in grades 10-12 before he/she can try out for competition.
- **Mu Alpha Theta Math Honor Society:** Students in grades 10-12 with an average of 85 or higher over a three-semester period are eligible for membership. Members' responsibilities include attending meetings, signing up to tutor lower level math students, and participating in the annual "Pi Day" fundraiser. Seniors who meet requirements will be permitted to wear chords at graduation.
- **National Honor Society:** Candidates must be in grades 10-12, have attended St. Patrick Catholic High School for one semester, have a cumulative grade point average of 3.0 or higher. Candidates shall be evaluated on the basis of scholarship, service, leadership, and character. Selection of new members shall be by majority vote of the faculty council composed of five faculty members selected by the principal and chaired by the NHS sponsor, who is a non-voting member.

- **National Junior Honor Society:** Candidates must be in grades 7-9, have attended St. Patrick Catholic High School for one semester and have a cumulative scholastic average of at least 90 beginning in seventh grade. Candidates are invited to apply to NJHS in the spring semester of their seventh and eighth grade years. Eligible students are inducted into the association at the end of the school year. Candidates shall be evaluated on the basis of scholarship, service, leadership, citizenship, and character. Selection of new members shall be by majority vote of the faculty council composed of five faculty members selected by the principal and chaired by the NJHS sponsor, who is a non-voting member.
- **Quiz Bowl:** SPCHS sponsors a quiz bowl team that competes against participating schools on the coast during the months of January through March. Membership opens in November with tryouts if number of interested students exceeds two teams. Practice begins in December. Students in grades 7-12 are eligible to participate. Teams are composed of four students.
- **Robotics:** The robotics team (Team Tempest) is part of For Inspiration and Recognition of Science and Technology (FIRST) Robotics. Team Tempest was founded in 2005. Students in elementary partner schools (grades K-2) have the option to take part in Junior FIRST LEGO League and are mentored by high school members. Students in grades 3-8 are eligible for FIRST LEGO League. FIRST Tech Challenge (FTC) is a program for students in grades 7-12. The First Robotics Competition (FRC) is a program for students in grades 9-12.
- **Sailing Team:** All students in grades 7-12 are eligible to join the sailing team. Students should have a foundational knowledge of sailing before applying for membership. All practices and competitions are conducted off campus.
- **Science Club/Science Honor Society:** All students in grades 9-12 are eligible for membership. Students with interest in Science are encouraged to join. The Science Club sponsors all science fair related activities and two annual Blood Drives on our campus.
- **Science Olympiad:** All students in grades 7-12 may apply for membership. Science Olympiad competitions are like academic track meets. Science Olympiad functions much like a football or soccer team, requiring preparation, commitment, coaching and practice throughout the year. There are weekly meetings conducted by the coach(s). Some materials are provided and much of the work, research, preparation is done by the team members on their own time. A membership fee and fundraiser participation

are required to cover registration, t-shirts, competition materials, bus driver, bus, and etc. Members are selected based on GPA, three (3) teacher recommendations, and behavior. A regional competition takes place in February in Natchez, MS, and an annual competition takes place in March on the campus of USM in Hattiesburg, MS.

- **Seamus Heaney English Honor Society:** This honor society is open to high school students in grades 10-12 who have demonstrated exceptional ability in such areas as literary analysis, media studies, composition, linguistic study, and creative writing, and who meet the requirements of membership: 3.0 cumulative grade point average and 3.5 cumulative English grade point average. Sophomores, juniors, and seniors who have attended St. Patrick Catholic High School for at least one semester and have completed at least two semesters of secondary English are invited to apply for membership each fall. An application is required and will be reviewed by a faculty advisory council. New inductees are then invited to become members.
- **Spanish Club/Spanish Honor Society:** To be eligible for membership, students in grades 9–12 must be currently taking Spanish or have completed Spanish I. Members are involved with the community by participating in numerous service projects. Spanish Honor Society members must have an average of 94 or higher for three semester periods which includes one semester of Spanish II.
- **Students Against Violence Everywhere (SAVE):** All students in grades 7-12 are welcome to join SAVE. SAVE promotes making positive choices, especially by creating an awareness to the effects of alcohol and drunk driving. SAVE also sponsors the annual “Prom Promise” campaign.
- **Students for Life (SFL):** Students in grades 9 through 12 are invited to join Students for Life, an on-campus group which promotes the culture of life at the school, local, and national level. The mission of Students for Life is to promote awareness of current right to life issues and to bring about change through prayer, teaching, and action. Students who are active and in good standing with Students for Life will have priority in registering for the March for Life trip in January.
- **Youth in Government:** The club educates the students on government and gives them the opportunity to participate in government procedures. Membership is open to students in grades 9-12. The club does participate in Youth Legislature in Jackson. Membership does not guarantee attendance on trips. The club has an executive board appointed by the faculty moderator that helps plan events and training sections.

## **FINANCIAL POLICIES**

It is the policy of St. Patrick Catholic High School that all tuition accounts must be kept current in order for a student to continue enrollment. Upon ACH draft or credit card payment, if a payment is not made available, FACTS will contact the family to attempt to collect the missed payment.

If a student's tuition account becomes 60-days past due, parents will be required to meet with the administration, and the student will become ineligible to participate in any extracurricular activities.

If a student's tuition account exceeds 90-days past due, he or she will be unable to continue enrollment at St. Patrick Catholic High School until the tuition account is made current.

Exams, report cards, transcripts, and/or diplomas will not be issued to a student whose family has not met all financial obligations to the school. If a student withdraws from St. Patrick Catholic High School during the middle of the school year, the family remains responsible for the full amount of tuition for the 2019-20 school year.

The registration fee is non-refundable. Tuition for the 2019-20 school year is non-refundable after August 7, 2019.

## **FIRST AID**

If an accident occurs, the student(s) involved are to report to the supervising teacher or to the office, if possible. If not possible, other students are to summon the supervising teacher or the office for help. In case of minor accidents or sudden illness, immediate temporary care and first aid will be administered. Parents will be notified when deemed necessary. Home, business, and emergency phone numbers are to be furnished to the school.

## **FUNDRAISING AND EVENT PLANNING**

All fundraisers must be submitted to and approved by the administration at least ten (10) days prior to the start of the fundraiser. Fundraising requests may be reviewed by the administration, and the appropriate sponsor of the fundraiser will be notified of approval or denial. Fundraisers not submitted at least ten (10) days prior will be denied. All monies raised should be deposited to the Finance

Office. Coaches, faculty members, and parents must only contact businesses for fundraising sponsorships that have been approved by the Director of Advancement.

All requests for events must be submitted to the administration for approval at least ten (10) days prior to the start of the event. Event requests will be reviewed by the administration, and the appropriate sponsor of the event will be notified of approval or denial. Events not submitted at least ten (10) days prior will be denied.

## **GRADING POLICIES**

The academic year of St. Patrick Catholic High School consists of two semesters. An academic grade will be issued each semester for all classes on the student's report card. A progress report will be made available every six weeks during the semester.

### **GRADING SCALE**

A	93 – 100
A-	90 – 92
B	85 – 89
B-	80 – 84
C	75 – 79
D	70 – 74
F	0 – 69

If an incomplete is noted for any quarter or semester, work must be completed within two weeks of the close of the grading period or an F will be recorded.

### **GRADE POINT SYSTEM**

The following system is used for calculating cumulative grade point averages.

A	4.0
A-	3.5
B	3.0
B-	2.5
C	2.0
D	1.0
F	0.0

A grading scale from the transferring school will be used to convert to a four-point scale when a student transfers to St. Patrick Catholic High School. Every effort will be made to get a copy of the grading scale. If after numerous attempts, a grading scale cannot be gained, then numeric grades will be converted to St. Patrick Catholic High School’s four-point grading scale.

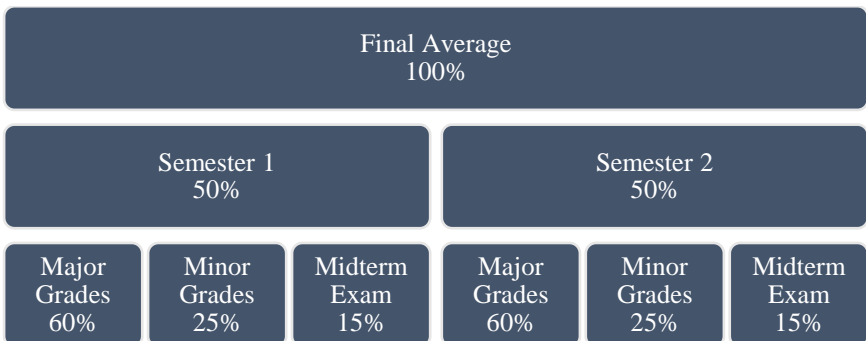
## **FINAL GRADES, GRADING WEIGHTS, AND ASSIGNMENT CATEGORIES**

For full-credit courses, the student’s two semester grades are averaged together to compute a final grade. For half-credit courses, the student’s semester grade is the final grade.

If the final grade is below 70%, a grade of F will be placed on the report card for the final grade. If the student fails a course required for graduation, he or she will be required to repeat the course. A student who fails more than two (2) courses during a school year will not be allowed to re-enroll at St. Patrick Catholic High School for the following school year subject to final approval by the principal.

Grade level classification for grades nine through twelve shall be based on units of credit earned in required and elective courses which indicates normal progression of student classification toward meeting graduation requirements as required by the Mississippi Department of Education and defined in the student handbook.

Listed below is an organized breakdown of final grades for all full-credit courses at St. Patrick Catholic High School (half-credit courses are either Semester 1 or Semester 2):





Each teacher will publish a syllabus provided to students at the beginning of each semester. The syllabus will outline course-specific policies and major units and projects to be covered during the semester.

Students will have at least ten (10) major grades per semester. Major grades count as 60% of the student's semester grade. Assignments which may count as major grades are items such as tests, essays, projects, presentations, reports, etc.

Next, 25% of the student's semester grade will be listed as minor grades. Students will have at least twenty (20) minor grades per semester. Minor grades include items such as quizzes, homework, written class assignments, daily assignments, etc.

The remaining 15% of the student's semester grade will be the comprehensive midterm or final exam administered at the end of the semester.

All tests, projects, assignments, and homework will be posted in Canvas by 8:00 a.m. on the first day of the school week. Due dates are subject to change in keeping with the assessment and flexibility of the teacher's lesson plan. Grades are updated weekly, and students' current averages are available via PowerSchool and Canvas.

Students are required to complete all course assignments. Due dates are posted in Canvas and communicated to students. Late assignments submitted past the due date will receive a 10% grade deduction per day late.

Parents will be contacted if and when student (1) fails a major grade or (2) does not submit an assignment.

## **HONOR ROLL**

Honor roll is published at the end of each semester. All classes enrolled will be factored into students' GPA to determine honor roll. Advanced Placement (AP) courses will be weighted on the 5.0 scale. Students who maintain a 4.0 or higher average in all classes are listed on the "Principal's Honor Roll." Students who maintain a 3.5 to 3.99 average in all classes are listed on the "Vice Principal's Honor Roll." Students who maintain a 3.0 to 3.49 average in all classes are listed on the "Faculty Honor Roll." Students who earn any semester grade of D or F are excluded from honor roll.

## **INDEPENDENT STUDY COURSES**

The Mississippi Department of Education allows students to take one independent study course through a school-approved online format during the student's high school career. Approval for an independent study course must be granted by the administration. Students interested in taking an independent study course should meet with the guidance counselor. Students may only take one independent course for courses that are not offered at St. Patrick Catholic High School. In some cases, an independent study course may be used as a credit recovery option with approval by the administration.

## **MIDTERM/FINAL EXAMS**

Exams are given during the last three days of each semester. Semester exams will count as 15% of the student's semester average.

All students are expected to attend school on scheduled exam days. Midterm and final exams will not be administered early for any reason. Students must receive approval from the administration in order to make up an exam after it has been administered. Students who miss the exam without prior approval should provide a legitimate medical excuse regarding his or her absence from a regularly scheduled midterm or final exam. Students who miss an exam without approval will receive a grade of zero (0) on the exam.

Students will not be allowed to check-out of school during class periods in which an exam is being administered.

## **SENIOR EXAM EXEMPTIONS**

As a senior privilege, twelfth grade students who meet the following criteria may be exempt from their midterm and final exams. There is no exemption policy for students in grades seven through eleven.

- The student must maintain a 92.5% or higher cumulative average (per class) for the semester for midterm exam exemptions and for the year for final exam exemptions.
- The student should have no more than five unexcused absences (per class) for the semester.
- The student should have no more than five tardies (per school day) for the semester.
- The student should have no more than five detentions (after- school) for the semester.

- The student should not have been placed on ISS or OSS at any time during the semester.

Students will receive notification of their exemption status on the day before the beginning of midterm and final exams. The exemption list will be issued by the administration and will list those students who meet the criteria for exemptions based on the guidelines above.

Students will not be counted absent under the attendance policy from classes in which they are exempt.

For students who are exempt, the first semester grade will be the average of the student's first and second quarters, and the second semester grade will be the average of the student's third and fourth quarter grades.

To be exempt, a student shall not have any outstanding deficiencies such as textbooks, athletic uniforms, library fines, cafeteria fees, or fines from any teacher.

Any student who is not exempt will be required to take the midterm and final exam. Students who are not exempt will not be allowed to check-out of school during class periods in which an exam is being administered.

It is important to note that the exam exemption policies is considered a "senior privilege;" therefore, this policy is contingent upon overall behavior of the senior class. The administration reserves the right to require students to take all exams.

## **PARENT/TEACHER CONFERENCES**

Parents are encouraged to schedule personal conferences with the respective teacher at the first sign of academic difficulty. The guidance office will arrange these conferences. Parents may contact teachers by email or by leaving a message with the front office. The e-mail address of each teacher is the first initial of their first name, the entire last name at (@) stpatrickhighschool.net (i.e. mbuckley@stpatrickhighschool.net).

## **SENIOR CLASS RANK AND STANDING**

Senior class rankings will be computed to determine students graduating with highest honors (average of 3.5 or higher, based on courses which are

awarded credit) and all other matters requiring the listing of class standing, including scholarship applications, college applications, etc. Computation of

scholastic averages will include all courses in which the student received a Carnegie unit.

The procedure for determining class rank is as follows:

- All courses that are awarded a Carnegie Unit will be counted once.
- Advanced Placement courses are weighted for class rank and grade point average reporting. Students taking Advanced Placement courses will receive one additional quality point on a four-point scale. No weight will be given if the student receives a failing grade for the course.
- Students enrolled in AP courses are required to take the Advanced Placement exams and must do so at their own expense. This fee will be paid at the time of registration.
- Permanent records will not carry a grade point average higher than a 4.0.

The procedure for honors selection at graduation is as follows:

- Honor Graduate: 3.0000 to 3.4999 grade point average
- High Honors Graduate: 3.5000 grade point average and above

A student's grade point average is calculated and rounded to four decimal places using final course grades.

## **SPECIALIZED ACADEMIC ACCOMMODATIONS**

Students with a documented specific learning disability may be eligible for limited academic accommodations. The parent/guardian should meet with the guidance counselor within the first two weeks of school. An Individualized Academic Plan will be completed outlining specific accommodations to be administered in each class. The Individualized Academic Plan, once approved by the administration, will be disseminated to each of the student's teachers. Parents should keep in touch with the guidance counselor throughout the school year regarding the administration of the accommodations and the student's progress.

## **VALEDICTORIAN AND SALUTATORIAN**

The students who have the highest weighted grade point average in all classes receiving credit and rank first and second in their class are named valedictorian and salutatorian respectively. AP classes are weighted on a five-point scale. Final grade point averages will not be computed until all course grades are final. If the top students are tied, the tie will be broken by averaging grades (from classes receiving credit) on a 100-point scale to four decimal places. If the top

students are tied on the 100-point scale, co-valedictorians are then named and there is no salutatorian.

Also, to qualify for valedictorian or salutatorian, a student must have been enrolled in the Catholic Diocese of Biloxi for their entire freshman, sophomore, junior, and senior years, and he or she must have taken all the required courses including four (4) of the seven (7) AP courses offered at St. Patrick Catholic High School and must take the above minimum coursework. (These courses must be taken at St. Patrick Catholic High School.) If a student withdraws from St. Patrick Catholic High School during these four years, for any period of time, he or she is not eligible to be considered for these honors.

Students with excessive disciplinary actions may not be considered for valedictorian or salutatorian at the discretion of the administration.

## GRADUATION REQUIREMENTS

In order to fulfill graduation requirements, a student must successfully complete the following:

<b>Department</b>	<b>Credits Needed</b>	<b>Required Courses</b>
<b>English</b>	4	English I English II English III or AP Lang/Comp English IV or AP Lit/Comp
<b>Math</b>	4	Algebra I
<b>Science</b>	4	Biology I Chemistry I or Physical Science
<b>Social Studies</b>	4	Geography/MS Studies World History or AP World History US History or AP US History US Government/Economics
<b>Health</b>	0.5	Comprehensive Health
<b>Physical Education</b>	0.5	Physical Education
<b>Technology</b>	1	Technology Foundations

<b>Foreign Language</b>	2	Spanish I or French I Spanish II or French II
<b>Art</b>	1	
<b>Electives</b>	2	
<b>Theology</b>	4	A theology course is required for every year a student is enrolled at St. Patrick Catholic High School.
<b>Total Credits</b>	<b>28</b>	

## HALL PASSES

During class periods students should not be out of class in the hall. Should a student have a bathroom emergency or need to go to the office, the student should carry the hall pass with them after they have signed out on the teacher's classroom sign-out form.

## INSURANCE

St. Patrick Catholic High School purchases secondary insurance coverage for all students. All students participating in athletics and extracurricular activities are required to have proof of primary insurance.

## LIBRARY MEDIA CENTER

The library contains a variety of materials including books, magazines, videos, and online computer databases that support the curriculum and provide recreational reading for students and faculty. Computers are available for student research and for completing class assignments. Online databases are accessible from home with Internet access. Obtain the login and password from the librarian.

The library hours are from 7:30 a.m. to 5:00 p.m. Students may also utilize the library during class visits that have been scheduled by their teacher. An individual student may use the library and computer at any time during school hours by presenting the librarian with a pass from the classroom teacher.

Students must sign in and out when using the library during a class period. Students are welcome to use the library before and after school.

**Circulation Rules:** Books are checked out for two (2) weeks. A book may be renewed if another person has not asked for it. The fine for overdue books is five (5) cents per day. Fines do not accrue on weekends and holidays. Students are responsible for paying for books that are lost or damaged. Report cards and student records will not be issued to students who owe fines or books to the library.

**Computer Rules:** Computers are to be used for research or completing class assignments. Emailing for the purpose of saving and printing school assignments is permitted. Playing games and chat are not permitted. Accessing inappropriate internet sites, including social networking sights, may result in loss of computer privileges.

## LOST AND FOUND

Items found in any classroom or building may be turned in to the office. Students who have lost items may claim them in the office before or after school. St. Patrick Catholic High School is not responsible for lost or stolen items. Parents and students are encouraged not to bring items of great value to school as such items may become lost or stolen and not found.

## OFFICE HOURS

The school office is open from 7:30 a.m. to 3:30 p.m. each Monday through Friday. The school will operate on limited office hours during the summer when school is not in session. Parents and students should come during these hours to conduct school business. Those needing to conduct business outside these hours should make special arrangements with the administration. It is strongly suggested that parents wishing to meet with teachers or the administration make an appointment to do so. All teachers and administrators are available by email.

## PURCHASES

All purchases for school purposes made by any individual, staff member, class, or club must receive prior approval by the principal. Purchase requisitions should be submitted online at [www.stpatrickhighschool.net/purchasing](http://www.stpatrickhighschool.net/purchasing) at least

two (2) days in advance. Purchases made that do not have prior approval will not be paid from any school account or through any fundraising efforts. Purchases made without prior approval become the responsibility of the staff or faculty member responsible for the organization.

All requests for fundraising must be approved by the administration at least ten (10) days prior to the start of the fundraiser.

## **SCHEDULE CHANGES**

All classes are offered based on enrollment and schedule requests; therefore, student schedules will only be changed for legitimate purposes at the discretion of the administration. Students should submit a schedule change request at [www.stpatrickhighschool.net/schedulechangerequest](http://www.stpatrickhighschool.net/schedulechangerequest).

A WP (withdraw with a passing grade) or WF (withdraw with a failing grade) will be indicated on the student's transcript for any course dropped after the course begins.

A grade of F will be indicated on the student's transcript and a 0.0 will be factored into the student's GPA for any course dropped after the tenth day of the course.

## **SCHOLARSHIPS**

The guidance department receives scholarship information beginning in August of each school year. Announcements are made as information is received. A list of scholarship information is posted on the school website. A list of scholarship information is given to each senior teacher to display and review in his or her classroom. It is the student's responsibility to check with the guidance office regarding this information. Each student should check the website. There are specific scholarships for specific majors.

## **SEARCH AND SEIZURE POLICY**

The purpose of this policy is to help preserve and foster a safe, non- disruptive educational environment for effective teaching and learning, to maintain and foster order and discipline, to deter students from bringing weapons, drugs,



alcohol, tobacco, or other contraband onto school property or to school-related activities, and to achieve these objectives consistent with law.

While students are entitled to the guarantees of the United States Constitution's Fourth Amendment, they still are subject to reasonable searches and seizures. School officials are empowered to conduct reasonable searches of particular students and student property when there is reasonable suspicion that a student may be in possession of drugs, weapons, alcohol, tobacco, or other contraband in violation of school rule or policy or law.

All school-related property always remains under the control of school officials and is subject to search at any time. School-related property includes but is not limited to computers, lockers, cabinets, desks, bookcases, buses and other vehicles and items controlled or directed by school officials in the support of educational-related programs or activities. Students who park a vehicle on campus is also subjected to having his or her vehicle searched.

In the initiation and conduct of any search, a school administrator will remain in charge at all times. A school administrator initially will seek voluntary consent to the search. In general, no member of law enforcement may be authorized to conduct a search on behalf of the school but may facilitate a school search under the continuing control and direction of a school administrator. A canine also may be utilized under proper circumstances to facilitate a school administrator's search. Law enforcement officials may, under circumstances authorized by law, conduct their own independent searches (i.e. upon belief that a crime is being committed in their presence or in exigent circumstances).

## STANDARDIZED TESTING PROGRAM

St. Patrick Catholic High School does not participate in the Mississippi Department of Education testing program nor Common Core State Standards testing programs. Students transferring to a public school will be required to participate in the state-mandated program requirements by that public school.

Listed below are the standardized tests required and/or made available to students at St. Patrick Catholic High School.

**Iowa Tests of Basic Skills (ITBS):** All students in seventh through eighth grades take the Iowa Tests of Basic Skills (ITBS) each year in March or April. Sections of this test assess students in the following areas: vocabulary, reading comprehension, spelling, capitalization, punctuation, usage and expression, math concepts and estimation, math problem solving and data interpretation, math

computation, social studies, maps and diagrams, reference materials, word analysis, and listening.

**Assessment of Children/Youth Religious Education (ACRE):** Students in eighth and eleventh grades will take the ACRE exam during their religious studies course. Published by the National Catholic Education Association, the ACRE test is used to evaluate the effectiveness of our religion program. In addition to assessing students' understanding of the religious studies curriculum, the ACRE data reports also shed light on those faith formation elements that are not the exclusive domain of the school or parish religion program, for example, physically getting students to the sacraments of penance and Sunday Liturgy.

**PSAT/NMSOT:** Eleventh grade students take the PSAT (Preliminary Scholastic Aptitude Test) and the NMSQT (National Merit Scholarship Qualifying Test) in October of each year. The PSAT is a shorter, preliminary version of the SAT. The National Merit Scholarship Committee reviews students' PSAT scores from their junior year when determining scholarship eligibility. Many students take the PSAT as sophomores for practice.

**ACT:** Most colleges require either the SAT or the ACT for admission. The ACT assessment measures high school students' general educational development and their capability to complete college-level work with the multiple-choice tests covering four skill areas: English, mathematics, reading, and science. The optional Writing Test measures skill in planning and writing a short essay. Specifically, ACT states that its scores provide an indicator of "college readiness," and that scores in each of the subtests correspond to skills in entry-level college courses in English, algebra, social science, humanities, and biology. The ACT assesses reasoning skills (like the SAT does) but focuses mostly on students' knowledge of the "core curriculum" taught in most classrooms.

**AP Exams:** AP exams are part of the College Board's Advanced Placement Program, in which students are able to take more rigorous, college-level courses while still in high school. Students enrolled in AP courses are required to take the AP exam of that course administered in May of each year. Students who do well on an AP exam may earn college credit or test out of a lower level class once enrolled in a university. AP exams fee must be paid at the time of final registration, or the student will be placed in regular academic classes.

## STUDENT CLASSIFICATION

High school students must have earned the following number of Carnegie Units for grade-level classification based on the end of the 2018-19 school year.

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Freshman	Less than 5 Carnegie Units
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Sophomore	A minimum of 7 Carnegie Units
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Junior	A minimum of 12 Carnegie Units
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Senior	A minimum of 18 Carnegie Units
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<h2 style="text-align: center;">STUDENT GOVERNMENT ORGANIZATIONS AND ACTIVITIES</h2>
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### DANCES

A student must be present for the last three class periods of the school day in order to attend a dance later that afternoon or evening. Students must be present for the last three class periods on Friday in order to attend a dance on the weekend. Any exceptions require that prior arrangements be made with the administration.

Students and their dates are required to abstain totally from alcoholic beverages and other chemical substances before, during, and immediately following the dance. If, in the opinion of the supervising personnel, a student or his/her date has used alcohol or any other chemical substance, he/she will be required to leave the dance. Parents and law enforcement will be notified. Minors under the influence can only be released to law enforcement. In all instances, where possible, two faculty members will be left in charge of remaining students. All appropriate disciplinary rules and procedures concerning alcohol and drug use will be followed.

Students wishing to bring a date who is not a St. Patrick Catholic High School student must have permission from the administration prior to the dance. A date from another school must be currently attending high school and have the permission form signed by their junior high or high school principal. Students are responsible for the behavior of their dates. Once inside the dance, students may not leave and reenter.

Students in grades seven and eight will not be allowed to attend high school dances and students in grades nine through twelve will not be allowed to attend a middle school dance.

**Homecoming Dance:** The Homecoming dance is for students in grades nine through twelve. Dress will be semi-formal. All students attending the dance must arrive during the first hour unless accompanied by a parent/guardian and must stay until after the court is presented. The Homecoming court consists of eight (8) maids and eight (8) beaus from the senior class. The students in grades nine through twelve elect the Homecoming Queen and King from the senior maids and senior beaus. Students may not campaign for the Homecoming Court.

**Prom:** Prom is open to all juniors and seniors and their dates. Dress is formal. All students attending the dance must arrive during the first hour unless accompanied by a parent/guardian and must stay for the duration of the dance unless given permission to leave early by the administration.

## **STUDENT GOVERNMENT**

Membership in the St. Patrick Catholic High School student government organization consists of the student body officers, representatives and the class officers of grades seven through twelve.

**Student Body Officer Election Qualifications:** Candidates must have a minimum cumulative grade point average of 3.0, be registered for the next school year, have been part of the student council for the preceding year and have been in attendance at St. Patrick Catholic High School for at least one (1) full academic year prior to running.

**Class Officer Election Qualifications:** Candidates must have a minimum cumulative grade point average of 3.0, be registered for the next school year and have been in attendance at St. Patrick Catholic High School for at least three (3) consecutive quarters prior to running. Class officers are not part of the student council except for the senior class president.

**Elections Procedures:** Students in grades seven through eleven vote for student body officers. Each grade level votes for representatives and class officers for respective grades.

**Executive Committee:** The executive committee of student government directs the activities of the student council. It consists of the four Student Body officers and the senior class president or their designees.

**Meetings:** Normally meetings are held before school at an announced time. Additional meetings of the full student council or the executive committee are called by the faculty sponsor.

**Removal from Office:** A student body officer or class officer will be placed on probation or removed office for a semester failure in a core subject (religion, English, mathematics, science, social studies or foreign language) or for a serious violation that is grounds for suspension or expulsion. Participation in this organization also falls under the eligibility policy which can be found under field trips, athletics, and extracurricular activities.

## STUDENT PUBLICATIONS

Each year, students use their literary talents and journalistic skills in one of the following student publications. All school publications must be reviewed by the administration prior to printing and publication.

**The March:** The school yearbook is published by journalism students under the guidance of a faculty sponsor. The book is distributed in late spring to all subscribers. Emphasis is placed on quality and creativity in photography, layout copy, and other areas of production skills.

**Aisling:** The literary publication which includes the best of materials submitted by the English department from students' work during the year. This publication also includes collections of creative prose, poetry, and artwork submitted by independent student and faculty sources.

**School Newspaper:** The school newspaper is published by the newspaper staff. Other students may participate in the paper by consulting with the sponsor.

## TELEPHONES

School telephones are for school business only. Students are expected to avoid using the office phones during the school day unless an emergency arises.

## TEXTBOOKS

Students are held responsible for all textbooks issued to them. Students will be held responsible for any damages to textbooks and will be fined accordingly. All textbooks are to be covered. Periodic book checks are conducted by classroom instructors.

## **TRANSCRIPTS**

A transcript request form is available to be completed online at [www.stpatrickhighschool.net/transcripts](http://www.stpatrickhighschool.net/transcripts).

## **VISITORS**

To ensure the safety of students and staff, all visitors must first report to the office, sign in, and receive a visitor's permit before entering the main building. Appropriate dress and personal appearance are expected of all visitors.

## BELL SCHEDULE

<b>Period 1</b>	8:15 – 9:07	
<b>Period 2</b>	9:11 – 10:01	
<b>Period 3</b>	10:05 – 10:55	
<b>Period 4 and 1<sup>st</sup> Lunch</b>	10:55 – 11:24 11:28 – 12:18	Lunch Period 4
<b>Period 4 and 2<sup>nd</sup> Lunch</b>	10:59 – 11:49 11:49 – 12:18	Period 4 Lunch
<b>Period 5</b>	12:22 – 1:12	
<b>Period 6</b>	1:16 – 2:06	
<b>Period 7</b>	2:10 – 3:00	

## LITURGY BELL SCHEDULE

<b>Period 1</b>	8:15 – 8:56	
<b>Period 2</b>	9:00 – 9:40	
<b>Mass</b>	9:40 – 10:40	
<b>Period 3</b>	10:44 – 11:24	
<b>Period 4 and 1<sup>st</sup> Lunch</b>	11:24 – 11:53 11:57 – 12:47	Lunch Period 4
<b>Period 4 and 2<sup>nd</sup> Lunch</b>	11:28 – 12:18 12:18 – 12:47	Period 4 Lunch
<b>Period 5</b>	12:51 – 1:31	
<b>Period 6</b>	1:35 – 2:15	
<b>Period 7</b>	2:19 – 3:00	



## PEP RALLY/EVENT BELL SCHEDULE

<b>Period 1</b>	8:15 – 9:00	
<b>Period 2</b>	9:04 – 9:49	
<b>Period 3</b>	9:53 – 10:38	
<b>Period 4 and 1<sup>st</sup> Lunch</b>	10:38 – 11:07 11:11 – 12:01	Lunch Period 4
<b>Period 4 and 2<sup>nd</sup> Lunch</b>	10:42 – 11:32 11:32 – 12:01	Period 4 Lunch
<b>Period 5</b>	12:05 – 12:50	
<b>Period 6</b>	12:54 – 1:39	
<b>Period 7</b>	1:43 – 2:28	
<b>Pep Rally/Event</b>	2:28 – 3:00	

## TESTING BELL SCHEDULE

<b>Period 1</b>	8:15 – 9:07	
<b>Period 2</b>	9:11 – 10:01	
<b>Period 3</b>	10:05 – 10:55	
<b>Period 4</b>	10:59 – 11:49	
<b>Period 5 and 1<sup>st</sup> Lunch</b>	11:49 – 12:18 12:22 – 1:12	Lunch Period 5
<b>Period 5 and 2<sup>nd</sup> Lunch</b>	11:53 – 12:43 12:43 – 1:12	Period 5 Lunch
<b>Period 6</b>	1:16 – 2:06	
<b>Period 7</b>	2:10 – 3:00	

## EXAM BELL SCHEDULE – DAY 1

<b>Period 1*</b>	8:15 – 10:15	Exam
<b>Period 2* and 1<sup>st</sup> Lunch</b>	10:15 – 10:44	Lunch
	10:48 – 12:48	Exam
<b>Period 2* and 2<sup>nd</sup> Lunch</b>	10:19 – 12:19	Exam
	12:19 – 12:48	Lunch
<b>Period 3</b>	12:52 – 1:15	
<b>Period 4</b>	1:19 – 1:42	
<b>Period 5</b>	1:46 – 2:09	
<b>Period 6</b>	2:13 – 2:36	
<b>Period 7</b>	2:38 – 3:00	

## EXAM BELL SCHEDULE – DAY 2

<b>Period 3*</b>	8:15 – 10:23	Exam
<b>Period 4* and 1<sup>st</sup> Lunch</b>	10:23 – 10:52	Lunch
	10:56 – 12:56	Exam
<b>Period 4* and 2<sup>nd</sup> Lunch</b>	10:27 – 12:27	Exam
	12:27 – 12:56	Lunch
<b>Period 5*</b>	1:00 – 3:00	Exam

## EXAM BELL SCHEDULE – DAY 3

<b>Period 6*</b>	8:15 – 10:15	Exam
<b>Break</b>	10:15 – 10:26	
<b>Period 7*</b>	10:30 – 12:30	Exam

# PRAYERS

## SIGN OF THE CROSS

In the name of the Father, and of the Son, and of the Holy Spirit. Amen.

## OUR FATHER

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

## HAIL MARY

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

## GLORY BE

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

## APOSTLES' CREED

I believe in God, the Father almighty, creator of heaven and earth, and in Jesus Christ, his only Son, our Lord, who was conceived by the Holy Spirit, born of the Virgin Mary, suffered under Pontius Pilate, was crucified, died, and was buried. He descended into hell; the third day he rose again from the dead; he ascended into heaven and is seated at the right hand of the Father; from thence he shall come to judge the living and the dead. I believe in the Holy Spirit, the holy Catholic Church, the communion of saints, the forgiveness of sins, the resurrection of the body, and life everlasting. Amen.

## **THE DIVINE PRAISES**

Blessed be God.

Blessed be His Holy Name.

Blessed be Jesus Christ, true God and true Man. Blessed be the Name of Jesus.

Blessed be His Most Sacred Heart. Blessed be His Most Precious Blood.

Blessed be Jesus in the Most Holy Sacrament of the Altar. Blessed be the great Mother of God, Mary most Holy.

Blessed be her Holy and Immaculate Conception. Blessed be her Glorious Assumption.

Blessed be the Name of Mary, Virgin and Mother. Blessed be St. Joseph, her most chaste spouse. Blessed be God in His Angels and in His Saints. Amen.

## **ANIMA CHRISTI**

Soul of Christ, sanctify me holy. Body of Christ, save me. Blood of Christ, fill me. Water from Christ's side, wash me. Passion of Christ, strengthen me. Good Jesus, hear me. Within your wounds, hide me. Never let me be parted from you. From the evil enemy, protect me. At the hour of my death, call me, and tell me to come to you that with your saints I may praise you through all eternity. Amen.

## **PRAYER TO THE HOLY SPIRIT**

Breathe into me Holy Spirit, that all my thoughts may be holy. Move in me, Holy Spirit, that my work, too, may be holy. Attract my heart, Holy Spirit, that I may love only what is holy. Strengthen me, Holy Spirit, that I may defend all that is holy. Protect me, Holy Spirit, that I always may be holy.

## **COME, HOLY SPIRIT**

Come, O Holy Spirit, fill the hearts of your faithful and enkindle in them the fire of your love. Send forth your Spirit, and they shall be created. And you shall renew the face of the earth. Let us pray: O God, who by the light of the Holy Spirit has taught the hearts of the faithful, grant that by the gift of the same Spirit we may be always truly wise and ever rejoice in his consolation, through Christ our Lord. Amen.

## **HAIL HOLY QUEEN**

Hail, Holy Queen, Mother of mercy, our life, our sweetness, and our hope. To thee do we cry, poor banished children of Eve. To thee do we send up our sighs, mourning and weeping in this valley of tears. Turn then, most gracious advocate, thine eyes of mercy towards us and after this, our exile, show unto us the blessed fruit of thy womb, Jesus. O clement, O loving, O sweet Virgin Mary. Pray for us, O holy Mother of God. That we may be made worthy of the promises of Christ. Amen.

## **THE MEMORARE**

Remember, O most gracious Virgin Mary, that never was it known that anyone who fled to thy protection, implored thy help, or sought thy intercession was left unaided. Inspired by this confidence, we turn to thee, O Virgin of virgins, our Mother. To thee we come, before thee we stand, sinful and sorrowful. O Mother of the Word Incarnate, do not despise our petitions, but in thy mercy hear and answer us. Amen.

## **PRAYER OF ST. PATRICK**

May the Strength of God pilot us. May the Power of God preserve us. May the Wisdom of God instruct us. May the Hand of God protect us.

May the Way of God direct us. May the Shield of God defend us. May the Host of God guard us.

Against the snares of the evil ones. Against temptations of the world

May Christ be with us! May Christ be before us! May Christ be in us,

Christ be over all!

May Thy Salvation, Lord,

Always be ours, This day, O Lord, and evermore. Amen.

## **PRAYER TO ST. JOSEPH**

Oh, St. Joseph, whose protection is so great, so strong, so prompt before the throne of God. I place in you all my interests and desires. Oh, St. Joseph, do assist me by your powerful intercession, and obtain for me from your divine Son all spiritual blessings, through Jesus Christ, our Lord. So that, having engaged here below your heavenly power, I may offer my thanksgiving and homage to

the most loving of Fathers. Oh, St. Joseph, I never weary of contemplating you, and Jesus asleep in your arms; I dare not approach while He reposes near your heart. Press Him in my name and kiss His fine head for me and ask him to return the Kiss when I draw my dying breath. St. Joseph, patron of departing souls, pray for me. Amen.

## **PRAYER BEFORE MEALS**

Bless us O Lord, and these thy gifts, which we are about to receive, from thy bounty, through Christ, our Lord. Amen.

## **PRAYER TO OUR GUARDIAN ANGEL**

Angel of God, my guardian dear, to whom God's love commits me here, ever this day be at my side to light and guard, to rule and guide. Amen.

## **MORNING OFFERING**

O Jesus, through the Immaculate Heart of Mary, I offer you my prayers, works, joys, and sufferings of this day in union with the holy sacrifice of the Mass throughout the world. I offer them for all the intentions of your sacred heart: the salvation of souls, reparation for sin, the reunion of all Christians. I offer them for the intentions of our bishops and of all the apostles of prayer, and in particular for those recommended by our Holy Father this month. Amen.

## **PRAYER TO SAINT MICHAEL THE ARCHANGEL**

St. Michael the Archangel, defend us in battle; be our protection against the wickedness and snares of the devil. May God rebuke him, we humbly pray, and do thou, O prince of the heavenly host, by the power of God, thrust into hell Satan and all the other evil spirits who prowl about the world seeking the ruin of souls. Amen.

## **PRAYER OF A STUDENT**

Christ my Lord, the Giver of light and wisdom, who opened the eyes of the blind man and transformed the fishermen into wise heralds and teachers of the gospel through the coming of the Holy Spirit, shine also in my mind the light of



the grace of the Holy Spirit. Grant me discernment, understanding, and wisdom in learning. Enable me to complete my assignments and to abound in every good work, for to you I give honor and glory. Amen.

## **PRAYER FOR PURITY**

Obtain for me a deep sense of modesty, which will be reflected in my external conduct. Protect my eyes, the windows of my soul, from anything that might dim the luster of a heart that must mirror only Christ-like purity. And when the “bread of angels” becomes my food in Holy Communion, seal my heart forever against the suggestions of sinful pleasures. May I be among the number of those of whom Jesus spoke, “Blessed are the pure of heart, for they shall see God.” Amen.

## **PRAYER TO ST. JOHN PAUL II**

Oh, St. John Paul, from the window of heaven, grant us your blessing! Bless the church that you loved and served and guided, courageously leading it along the paths of the world in order to bring Jesus to everyone and everyone to Jesus. Bless the young, who were your great passion. Help them dream again, help them look up high again to find the light that illuminates the paths of life here on earth.

May you bless families, bless each family! You warned of Satan's assault against this precious and indispensable divine spark that God lit on earth. St. John Paul, with your prayer, may you protect the family and every life that blossoms from the family.

Pray for the whole world, which is still marked by tensions, wars and injustice. You tackled war by invoking dialogue and planting the seeds of love: pray for us so that we may be tireless sowers of peace.

Oh St. John Paul, from heaven's window, where we see you next to Mary, send God's blessing down upon us all. Amen.