

**Saint Patrick School Handbook
2019-2020**



**Saint Patrick School
640 N. Calumet
Chesterton, IN 46304
(219) 926-1707
www.stpatsparish.org**

Welcome to St. Patrick School. It is important that you read this handbook carefully. It has been written to acquaint the students and families with our school and its rules and policies.

Use this handbook throughout the school year as your guide. We ask that students and parents follow these rules and procedures to help us make St. Patrick School a place in which we all can pray, work, and learn together.

PHILOSOPHY OF ST. PATRICK SCHOOL

St. Patrick Catholic School seeks to develop the whole child spiritually, morally, intellectually, emotionally, and physically. Through the cooperative efforts of our Pastor, Fr. Jon Plavcan and Associate Pastor, Father Nate Edquist, faculty, parents, and students we strive to promote an atmosphere in which our students may grow as responsible, compassionate Christians. Through our curriculum we endeavor to help each student develop his or her intellectual potential as well as form personal values and improve physical health. We expect an attitude of respect in students for themselves and others.

MISSION STATEMENT

St. Patrick School serves students in preschool through grade eight. We are dedicated to providing quality education within a caring, Christian, family atmosphere.

We are committed to:

- Instilling Catholic values
- Creating an environment of academic excellence
- Fostering parent/community involvement in meeting educational goals
- Providing an experience and opportunity to serve each other and our community

RELIGIOUS FORMATION

The most important factor for a child attending St. Patrick School is the development of his/her spiritual life. Opportunity for prayer is part of each school day. Students attend Mass each Friday at 9:00 a.m. and on other religious holidays. At these Masses Father Jon and Father Nate instruct the children in liturgy and Catholic faith. The children also participate as lectors, song leaders, and servers at Mass. Parents are encouraged to join with the school at Friday Masses when they can, and it is also very important that students attend Mass with their families on Sundays. Regular religion classes are part of the daily curriculum for all students taught by the classroom teacher and the parish priests. The students receive grades for subject matter that is taught. Religion classes include the teaching of Catholic doctrine and tradition, in addition to learning to apply these truths by serving each other and the community.

SCHOOL POLICIES, RULES, AND REGULATIONS

ACCREDITATION

St. Patrick School is fully accredited by the State of Indiana. All classroom teachers are degreed and licensed by the State of Indiana. A full academic curriculum including religion, computers, art, music, physical education, and Middle School Spanish is offered.

ADMISSION POLICY

St. Patrick School gives preference in admission to students in the following order:

1. Returning Students
2. Returning students siblings
3. Students attending our Preschool
4. Parishioners
5. Others (including Choice Scholarship Lottery students)

For students entering grades 1st through 8th, recent report cards and standardized testing results will be submitted as part of the application process. Due to our staff at Saint Patrick School, who are not trained in special needs education, we are not able to enroll children that have been diagnosed with special needs, who would require an individual aide in the classroom.

CHOICE SCHOLARSHIP/LOTTERY POLICY

If St. Patrick School were to receive a number of Choice Scholarship applicants that exceeds the possible number of Choice Scholarship places that St. Patrick School can successfully accommodate, then St. Patrick School would conduct a random lottery drawing of eligible Choice Scholarship students who meet admission standards for St. Patrick School at a public meeting.

The deadline to apply for admission for the 2019/2020 school year and be included in the lottery is April 30, 2019.

If necessary, such lottery would be held during the monthly Home and School Meeting that takes place in May, 2019.

Priority/Preference for admissions from such lottery will be given in the same order as set forth in the above-mentioned admission policy; namely, category #5.

ATTENDANCE

Classes begin at 7:50 a.m. for grades 5-8 and at 8:05 a.m. for grades K-4. Students who are tardy should be signed in at the office by parents. Students who arrive by bus after starting times will not be marked tardy. Students in grade K-3 should enter the gym by the center door as they arrive by bus, and through the walkway to the southeast back door if they arrive by car, and join their class line in the gym. Students in grades 4-8 should enter through the walkway and wait in the designated room for their teachers. No students are allowed in other parts of the buildings until dismissed from the gym or designated room with their teacher. All classes will be picked up by teachers at 7:50 a.m.; students should arrive at least five minutes before the start of classes.

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A student who is not in attendance on either side of the midpoint of the day is considered absent for half a day. For purposes of this attendance policy the midpoint of the day shall be 11 am. A student who is late, and arrives within 15 minutes or less of the class “start-time,” shall be marked tardy, not absent. If such student’s tardiness exceeds 15 minutes, then such student shall be considered absent for half a day. If a student is removed from school prior to 2:20 pm, such student shall be absent half a day.

On the day a student is absent, parents need to call and notify the office. Homework may be picked up after 2:50 p.m. If class work is not picked up, it will be sent home with the child upon his/her return to school. It is the responsibility of the child to complete missed work and give it to the teacher. One day is allowed for every day absent to complete this work when a student has been ill. We discourage leaving school for vacations because there is a great deal that happens within the classroom each day that cannot be duplicated. Student attendance is also an important part of the school’s accreditation process. Any assignments or tests that have been assigned before a student goes on vacation will be due on the scheduled date. Teachers are unable to prepare a daily schedule of school work for vacations. Specific assignments and material covered often varies with the progress of the class, thus teachers are unable to project homework assignments in advance. In addition, any test that is scheduled while a student is on vacation, or otherwise absent from school, shall be administered after the student returns, not prior to such absence. Every effort should be made to schedule appointments outside of school hours so that the student’s and the class’s routine is not interrupted. Students in grades K-5 missing more than 10 days per semester may jeopardize their passing to the next grade. Students in grades 6-8 missing more than 10 days per quarter may jeopardize their passing to the next grade. After 3 tardy arrivals, students will receive a warning. After 5 tardy arrivals, students will receive a detention. The type of detention given, whether lunch or after school, will be at the discretion of the teacher.

Students may only stay after school for an activity in which they are involved with a teacher or adult supervisor. Extended care will be available before and after school from 6:30 a.m. to 6 p.m. Details are available in the school office.

BIRTHDAYS/SCHOOL PARTIES

In the growing times of food allergies and nutritional concerns for student in schools across the country, including parental concerns, there will be no treats/snacks, or otherwise food types, provided by outside sources in the classroom for the celebration of birthdays or other events (i.e. parties) during the school day. Of course, the individual snacks provided by the parent for their own individual student will continue to be permitted.

At such snack time, the student(s) who are celebrating their birthdays will be recognized by their class.

CLASSROOM VISITATION

Parents are encouraged to visit school for functions and programs throughout the school year. During Catholic Schools Week they are invited to take part in planned school activities. All other visits should be scheduled through the office in order to avoid disruption of the teaching process. For the security of all students, we ask that all adults sign in and out at the school office and receive a visitor pass.

CONFERENCES AND RECORDS

Parent -Teacher conferences are available anytime throughout the school year. Parents are encouraged to arrange a suitable time with the teacher(s) to discuss a child’s progress. Please do not use social or sports events to ask a teacher to discuss your child’s progress. Questions regarding student progress should be directed to classroom teachers or the principal only. Teachers are in the building until 3:15 p.m. each day Monday through Thursday. We ask that teachers not be called at home to allow them time for their own families. Parents have a right to examine their children’s records. All records are kept secure.

COURTESY

It is part of our Christian belief that each person should be treated with dignity and respect. All rules are based on common courtesy, safety, and respect for others. Courtesy to all teachers, staff, classmates, and visitors is essential to our philosophy. In keeping with this respect for others, fellow students are not to be excluded from activities at school by unkind comments. Insults disguised as humor cannot be allowed. Party invitations may be brought to school for distribution under the following conditions:

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Such invitations will be given to the teacher. The teacher will make certain that either the entire class is invited, OR all the boys in the class are invited, OR all the girls in the class are invited. If all such students are not invited, the invitations will be returned to the student and not be distributed. When in a large group we ask that students stand up to address a guest speaker or to answer a question for an assembly. In the lunchroom good manners and conduct are expected, so that students become aware of others around them and of the efforts of those who keep the school clean.

DRESS CODE

Though a great part of modern life now accepts very casual dress, we would like to stress the need for students arriving at school with a sense that there is an important purpose for being here and dressing appropriately. Hats are not to be worn in the building. Only religious chains or scapulars are allowed as jewelry; however, as an exception, girls are allowed to wear one pair of post earrings on the ear lobe. Boys may not wear earrings. No makeup, tattoos, or bizarre hairstyles are allowed to avoid disruption to the learning process. Boys are asked to keep hair cut so it is above the eyebrows, above the ears and above the collar. Girls should have hair pulled back so it does not hang in the face. Students will maintain natural hair color (no coloring, highlighting or streaking). Tights, knee socks, and the like, are acceptable; however they must be solid in color, namely, no patterns. If leggings are worn, they must also be solid in color and extend to the ankle. Skirts and shorts should be “**at the knee**” or “**just above the knee**” in length. Uniform shorts may be worn at Mass. Students will go outside unless the weather is severe; they should come dressed appropriately. Uniforms are required each day of school unless otherwise designated. The clothing in the *Land's End Uniform Catalog* will be used. The school identification number on the back of catalogs (9000-2965-3) used when ordering is important as it earns a rebate to the school.

LANDS' END UNIFORM CATALOG www.landsend.com

ST. PATRICK UNIFORM REQUIREMENTS www.stpatsparish.org/uniforms.htm

- White t-shirts only under uniform shirts.
- No cargo pants, or corduroy pants.
- Athletic shoes are allowed each day; dress shoes may be required for certain activities and occasions.
- Visible socks, solid in color, should be worn each day.
- Shirts are to be tucked in and pants worn at the waist.
- Belts are required for grades 4-8 on pants with belt loops.
- Sandals that wrap around the foot may be worn during the seasons when students wear shorts from August until the end of October and again starting at the beginning of the 4th quarter until the close of school. Students will not wear clogs to school for safety.
- If a child comes in inappropriate clothing, after clear instruction about requirements, a lunch detention will be given.
- Teachers will ask students to remove items such as jewelry, fingernail polish or anything that distracts from the concentration in class.
- Students may not have electronic devices, games, and headsets at school.

DISCIPLINE

In order to guarantee a healthy Christian atmosphere at St. Patrick School and in any situation in which the school is represented by its students; and because we believe our students can behave appropriately in our school and elsewhere; and finally because we cannot tolerate disruptive behavior that prevents others from learning in a safe environment, we have prepared the following code of conduct:

- I WILL TREAT ALL OTHERS WITH RESPECT AND KINDNESS.
- I WILL BE PREPARED FOR CLASS EACH DAY AND FOLLOW CLASSROOM RULES.
- I WILL REPRESENT ST. PATRICK SCHOOL WITH DIGNITY AT ALL TIMES.
- I WILL BE HONEST AND TRUTHFUL IN WHAT I SAY AND DO.
- I WILL TREAT THE PROPERTY OF OTHERS WITH CARE.

If a student chooses to break a rule:

- 1st consequence - a warning
- 2nd consequence - a lunch detention
- 3rd consequence - an after school detention

In cases when behavior warrants it, a teacher may request from the principal an immediate detention for a student's behavior. Suspension and expulsion will be used at the discretion of the principal and pastor. After repeated discussion and fruitless reiteration of the list of consequences, steps one and two will be bypassed.

EMERGENCY SCHOOL CLOSING

You will receive information regarding school cancellations for weather, or other related emergency type situations, through Ren Web/Parent Alert, social media outlets (www.cancellations.com), and local television and radio stations.

FIELD TRIPS

On the website www.stpatsparish.org is a copy of the required permission slip for field trips. If a slip sent for a trip is lost, please make a copy of this one and send it for your child's permission. For legal and safety reasons, we must ask that parents who volunteer as field trip chaperones follow guidelines given by the teacher in charge of the students. If cars are used, students should not be taken for treats of fast food if it is not part of the teacher's plan. Younger children cannot accompany chaperones on class trips, so that all adults are able to monitor the students. The school maintains responsibility for students on a school sponsored trip or school events. Chaperones must provide a VIRTUS Training Compliance Form.

EXTRACURRICULAR ELIGIBILITY RULES

Grading Scale: 93 -100 = A; 85-92 = B; 75 – 84 = C; 70 – 74 = D; below 70 = F

In order for a student to participate in any extracurricular activities, he/she must be in good standing in the academic subjects and in conduct.

Good standing is defined as:

- Maintaining a class grade of at least a C or 75% for the average of the seven or eight major subjects: religion, reading/literature, grammar, spelling/vocabulary, math, science, health, social studies.
- Maintaining at least a 2 in all conduct and effort.
- For CYO Sports, in addition to maintaining the standards set forth above, a student may not have any F's and only one D.

If the student does not qualify for good standing status, he/she then is on probation for two weeks. This means he/she is ineligible to participate in extracurricular activities for two weeks. Progress will be re-evaluated after 2 weeks for reinstatement, and the athletic director and coaches will be then informed whether the student is reinstated or not. A participant in any extracurricular activity may be removed by the teacher, coach, athletic director, or principal at any time in the school year for extreme misbehavior or violation of school conduct codes. (Any such students will not be eligible for probation.) Students of all grades who are unable to attend school on a given day should not attend school activities that occur after school.

HONOR ROLL

In order to qualify for the A honor roll, students must have seven A's in the basic subjects with no grade below B in any other subject area and nothing below a **3** in all conduct and effort. In order to qualify for the B honor roll students must have seven A's or B's in the basic subjects with no grade below C in any other subject area, and nothing below **3** in all conduct and effort. Basic subjects include religion, mathematics, literature, grammar, vocabulary, science, social studies, and health.

KINDERGARTEN ELIGIBILITY

St. Patrick School accepts children for kindergarten according to the State of Indiana guidelines; a **child must be five years old before August 1.**

LIBRARY

Students are expected to use the same courtesy and respect in the library as in other classes. Books should be returned according to library rules. No fines are charged for overdue books, but parents will be contacted by note or telephone if a book is overdue more than two weeks. Damaged or lost books will be billed at current replacement cost. All fees must be paid in order to receive report cards. To add to our library inventory, donations are encouraged. Either used books in good condition, new books, or monetary donations are accepted. Our "Birthday Book Program" encourages students to donate a book on their birthdays to be inscribed with their names.

LUNCH PROGRAM

The hot lunch program at St. Patrick School is provided through Duneland Schools. Hot lunch is available every day. A computerized program keeps track of each child's account; money needs to be replenished as needed. Milk is available for those bringing their own lunches.

To avoid distraction in the classroom, lunchroom and other campus areas, if a fast food/commercially purchased lunch is brought in by a parent/student, it is to be placed in a lunch box, paper or plastic bag or the like. If it is not camouflaged as set forth above, the lunch will not be delivered to the student and the student will be given hot lunch on that day. We also ask that parents not enter the gym to visit with students at lunch; we need the students to follow school procedures during the school day.

NEWSLETTERS & BROWN ENVELOPES

Each family will receive a brown envelope at registration. This envelope should be returned to the child's teacher with any necessary items to be returned. At the beginning of each month a newsletter and other school information will be sent home in the brown envelope with the oldest child. Please return this envelope each month. Other communications come through RenWeb emails, Facebook, and emergency school closing phone calls.

RECESS

Students in grades K - 3 may have morning and afternoon recess on most days, and all students have a lunch recess outside except in very bad weather. Students need to dress in suitable clothing for recess. Parents are hired by the school to help the principal supervise the lunchroom and the playgrounds.

SECURITY

As part of the accreditation process, St. Patrick School has established and periodically reviews a security plan of the school to be fully prepared for emergencies that might arise.

SERVICE AND FINANCIAL OBLIGATION

Parents help in many volunteer capacities: art docents, chaperones, aides, library, and school events. In order for St. Patrick School to operate and provide excellence in Catholic education, service and financial support from parents is needed because tuition does not cover the cost of a child's education. In addition to tuition payments, parents are expected to donate to the church on a regular basis. Though the pastor and parish are

generous in supporting the school, both the school tuition and church support should be made a **priority in the family's budget. Each parish family is asked to give \$900.00 a year in their church envelopes; this income is credited to the school budget. The Home and School organization requires 20 hours and \$1000 to be generated by each family on fundraising activities. This is to involve each family in the efforts to raise the money the Home and School gives to the parish as a subsidy. The 2019-2020 school is planned with a subsidy of \$200,000 from the Home and School.**

SIGN OUT POLICY

All parents and visitors to the school should sign in and out of the school office. Parents arriving to pick up students must sign them out at the office. Teachers will not dismiss any child except to the principal or the secretary. Upon return, the child should be signed in to school. Parents should not go to classrooms during the school day with messages or lunches. Parents picking up students by car are asked to join the car dismissal line. For safety and good order, we ask that parents not come into the building or walk into the dismissal line to pick up a child.

TRANSPORTATION

Bus transportation is provided by Duneland School Corporation. Conduct slips are issued by drivers for behavioral and safety offenses. The second offense will make bus transportation unavailable for a given period of time. **Duneland Schools will not allow students to ride a different bus except for an emergency.** A written note to the teacher is required for any changes regarding transportation. Students may ride bicycles to school if written permission from parents has been provided. The drive in front of school is to be kept clear for bus and car dismissal lines should always yield to buses.

Parents or other adults picking up students by car should not step out and call students out of the line or instruct them to walk out of the line to the car. For efficiency, a sign with the family name must be on the visor and used throughout the year as cars approach, so that teachers can have children ready to get into their car. If a family uses multiple vehicles, a name card is needed in each of them. Drivers are asked to avoid making cell phone calls or being out of the car when dismissal begins, so that the process is safely and swiftly accomplished. Cars form a line along the outer edge of the south playground; when the end of the line is even with the painted yellow line, a second inner line should be formed. Cars arriving after the inner line has formed should join it or form a third line if necessary. Dismissal of cars will follow the traffic pattern at St. Patrick Parish; we will not use Grady Street to exit. Cars should exit along the south side of the church and proceed to exit according to the painted arrows. Bike riders and students who are walking will be dismissed after cars. Students who are not picked up at dismissal time by car will be sent to the Extended Care Program. **Please observe safe speed for the safety of all staff and students.**

VIRTUS/VOLUNTEERS

VIRTUS is a training program regarding sexual abuse required for all adults who will have contact with our students, or otherwise volunteer in student program. Such VIRTUS Program includes attending a class and completing online bulletins. A Training Compliance Form will be requested from each adult. This form is available under the "My Training" section on the VIRTUS site.

www.virtus.org/virtus/

AMENDMENTS/DELETIONS/ADDITIONS

Any and all amendments, additions or deletions made to this handbook by the school administration during the school year are hereby incorporated by reference into such handbook and made a part hereof.

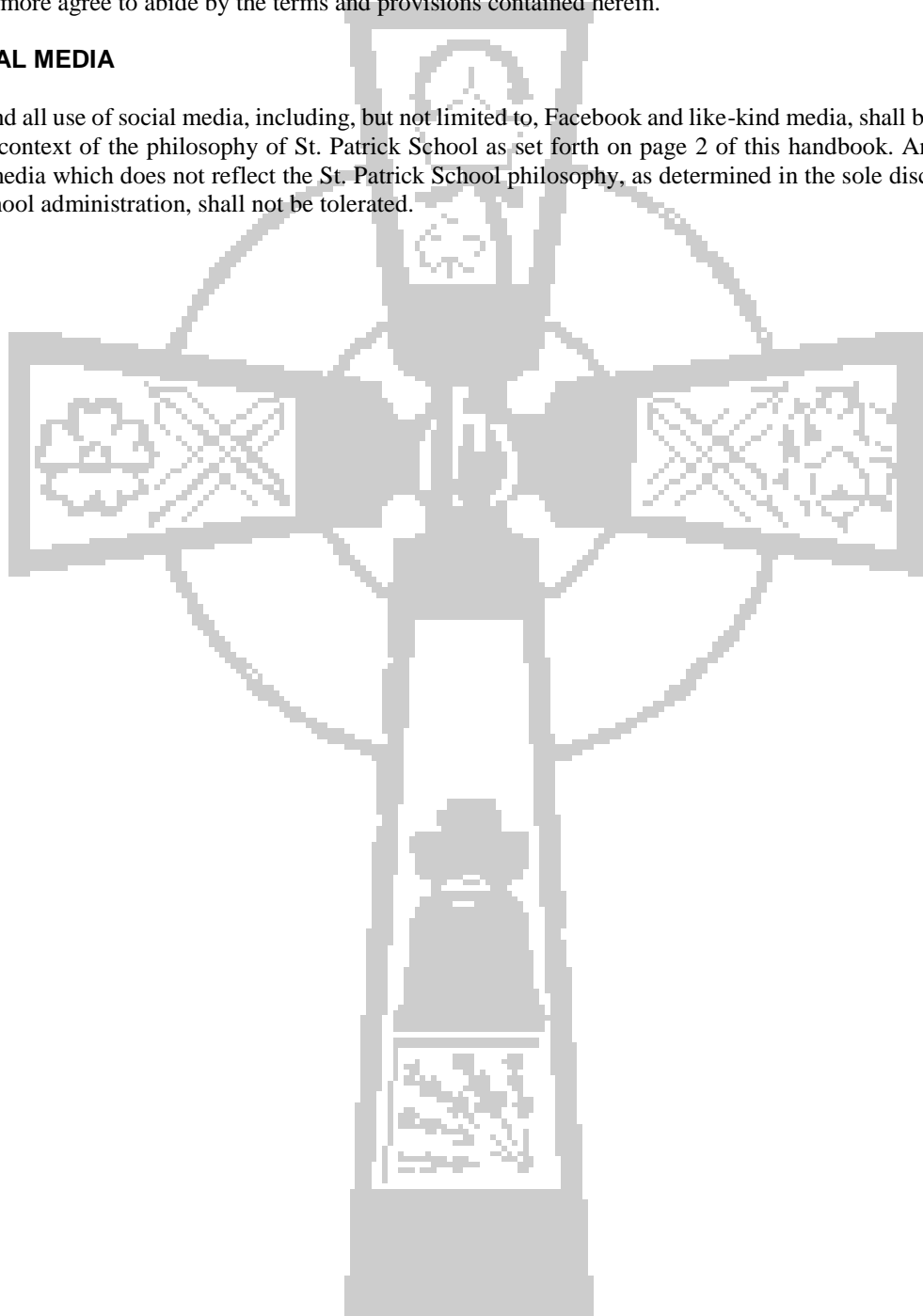
INTERPRETATIONS/CLARIFICATIONS

It is acknowledged by all parties involved that this student handbook has been prepared, drafted, or otherwise written, by the administration of St. Patrick School. Accordingly, the School Administration is best situated

to determine the intent of the language and content contained herein. Therefore, any ambiguity, vagueness, or other uncertainty, which may arise as a result of the language contained herein, shall be interpreted, construed, and determined by the administration of St. Patrick School, the drafting party. By registering your student at St. Patrick School, you acknowledge that you have read and understood this handbook, and furthermore agree to abide by the terms and provisions contained herein.

SOCIAL MEDIA

Any and all use of social media, including, but not limited to, Facebook and like-kind media, shall be utilized in the context of the philosophy of St. Patrick School as set forth on page 2 of this handbook. Any use of such media which does not reflect the St. Patrick School philosophy, as determined in the sole discretion of the school administration, shall not be tolerated.



SAINT PATRICK PRESCHOOL

PHILOSOPHY

Our goal at St. Patrick Preschool is to provide a creative, relaxed, and stimulating atmosphere in which young people can work, play, and discover. We strive to develop in the young child the ability to know him / her, and thus provide the groundwork for each child to develop a positive self-image and become a happy, well-adjusted individual. Through a supportive, loving, and Christian environment, we hope to nurture a love of God and an enthusiasm for learning in each child.

GOALS

In the preschool we give opportunities for children to:

- Nurture a love of God and His creation.
- Build friendships.
- Learn respect and cooperation.
- Develop self-discipline.
- Experiment with a variety of learning materials and practices.
- Broaden his/her exposures and experiences.
- Develop a love of learning.

CLASSES OFFERED

Classes for 3 and young 4 year olds are held on Tuesday and Thursday morning from 8:30 a.m. to 11:00 a.m. or 12:00 noon to 2:30 p.m.

Classes for 4 and 5 year olds are held on Monday, Wednesday, and Friday from 8:30 a.m. to 11:00 a.m. or 12:00 noon to 2:30 p.m.

In addition, for 4 and 5 year olds, a five- day program (Monday –Friday) is available from 8:30 am to 11 am.

Each preschool family **is asked** to generate at least \$100.00 in SCRIP profit during the school year. This is done by buying the gift cards available in the school office and at church after Mass.

SAINT PATRICK HOME AND SCHOOL ASSOCIATION

WELCOME

Your Home and School Association is proud and excited about the upcoming school year. With your participation we anticipate meeting the following 2019-2020 school year objectives:

- To promote the welfare of children and youth in home, school, church and community by motivating and providing the opportunity to assist in specific school activities.
- To bring into closer relationship the home and school, thereby, allowing parents and teachers to cooperate intelligently in the training of the child.
- To develop united efforts between educators and the general public, this secures each child the highest advantages in physical, mental, social and spiritual education.
- To generate revenue in order to supplement the school budget through fund-raising activities. Home and School meetings are scheduled at 7:30 p.m. on the second Thursday of the month.

INTRODUCTION

The St. Patrick Home and School Association is a fundraising entity. Home and School also supports scholarships for families in need of tuition assistance. Our goal, in unison with the school and parish leadership, is for St. Patrick to remain accessible to every family wishing to receive a Catholic school education for their children regardless of income level.

In order to reach this achievement each family is required to raise \$1000 profit. This profit can be raised with the purchase of Scrip, Irish Raffle tickets., or through Gala and 5K donations.

FUNDRAISING GUIDELINES

The following guidelines apply to the fundraising requirements:

- Profits may be earned **between May 1, 2018, and April 30, 2019.**
- Profits may not be transferred from year to year or from family to family.
- You may elect to pay for all or part of the \$1000 requirement directly to Home and School.
- A statement will be sent home monthly to show your family's current total.

SERVICE HOURS

Service Hours have been established to ensure the participation of everyone who has children at St. Patrick School. It would not be possible to meet our financial obligations to the school without the help from every family. The Service Hour requirement for 2019-2020 is 20 hours per family on fundraising events.

- Social events will not earn hours towards this requirement.
- All unperformed Service Hours will be billed \$50/Hour.
- Service hours may not be carried over from year to year or transferred from family to family.

ONGOING ACTIVITIES

Box Tops for Education

Ongoing

Clip box tops from General Mills products. Each label is worth 10¢. Bonus points are also available on the back side of cash register receipts from participating stores. More information is available at the Box Tops website: www.boxtops4education.com. Classrooms participate through contests.

Brown Envelope Aides

Ongoing

Assist in stuffing brown envelopes which contain school news, committee correspondence, etc. for upcoming events. Envelopes are put together once a month on Thursday afternoons and the brown envelopes are sent home on the first Friday of each month.

Hours and Profits Committee

Ongoing

Record total profits earned per family and hours worked from various events.

Scrip

Ongoing

Scrip is the gift certificate purchase program that can be used all year round. When you purchase scrip, you are purchasing a gift certificate. The gift certificate is spent just like real money and the merchant gives the school a discount on the certificate. The percentage earned by the school varies for each participating merchant. Gift certificates are available for most of our local vendors from Jewel to Speedway and Family Express, and many local and national chain restaurants including Bob Evans, Strack & Van Til's, Wendy's and Panera Bread, to name a few.

CONSTITUTION FOR THE ST. PATRICK HOME & SCHOOL ASSOCIATION

Article I

The name of this organization shall be Saint Patrick Home and School Association.

Article II. Objectives

The objectives of the members of the Saint Patrick Home and School Association are as follows:

- Section I. Fund Raising: Raise funds to defray expenses of the school that would otherwise be supported through tuition.
- Section II. Communication: Act as a liaison between parents and the school to generate and communicate ideas to best meet the needs of students, parents, and the school.
- Section III. Social/Fellowship
 - Recognize our Catholic faith as the common bond between our homes and the school.
 - Sponsor social events that develop a sense of community and fellowship among our parish families.
 - Through Home and School sponsored events, extend to our homes and school the philosophy, morals, and values of our Church.
 - Develop well rounded students that will be productive members of our families, parish, community, and society.

Article III. Standing Committees

- Section I. There shall be such standing committees created by the Executive Board as may be required to promote the objectives and interests of the Association. The Chairmen of the standing committees shall be appointed by the President. Their terms of office shall be for one year.
- Section II. Chairmen of all standing committees shall present plans of work to the Executive Board and no work shall be undertaken without the approval of the Executive Board.
- Section III. To achieve the objectives of the Association, the standing committees will be as follows:
 - A. Fund Raising/Social Committee
The Committee, along with the Executive Board, shall develop proposals for programs and events to raise funds that meet the budgetary objectives of the Association. The Committee will determine if each fundraising and social activity met the Association's budgetary objectives and make recommendations to the Executive Board prior to the March general meeting for additional fundraising events, revisions to existing fundraising events, or the elimination of poor performing fundraising events.
Proposals shall be submitted to the Executive Board prior to the March general meeting. The Executive Board may submit proposals to the Association for approval at the April general meeting. The Committee shall implement the approved proposals through the creation of subcommittees to organize and operate individual programs and events.

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2. The Committee, along with the Executive Board, shall develop proposals for programs and events to achieve the Social/Fellowship Objectives of SPHSA. Proposals shall be submitted to the Executive Board. The Executive Board may submit proposals to the Association for approval. The Committee shall implement the approved proposals through the creation of subcommittees to organize and operate individual programs and events.

3. The Committee shall consist of not less than three members appointed by the Executive Board.

B. Communication Committee

1. The Committee shall develop and implement programs and plans to facilitate communications among the members of the Association, between the members and the School, and between the Association and the Community. This Committee shall oversee the Phone Tree, School Directory, Home and School website, Home and School publicity, and other matters as directed by the Executive Board.

2. The Committee shall consist of not less than three members appointed by the Executive Board.

C. Constitution Committee

1. **The Committee shall review this Constitution and propose amendments as necessary. The Committee shall meet as needed. The time period between reviews shall not exceed five years.**

2. The Committee shall consist of not less than three members appointed by the Executive Board.

D. Finance Committee

1. The finance committee shall meet not less than four times each year, once in each of the following months, and provide a report to the Home and School Executive Board on the corresponding topics:

a. July meeting: begin an audit of fiscal year ended June 30 prior.

b. October meeting: set financial objectives for next fiscal year.

c. January meeting: establish budget based on financial objectives for next fiscal year for approval at association's February meeting.

d. April meeting: incorporate revisions adopted at Association's February meeting into final budget and distribute to each Fundraising and Social chair.

2. The Committee shall consist of not less than three members appointed by the Executive Board. The Home and School Treasurer, the Principal of St. Patrick School, and the Pastor of St. Patrick Parish shall be ex-officio, non-voting members of the Committee. The Executive Board will also appoint one of the three as a liaison to St. Patrick Parish Stewardship Commission.

E. Christian Service Committee

1. The Committee shall design and direct Christian service activities for families and students in conjunction with the objectives and goals of the Association.

2. The Committee shall consist of not less than three members appointed by the Executive Board.

F. Athletic

1. The Committee shall organize, implement and oversee the extracurricular athletic program offered through the school.

2. **The Committee shall consist of the Principal, the Athletic Director(s) and such other members as the Principal shall see fit, not to exceed five.**

3. **The Committee shall tender to the Finance Committee a proposed athletic budget in accord with the established budget process.**

4. **The Committee shall be funded by the Association and shall not engage in independent fund raising events unless otherwise authorized by the Principal.**

5. **The Committee shall collect athletic fees and maintain concessions as it sees fit.**

6. **The Committee shall be subject to the audit authority of the Finance Committee.**

Article IV. Policies

The principles and policies shall be:

- Section I. This Association shall be non-commercial and non-partisan. No commercial enterprise or any political candidate shall be endorsed by it. The name of the Association or its Officers in their official capacities shall not be used in connection with a commercial concern or with any partisan interest or for other than the regular work of the Council.
- Section II. The purpose of the Association shall be to carry out the objectives of the Association. It shall not seek to direct the technical activities of the school nor to control its policies.
- Section III. No funds of the Association shall be used for projects other than necessary to further the objectives of the Association.
- Section IV. Checks over \$1,000.00 (amendment) need to have two signatures. Only Executive Board members may sign checks.
- Section V. This fiscal year runs from July 1 through June 30.
- Section VI. Budgets follow the fiscal year and the Executive Board shall ensure that each social and fundraising committee adheres to the budget established by the Finance Committee during its April meeting and approved by the Association at its May meeting.

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Article V. Membership

All persons who have children enrolled or who teach at Saint Patrick School are active voting members of the Association.

Article VI. Officers and Their Election / Officers and Their Duties

- Section I. The Officers of the Association shall consist of a President, a Vice-President, a Secretary, and a Treasurer.
- Section II. The President presides at all meetings of the Association and of the Executive Board, and shall be a member ex-officio of all Committees; shall appoint special committees; and perform all other duties usually pertaining to the office.
- Section III. The Vice-President shall act as aide to the President by performing the duties of the President in the absence of that Officer; shall be liaison to the Pastoral Council as needed.
- Section IV. The Secretary shall keep a correct record of all meetings of the Association and the Executive Board, and shall perform such other duties as may be delegated to him/her, including presiding over meetings in which the President and Vice-President are absent. The Secretary shall preside over the nomination and election of new officers.
- Section V. The Treasurer shall account for all monies received by the Association and shall pay out funds as authorized by the Association. The Treasurer shall present a cash flow and a detailed income and expense statement at every regular meeting of the Association and at other times when requested by the Executive Board. There shall be an annual audit of the accounts. The Treasurer shall be directed by the Executive Board to deposit funds in interest bearing accounts if possible. In addition, the Treasurer shall preside over meetings in the absence of all other officers.

Article VII. Annual Election Meeting / Election of Officers

- Section I. The annual election shall take place at the regular April meeting. Should the election not occur at that time, it may be done at a special meeting held as soon as is possible.
- Section II. Election shall be conducted by written ballot when there is more than one nominee for an office. Nominations may be taken from the floor provided the consent of the nominee has been secured. In the event that there is but one nominee for an office, the Secretary shall cast the elective ballot for that nominee.
- Section III. The Vice-President, Secretary and Treasurer positions will be elected each year. The presiding Vice-President shall be appointed to the following year's presidential position. The new officers shall assume their duties upon completion of the current school year.
- Section IV. In the event a vacancy occurs in the office of President, the Vice-President shall fill that vacancy and the Executive Board shall appoint an acting Vice-President. At the annual election meeting, the appointed President may choose to serve his/her full term as President the following school year. The position of Vice President will be open for election. If the appointed President chooses not to serve his/her term the following year, the office shall be filled by election.
- Section V. If the Vice President's office is vacant or if the Vice President chooses not to assume the position of President, all officers must be nominated and elected to the following year's positions. A President cannot serve more than two consecutive terms.
- Section VI. If a vacancy occurs in the office of Secretary or Treasurer, the vacant office shall be filled by an appointment of the Executive Board.

Article VIII. Amendments

- Section I. This constitution may be amended at any regular meeting by a two-thirds vote of the members present, provided the proposed amendment was presented at the previous regular meeting. All proposed amendments shall be submitted in writing.
- Section II. Amendments shall be inserted into the constitution replacing the amended section.

Article IX. Meetings

- Section I. Regular meetings of the Association shall be held monthly from September to May inclusive unless otherwise ordered by the Executive Board.
- Section II. Special meetings may be called by the President, by the Executive Board, or upon the request of seven members with the consent of the Pastor.
- Section III. Ten members shall constitute a quorum for the transaction of business.
- Section IV. Rules of order: The rules contained in Robert's Rules of Order shall govern this Association in all cases to which they are applicable and in which they are not inconsistent with the constitution and the by-laws.

Article X. Executive Board

- Section I. The Officers, the Pastor, and the Principal of the school shall constitute the Executive Board.

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- Section II. The duties of the Executive Board shall be to transact regular business between Association meetings, to transact such other business as may be referred to it by the Association and to approve the plans of work of the standing committee chairs.
- Section III. Regular meetings of the Executive Board may be held just prior to each regular Association meeting for conference with committee chairs and for such business as may arise. They shall otherwise be held on a convenient day of the week preceding the regular Association meeting.
- Section IV. Three members shall constitute a quorum.
- Section V. Special meetings of the Executive Board may be called by the President, a majority of the Board or the Pastor.

Article XI. Budget

- Section I. The Association shall pass an annual budget before April 15 of the preceding academic year. The Finance Committee shall present the proposed budget pursuant to Article III, Section III, Part D.
- Section II. If no budget is passed prior to April 15, events and funding established the prior year **shall continue at 80% of previously funded amounts until such time as a budget is passed.**
- Section III. **The budget shall provide for school subsidy payment in an amount not less than five percent (5%) of the school's operating budget. The Principal shall advise the Association as to the exact amount upon acceptance of the school operating budget by the Pastor. Payment shall be made in four installments through the course of the school year.**
- Section IV.
 - Emergency expenditures not included in the budget shall be permitted only for matters deemed by the entire executive board to be an emergency and approved by the members. No emergency expenditures shall be permitted that exceeds projected budget surplus as set forth in the budget as contingency spending.
 - Expenditures not in excess of two thousand dollars (\$2,000.00) not included in the budget may be approved at any regular meeting by a two-thirds vote of the members present. No expenditure proposed pursuant to this provision shall be permitted that exceeds projected budget surplus as set forth in the budget as contingency spending.
 - Expenditures in excess of two thousand dollars (\$2,000.00) non included in the budget may be approved at any regular meeting by a two-thirds vote of the members present, provided an appropriate motion was presented at the previous regular meeting, except such expenditures shall be permitted if deemed by the entire executive board to be an emergency and approved by a two-thirds vote of the members present. No expenditure proposed pursuant to the provision shall be permitted that exceeds projected budget surplus as set forth in the budget as contingency spending.
 - No expenditure pursuant to Section IV shall extend beyond the fiscal year in which the expenditure was authorized.