

St. Patrick School TM  
Parent/Student Handbook

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2025-2026

## PHILOSOPHY

As a school with Jesus Christ as our role model, we are committed to providing our students with a strong Catholic education, and to forming independent thinkers who follow His example. Within the St. Patrick Taylor Mill School community, each child is valued as a unique individual and will be given every opportunity to meet his or her potential. This is accomplished by:

- Collaboration among faculty, administration, priest, parents and students
- Fostering an atmosphere of mutual respect, communication and accountability
- Consistently administering policies and using appropriate reinforcements
- Using specialized strategies and research-based materials
- Embracing technology
- Challenging every student to maximize his or her academic achievements
- Inspiring high standards for teachers and staff
- Maintaining a living curriculum through assessment, data analysis, progress monitoring, reflection and implementation

## CURRICULUM

A continuing objective of St. Patrick TM School is to meet the needs of individual students and to provide a learning environment, which is both stimulating and supportive in accordance with Diocesan Curriculum Guidelines.

### *Spiritual/Religious*

The parent holds the right and the responsibility for the spiritual development of his/her child/children. The uniqueness of a Catholic school lies in its explicit effort to complement and reinforce this role of the parent. Christian values become a vital part of the total curriculum.

Religion classes are conducted for all students enrolled at St. Patrick TM School. In accordance with the philosophy of our school we follow the *Diocesan Religious Education Curriculum Guidelines* and the *National Catechetical Directory for Catholics of the United States*.

### Prayer

The school day begins with an all-school prayer service on Tuesday, Wednesday and Friday. On Monday and Thursday, we have our prayer service after lunch. Parents are invited to join us for the prayer services. Prayers are also said before lunch/snack and at before leaving for home.

### Mass

Students will attend Mass typically one Friday of each month and on special occasions. Time is also set aside for Adoration.

### Standardized Religion Test

The ARK (Assessment of Religious Knowledge) is administered to students in grades 2-5 in the third quarter.

### Sacramental Preparation

The Sacraments of Reconciliation and the Eucharist are administered to Catholic students in the second grade. Parental involvement in these programs is critical. Informational meetings for parents will be held during the sacramental years. A retreat is held for the second grade students prior to receiving the sacraments.

*Please note: As per diocesan policy, non-Catholic children in a Catholic school are required to take religion classes with their class. Non-Catholic children may have limited participation in sacramental celebrations and liturgical ceremonies at the discretion of the Pastor/Coordinator of Religious Education.*

### Formal Progress Reporting

Grading periods consist of 4 quarters lasting approximately 8 weeks. During the 1st quarter, we will host Parent/Teacher Conferences to review students' grades and speak with their teacher. Students will receive grades as listed below. Students will be graded in the areas of academic achievement, responsibility, conduct, and reverence. A hard copy of the report card will be given out each quarter. A parent or teacher can request a conference at any time. We strongly encourage parents to schedule conferences with their teachers if they have concerns.

Attribute Level Achieved	Grading Scale
4 Mastered	A 93-100
3 Above Average	B 85-92
2 Developing	C 75-84
1 Needs Improvement	D 70-74
NA Not Applicable	F 69 & below

### Informal Progress Reporting

Teachers will keep parents informed of student progress, especially if the student is not making the progress as he/she is expected. To keep parents informed, the teacher may do one of the following:

1. Contact the parent by phone or email
2. Send home examples of the student's work
3. Request a conference with the parents

Parents are encouraged to contact the teacher if they feel the need to discuss their child's progress. Parents who wish to meet with the teacher should:

1. Email the teacher to schedule a meeting.
2. Write a note to the teacher.

The use of the school email is the best way to communicate with the teachers, principal and staff.

It is recommended that parents first discuss any concerns regarding their child with the teacher involved. If a satisfactory conclusion is not reached, parents should feel free to discuss the problem with the Principal.

### Homework

Homework is the continued responsibility of learning and practicing skills taught in class. Homework also makes parents aware of what the student is learning. Homework may consist of studying, reading, and/or written work. Below are *suggested* time limits for homework. If your child is consistently taking a greater or lesser amount of time than the guidelines, please contact their teacher. **Ten minutes of reading per night is also required in addition to homework minutes.**

1st- 10 minutes

2<sup>nd</sup>/3<sup>rd</sup>- 15 minutes

4<sup>th</sup>/5<sup>th</sup>/6<sup>th</sup>- 20 minutes

### Communication

Communication between parent and teacher is vital and students play an important role by seeing that notes between home and school are given to the teacher upon arrival to school or to parents upon arrival home. The best way to reach your child's teacher is via email. Teachers are allowed 24 hours to return a call or email during the week. If an email is received on the weekend, the teacher will respond on Monday.

Teachers will send home a weekly email to keep parents informed about the learning in their classroom and upcoming events. The principal will send out a biweekly newsletter. Monthly we will send out a slide show of highlights. If you are not receiving these emails, please notify your child's teacher or Mrs. Nunnelley.

### *Respectful Behaviors*

Respectful behaviors are always expected. These include, but may not be limited to:

- Reverence at Mass and during prayer
- Respectful attitude toward adults and classmates
- Appropriate language (no vulgar or abusive language)
- Respecting school property and the property of others
- Appropriate behavior in the restrooms, cafeteria, classroom, and on the playground
- Maintaining silence during emergency situations/drills
- Maintaining order in the halls
- Use of good manners (e.g., saying “please” and “thank you”, table manners, etc.)
- Use of indoor voices while inside the building

### *Cafeteria Responsibilities/Rules*

Students should walk to the cafeteria and stand in an orderly manner while waiting to enter the cafeteria. Students must bring their lunch and water bottles if needed to the cafeteria. Lunch is the time for water bottles to be refilled. Teachers do not have time to interrupt class time to refill a student’s water bottle. Children are expected to eat their protein first to feed their brains. If the children are unable to eat all their lunch, they may bring it home in their lunchbox. After eating, students should dispose of all their trash and wash their hands. They are expected to check their area (chair, floor and table) to ensure it is clean of large debris.

### *Playground Responsibilities*

Students are to remain in the line of sight of their teacher and in the assigned areas during recess. No fighting, rough playing, sliding on ice, throwing snowballs, etc. will be tolerated. For the safety and consideration of all, only those games may be played that are judged to be suitable by the teachers and playground monitors. Any accident or behavior problem occurring during recess will be resolved by the teacher. If necessary, an accident report will be completed, parents will be notified and a copy of the report will be sent home.

Students may not re-enter the building during recess except in the case of an emergency or with permission from their teacher or playground monitor.

## **BEHAVIOR MANAGEMENT**

It shall be the policy at St. Patrick TM School to establish reasonable rules and regulations which will:

- Maintain within the school and on school property orderly work and recreational situations that allow learning activities to proceed without undue distraction and interruption.
- Help each student to grow from dependence on adults for directions and control to self-direction and self-discipline based upon an understanding and practice of the ideals of Christian living.

As a Catholic school, our goal is to develop character building in each individual student. If meeting with an administrator is necessary because of a disagreement or dispute between students, students should expect to engage in a discussion about the actions leading up to the disagreement or dispute. By having a conversation with each other, we are building problem solving skills, developing empathy and compassion for one another.

It is the responsibility of the teacher to maintain an atmosphere within the classroom that will be conducive to the learning process and to supervise other playground and building activities in a manner that promotes learning, ensures the health and welfare of all students and protects the school facilities. When student behavior that is consistent with this policy cannot be maintained by reasoning, mutual respect, praise/encouragement or other positive methods, the teacher and/or administrator may resort to the use of consequences. These consequences may vary according to the age and grade level of the student. Consequences and/or behavior plans will always be discussed with parents and students.

## **PARENTS AS PARTNERS**

Just as the parents look to the school to provide the facilities and the trained personnel that are essential to their child's proper development, the school looks to the parents to assume active responsibilities that cannot be delegated to others. No school can be wholly effective in teaching the values of religion and the virtues of honesty, respect for authority, consideration for the rights and property of others, and standards of personal morality and integrity unless these principles have been established, upheld, and valued in the home. If parents cooperate with the school, instill respect for the integrity of its teachers and administration, and actively support their authority in the home, this is likely to be reflected in the positive attitudes of their children. Parents are invited and encouraged to participate in the spiritual and academic programs developed for the education of their children. The wide spectrum of this involvement includes participation in school celebrations of prayer and liturgy, volunteer work, participation in parent-teacher conferences, attendance at meetings, service projects and active involvement in the school's organizations.

- Parents are asked to take an active role in their child's education by:
- Assisting their child in his/her academic and moral development by carefully reviewing class work, test results, progress reports, and report cards; supervising home study; and reinforcing school policies.
- Periodically, explaining and reviewing the school behavior code with their child. Parents should discuss school disciplinary episodes in relation to the school behavior code.
- Recognizing their child's talents and interests so they may be developed in cooperation with the classroom teachers and insisting that children dress according to Christian virtues.
- Insisting on their child's regular school attendance and punctuality and complying with attendance rules and procedures.
- Making all tuition and fee payments on time and participating in fund-raising activities.
- Providing proper supervision at home, and not tolerating harassment, inappropriate or violent behavior, or viewing of such videos, movies, and song lyrics on the internet.
- Teaching their child respect for law, for authority, for the rights of others, and for public and private property. This includes showing respect for the work of others by not tolerating cheating in any circumstance.

- Arranging for a time and place for their child to complete homework assignments.
- Working with the school in a cooperative effort to carry out recommendations made in the best interest of their child, including those related to educational evaluations and counseling.
- Attending Parent/Teacher conferences
- By always interacting in a respectful manner when speaking with or about the administration, teachers and staff of the school.

Verbal abuse or physical harassment may result in your child being required to withdraw from the school immediately or not being allowed to re-register for the following year.

### Parent Partnership Hours

In order to help create a family atmosphere here at St. Patrick TM School, we are asking each family to give 10 hours of volunteer time in activities to benefit the school. Since we know most parents work, we have several ways you can give these partnership hours or grandparents can help:

- Help at the Lenten Fish Fries either on Thursdays to set up or on Fridays before/ during/after the Fish Fries.
- Be a cafeteria monitor- Assist children during lunch and recess from 11:15-12:00 so teachers can enjoy their lunch without monitoring children. We would like two adults each day.
- Be a room parent to assist the teacher by planning parties and assisting with events that may happen in your child's classroom.
- Help with preparing materials at home for your child's class.
- Be a curriculum assistant-Help to plan field trips or bring enriching programs into the classroom.
- Be on a fundraising committee for the school- Help with activities we already do or help develop new ideas.
- Be on a teacher appreciation committee- Plan for teacher birthdays and monthly appreciation lunches.
- Supervise an afterschool club or sports team
- Help plan for Catholic Schools Week
- Coordinate the Trunk or Treat event

**If you have another suggestion of a way you could use your talents to help us, please let Mrs. Nunnelley know. *If you are helping in the classroom with children or on a field trip, you must be Virtus trained!***

## POLICIES & PROCEDURES

### Non-Discriminatory Policy

St. Patrick TM School admits students of any race, color and national or ethnic origin and does not discriminate on the basis of race, color and national or ethnic origin in the administration of its policies and programs. In some special needs cases, the school cannot guarantee admission as it may not be able to provide **all** accommodations or **all** necessary services for all students. In special needs cases, the student's records will be reviewed, in addition to observation and determination of the best services.

Our goal is to offer the best Catholic education to as many children as we can. When there are too many applicants who are eligible for admission, the hierarchy of acceptance is as follows:

1. Children currently enrolled in St. Patrick TM School
2. Children whose siblings are currently enrolled in St. Patrick TM School
3. Children whose parents/guardians are active members of St. Patrick TM Parish
4. Children whose parents/guardians are not members of St. Patrick TM Parish

### Admission to Kindergarten

Children must be five (5) years of age no later than August 31<sup>st</sup> to enroll in Kindergarten. There are no exceptions to this rule.

### Registration

Registration opens online at [www.stpat.school](http://www.stpat.school) in January. Projected enrollment figures for the following August must be as accurate as possible for budgetary purposes. A **non-refundable** registration fee of \$100.00 per child is to be paid at the time of registration. Those children who will be attending St. Patrick TM School for the first time should also be registered at this time. We require a current Kentucky immunization record, a copy of the child's birth certificate, a copy of the child's social security card, and a copy of the child's baptismal certificate if applicable for a child to attend school

## Student Transfer Procedures

St. Patrick TM School accepts student transfer requests for families wishing to change schools during the school year or prior to the start of a new school year. When the transfer request is made, a thorough review of the request may be completed to determine if placement at St. Patrick TM School is in the best interest of the prospective student as well as the general student population of the school. The following steps may be taken to make this determination:

1. Parents will need to release the previous school records for review. Upon receipt of the records, the administration will review the student information including, but not limited to, academic performance, academic support, discipline records, and student attendance.
2. An interview may be conducted with the student and his/her parents by the school administration, pastor, counselor, and/or the intervention team.
3. The administration will need confirmation from the previous school that all financial accounts, including all tuition and fees, are paid in full and all school books and materials have been returned.

If the school administration determines the student will be accepted, the following conditions may be put in place based on the review:

1. The student may be placed on probation for a period of 30 days or longer. During the probation period, excessive tardies/absences, any discipline issue, failure to remain current with school work, or any other violation of the student handbook may be cause for dismissal from the school.
2. Periodic meetings may be scheduled with the student and/or parents to check on the student's progress to ensure success at school.
3. Regular meetings with the school counselor may be required.

## Withdrawals

Parents who are withdrawing students should contact the principal in writing. You are asked to:

1. Provide the last day your child will be attending St. Patrick TM School and the reason for withdrawal.
2. Provide the name of the school your child will be attending so records can be sent.

Parent(s)/legal guardian(s) will be contacted by the principal to schedule an exit meeting date and time.

A copy of your child's permanent and health records will be sent to the new school upon request once all tuition and other fees that may be due have been settled. The original records will remain at St. Patrick TM School. No request will be honored if delinquent school bills exist.

### *Book Fee*

In order to help defray the cost of textbooks, computer programs and student information service, a \$150 book fee per child will be due by the end of September unless other arrangements are made with the principal.

### *Tuition Discounts*

Since our belief in the importance of Catholic education is so strong, families with more than one child enrolled in Kindergarten through 8th grade at St. Patrick TM School are eligible for a multi-child discount. Rates for pre-school are separate from the rates for children enrolled in grades K-8.

1 child- \$4160            2 children- \$6240            3 children- \$7280

### *Tuition Payment*

Tuition may be paid in 3 possible ways:

- Payment in full before the beginning of the school year
- Online monthly payments by going to [www.stpat.school](http://www.stpat.school) and clicking on the button that says “Pay Tuition Online.”
- Monthly cash or check payments ( Please put your students name on the memo line.)

If the tuition amount causes a difficulty for your family, please contact the principal. We do have tuition assistance available.

### *Delinquent Payments*

Sound business practices for both the school and families require that tuition payments be made when scheduled, as agreed.

Any family whose payments may be delayed or refused by the family’s bank due to insufficient funds or other reason, or whose payments are made normally under a different arrangement, but will not be made timely for any reason, is expected to inform the Principal at least five days in advance of the normal payment date. The family is also expected to cooperate in having the delayed or refused payment made as soon as possible. Any family whose payment is not made in a timely manner and has not informed the Principal or made arrangements for making the payment, will be contacted by the principal. At that time, the family must propose a method and a time for making the missed payment as soon as possible. If a student’s family’s account is delinquent by one or more payments, requests for student records (for family or any other party designated by the family) will not be completed until any delinquent payment is made in full.

## ATTENDANCE

### Arrival

The safe arrival and departure of all the students at St. Patrick TM School is a high priority. In order to keep all as safe as possible, please use the first entrance if you are parking and walking your child across to the sidewalk in front of school. Use the second entrance if you are pulling up in front of school and letting your child out on the drive. This way we should only have traffic in front of school moving in one direction. The doors open at 8:00 am. Students wash their hands, then report straight to their homeroom classes. At 8:15am, all students should be in their classrooms ready for morning prayer.

### Tardiness

Arriving on time to school is the best way for children to begin the school day. Time to get organized and be part of the morning routine of the classroom helps them start their day in a calm and comfortable manner.

Students arriving after 8:15am **must be signed in by a parent/guardian**. Students will then receive a “Tardy Slip” to take to their classroom teacher. If a student accumulates more than 10 tardies, a parent will be notified by the administration. The following is how time away from school is documented by our staff:

Less than 1 hour-- Child is Tardy

2-4 hours—Child is marked absent for half a day

More than 4 hours—Child is marked absent for the entire day

**Please make every attempt to schedule doctor appointments after school or during extended breaks.**

### Absences

If a student has missed more than 10 days of school, parents will be notified. A meeting may be scheduled with the administration to evaluate the student’s academic progress. The following may result:

- Additional makeup work
- Deprivation of student activities
- Tutoring
- Grade retention

Excused attendance events include illness, physician visits, funeral/death of immediate family, and court appearances. Parent notes are accepted for a maximum of 10 events per school year. Additional attendance events in a school year may be deemed unexcused without a certified doctor’s statement

indicating that the student was seen by the doctor and unable to attend school. After the 10th regular medical excuse note (doctor's note), the parent/guardian must have a Medical Excuse Form completed by the treating physician. Students with a chronic/critical condition, as determined by a qualified professional, will be addressed on an individual basis.

**(Note: 1 doctor's note that covers 3 days will equal 3 doctor's notes to cover 3 attendance events).** Students and parents are responsible for all notes and are due upon the child's return to school.

If a child misses school due to illness, it is the student's responsibility to ask about missed work and they will have 1 day for every day they were absent to make up the work. If your child is too sick to attend school, they should not be expected to complete their missing work while they are recuperating. Teachers may be able to get work together if your child is going to miss several consecutive days. Work must be requested at least 24 hours in advance and picked up before school begins at 8:15 or at dismissal. If a student misses school due to illness, he/she may not participate in any school-sponsored events that day/night.

Families are strongly encouraged to have students in attendance during MAP testing. We also strongly discourage families from taking vacations during the school year. If a parent chooses to plan a vacation during school, no assignments will be given prior to the trip. All school work and tests missed must be made up within 1 week of returning to school. It is the parent's responsibility to request the makeup work and get their child caught up within a week. Reteaching is not the responsibility of the teacher for any missed days due to vacations.

### *Dismissal*

For dismissal, we will use our pick up loop as in the past. If you arrive before 3:00, please park in the lower lot until preschoolers are finished dismissing. At 3:15 pull in front of the school building, but remain in or near your car. We will walk students to their cars, after you pull up to the pavement in front of the glass doors, a few cars at a time. If the routine for your child's pick up is changed, we will need a signed note from the parent and will need to see an ID from the driver.

Please make sure you are not picking your child up later than 10 minutes after school ends on a regular basis. If this becomes a problem, St. Patrick TM School will charge those families for the extra time their child is in our care.

### Late Start/Early Dismissal

In case of severe weather, we may need to start our days late, dismiss early, or close. We will go with Kenton County Schools for delays and early dismissals. If Kenton County is on an hour delay, our doors will be opened at 9:00. If Kenton County is closed, an email will be sent from Mrs. Nunnelley to notify if we are delayed or closed.

### School Visitation

All doors are kept securely locked at all times. All visitors must enter through the main door. Upon entering the school, all visitors must obtain a Visitor's Badge. Appointments with teachers must be made in advance and no one may go to a classroom before signing in the Visitor's Log. The safety of our students is our utmost priority. Visiting the school, as well, as volunteering for your student's class will be made at the discretion of the principal. In addition, anyone volunteering during the school day, is not allowed to have siblings and/or additional children accompany them. This is for the safety of all students and staff and so you can focus on volunteering your time free of distraction.

### Emergency

In the event of an emergency during the school day, the principal will initiate the appropriate procedures. All faculty, staff and volunteers will focus on protecting the students. Should there be a situation that is a potential threat to anyone inside the building, the school will follow the **planned procedures** to account for all students and ensure their ongoing safety until the police give an "all clear" or direct the classes to evacuate.

Parents should follow these directives:

- 1. DO NOT COME TO SCHOOL.** Listen to the Emergency Broadcast System on the radio or television. Unnecessary traffic and people will only slow down the police/fire responders and increase the number of emergency personnel needed to aid in the emergency.
- 2. DO NOT CALL THE SCHOOL.** When it has been determined that parents may pick up their children, the media will be used to inform you.
- 3. PICKING UP STUDENTS.** This will take place at a designated evacuation area and may only occur with a photo ID and signature of the parent or legal guardian. Students will **not** be released without both of these in place.

### *Fire Drills*

Monthly fire drills will be conducted throughout the school year with the cooperation of the Kenton County Fire Department. Classroom evacuation maps are located in each classroom and rules and procedures are reviewed with students throughout the year. Students are expected to exit the classroom and building quickly and quietly and to follow directions. Failure to cooperate with safety procedures may result in disciplinary action.

### *Tornado and Earthquake Drills*

Two tornado and earthquake drills are required throughout the school year. Classroom evacuation maps are located in each classroom and teachers review the rules and procedures with their students. Failure to cooperate with safety procedures may result in disciplinary action.

### *School Lockdown*

Twice a year, students will practice school lockdown and stay in place procedures. Teachers and staff have been trained for both of these situations.

### *Clothing*

St. Patrick School TM does have a uniform dress code.

- Khaki or navy uniform pants, may have elastic waist **\*\*NO CARGO STYLE**
- Khaki or navy uniform shorts (August-October) (April-May) **\*\***  
Shorts should not be shorter than the fingertips when standing with arms straight at a child's side. **NO CARGO STYLE**
- Khaki or navy skirts or skorts, pleated or flat front (if skirts, shorts or khaki/navy leggings must be worn underneath)
- **NO LEGGINGS** may be worn alone
- White, navy or dark green polo uniform shirts (long or short sleeved)
- Black, grey, or green sweatshirts or hoodies with St. Patrick logo
- Socks- white, navy or black
- Additional Spirit wear items will be sold throughout the year

GYM uniform- St. Patrick t-shirt with navy shorts or navy long pants/sweatpants

**Students should wear shoes with backs every day they come to school for safety reasons.** Please do your best to label any clothing your child may

remove at school (coats, sweaters, etc.)

### Requirements

Emergency forms must be on file in the school office at all times so office personnel may act accordingly. A physical examination, including an eye exam, is preferred, but it is not required by the Diocese of Covington for admission of new students. **All children are required to present a valid state of Kentucky immunization certificate upon enrollment in school.** This certificate will be kept on file and sent home for renewal so it is valid at all times. This is in compliance with the Kentucky state health code. We cannot accept immunization records from another state. The proper steps must be completed to get an out-of-state certificate transferred to a Kentucky immunization certificate.

### Medicine

According to Diocesan and Kentucky regulations, aspirin (this includes Tylenol, Motrin, etc.), vitamins, antihistamines, or any other medication may not be given to any student, nor may such medication be part of first-aid supplies. (Diocesan Handbook, 5141.1) However, we do recognize that some students may be on medication that must be taken during the school day.

This medication should be brought to the school office where the student may come to take it as prescribed. Parents must send in a note with the following:

- Written notice with medication in the original bottle.
- Parent and/or physician signature with clear directions for administering (i.e., time, frequency, amount).
- Parents should clearly mark the medication with the student's name.
- Students should report to the principal who will dispense the medicine. Medication may not be given out by teachers. All medicine must be dispensed from the school office under the supervision of an administrator.
- All medications and first aid given is to be documented in the appropriate binder.
- The Diocese of Covington prohibits the use of medicinal cannabis on school property and at school sponsored events.

### *Food Allergies*

In order to keep the safety of all our students in mind, parents must notify the school of any serious food allergies for their child at the beginning of the school year so the appropriate teachers can be notified.

Information regarding your child's allergy, medications needed, and an action plan is necessary to keep on file. All emergency medications are stored in the school office or the teacher's emergency bag that is carried whenever leaving the classroom.

All food treats must be store-bought with food labels, in consideration of those students with food allergies. If your child has an environmental, medication or food allergy, please be sure to share this pertinent information with the office and their teacher. **We highly encourage those students with severe food allergies to wear a medical bracelet.**

### *Injury/Illness*

In case of injury or illness, parents will be called at the judgment of the administration. The child will be dismissed from school only in the company of his/her parent, guardian or another adult as named on the emergency form. Extreme emergencies will be dealt with at the discretion of the principal until parents are reached. If your child has any restrictions due to an illness or injury, a written explanation of what the child can and cannot do must be turned into the office and any relevant teacher.

## **RIGHT TO AMEND**

Statements in this handbook are subject to amendment with or without notice. The school will attempt to keep families informed of all changes as soon as it is practical; however, some changes might be necessary immediately due to unforeseen circumstances.

## Handbook Agreement

My child and I have read and discussed St. Patrick TM School Parent/ Student Handbook and agree to follow the policies and procedures contained within.

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Parent Signature

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Student Signature

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Date

**Sign and return to teacher.**