

ST. PATRICK

CATHOLIC HIGH SCHOOL

FACULTY & STAFF HANDBOOK

SCHOOL YEAR 2026-2027



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.

CORE VALUES

St. Patrick Catholic High School strives to provide a curriculum and an environment that fosters the following core values:

- Commitment to excellence
- Spirit of respect and compassion
- Personal integrity
- Willingness to serve

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ABSENCES: FACULTY/STAFF

Please adhere to the following process for faculty/staff absences:

Prior Notice Personnel Leave Process

1. All employees will submit an online personnel leave form when they are leaving campus during contracted hours. Substitutes should be secured prior to submission by the teacher. This form will be sent to the principal for approval through our online employee portal.
2. Upon approval, the principal will email the employee.

Emergency Personnel Leave Process

1. The employee will contact the principal 228-297-6152 and assistant principal 228-239-6414 in a group text as early as possible.
2. The employee must complete a personnel leave form within 24 hours of the absence.

The principal has the authority to approve or deny any personnel leave request. Payroll deductions will be made for personnel leave day(s) that are not approved.

It is the employee's responsibility to submit a personnel leave form for all absences.

Completed Years of Service	Contract Leave Days
0-5	10
6-10	12
11-15	15
16+	20

Employees are not permitted to take the day off before or after a holiday or the first or last day of school. Employees who are absent the day before or after a holiday or on the first or last day of school will be deducted pay.

ABSENCES: STUDENT ABSENCES AND TARDIES

Parent/guardian reports student absences to the front office. Unreported student absences will be checked by the office staff. The student may also bring a note from the parent upon return to school.

Students are responsible for getting the makeup work from their teachers. Students who are absent on school business leave must 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.

Attendance should be taken at the beginning of every class period as soon as possible. Students should either be marked as present, absent, or tardy. Students on school-business, college visits, or ISS will already be entered in FACTS SIS for you.

A student is not considered absent if he/she is at a school-sponsored activity.

Students who fail to be in the assigned class and ready for instruction when the tardy bell rings are considered tardy. All tardies should be documented in FACTS SIS. Passes from other teachers or from other staff members are not acceptable.

Refrain from allowing students to leave class unless called by an administrator. Students have time to use the restroom, get water, or go to the office between classes. If there is an emergency, please call the office.

See copy of Student Handbook for further details on attendance policies.

ABSENCES: STUDENT SUSPENSIONS

IN-SCHOOL SUSPENSION: Assignment sheets and/or an email will be sent to each teacher on the student's schedule. The teacher will complete and return to the Dean of Students by 8:00 a.m. of the day of the student's suspension. Students in ISS should be given assignments/tests which would be given during

class on the student's suspension. Additional work is also recommended. Students will receive full credit for all work completed in ISS.

OUT-OF-SCHOOL SUSPENSION: Assignment sheets and/or an email will be sent to each teacher on the student's schedule. The teacher will complete and return to the Dean of Students as soon as possible. Any forms not picked up will be returned to the teacher. 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.

Teachers are to grade all ISS/OSS work. Assigning relevant work is a vital point of interest with students and parents.

ACADEMIC REQUIREMENTS FOR PARTICIPATION IN EXTRACURRICULAR ACTIVITIES

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 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.

ACCEPTABLE COMMUNICATION POLICY

All employees, faculty, and staff who participate in social networking websites such as, but not limited to, Twitter, Instagram, Snapchat, Tik Tok, and/or Facebook, shall not post any data, documents, photos or inappropriate information on any website that might be considered unprofessional or inappropriate or might result in a disruption of classroom activity. The determination of appropriateness will be made by the Principal.

Employees who post anything negative about the school and/or its stakeholders will be terminated immediately.

Employees, faculty and staff shall not give social networking website passwords to students. Fraternization via the internet and/or cell phone (text messaging) between employees, faculty, or staff and students is prohibited, and violation of any of these policies may result in disciplinary action, up to and including termination.

Access of social networking websites for personal use during school hours is prohibited.

Nothing in this policy prohibits employees, faculty, staff, or students from the use of educational websites.

To avoid interruptions to the instructional program, no cell phones, pagers, beepers, games or other electronic devices shall be used in any school building or on any school grounds during the hours of regular classes (from the first bell in the morning until the bell ending the last class period in the afternoon) with the following exceptions: (a) cell phones, pagers and other devices used by administrative and supervisor personnel, and (b) cell phones, pagers and other devices used with the express permission of the Principal. A device with the power turned on shall be considered in use and in violation of this policy even if the phone or pager or other device is in silent mode or vibrate mode.

School personnel shall be allowed limited use of cell phones under the following guidelines: cell phones must remain off when students are present and may not be visible at any time students are present; cell phones may be used only in the absence of students (i.e. before/after school and planning period). School personnel cell phones may be used when there is an emergency situation involving the safety of students and/or staff.

AFTER SCHOOL RESPONSIBILITIES

All staff members are required to participate in extracurricular activities. Mandatory attendance is required at new student orientation, meet the teacher night, fall open house, graduation, assigned dances, and other events as directed by the Principal. When keeping students for any after school activity (sports, tutoring, clubs), it is your responsibility not to leave until all your students have been picked up by a parent or guardian or if applicable, have driven home.

ANNOUNCEMENTS

Morning announcements will be as brief as possible. Staff announcements should be emailed to announcements@stpatrickhighschool.net by 7:45 a.m. Please type the information clearly in the email and proofread prior to submitting. All students must stand for morning prayer and the pledge of allegiance. Everyone on campus must remain silent during all prayer and announcements.

ASSEMBLIES

Each teacher is assigned a section of the gymnasium/cafeteria during assemblies and students must sit in these assigned areas. Proper student behavior is required. Teachers who have planning periods prior to the assemblies should report to the specified area to help monitor and supervise.

Teachers must be present and supervise students at all general assemblies and events such as mass, adoration services, pep rallies, etc. Teachers may not stay in their classrooms or in the faculty lounge during this time.

ASSERTIVE DISCIPLINE AND INTERVENTION GUIDELINES

- Classrooms must be supervised at all times.
- Students are not placed outside a classroom for any reason. If you need to remove a student (i.e. to hand back or review a test), send the student to another room after making prior arrangements with the other teacher.
- Parent-teacher conferences are scheduled before or after school or during planning periods.
- Medicine will be administered only in the front office.
- Parents must be notified if students are to be kept after 3:00 P.M.
- All teacher, student, staff injuries and incidents must be reported to the Principal using the Accident Report Form.
- Teachers are to keep classroom doors locked at all times.
- Stay positive about the school and other school personnel at all times. Do not engage in drama or gossip about other school personnel.
- Do not raise your voice to make your point. Students will react to your demeanor or disposition in your classroom.
- Students do not perform personal service for a teacher or staff member (i.e. grading papers, getting coffee, making copies, etc.)
- Personal business is not conducted on school property (students or teachers).
- Physical force with students is used only as a restraint to protect them or others.
- Be consistent with discipline, rules, and procedures in your classroom. Follow your discipline plan!

ASSESSMENTS

All classroom tests will reflect selected response (multiple choice) format, open-ended or essay format (with writing prompts in many cases), and a combination of the above. Teachers will provide a minimum of 3 major grades and 9 minor grades per nine weeks. This gives the students various opportunities to be successful.

If a student receives a failing grade on a major grade, remediation prior to the next major grade will be required to be offered by the teacher. Methods of remediation are left up to the discretion of the teacher. The failing grade should be modified following effective remediation to not exceed a 65.

If a teacher feels a student has not exhibited mastery of content in each major grade, remediation may be offered at the discretion of the teacher.

BUS AND TRANSPORTATION CONFIRMATION

At least two business days prior to a trip, employees must contact the Transportation Director and confirm the trip arrangements. Failure to do so may result in our being unable to support the trip. As soon as you become aware of any changes in times, location of pick-up, dates, number of students or cancellation of the trip, please notify the Transportation Director.

CAFETERIA REGULATIONS

For lunch, students will have lunch money allocated in the FACTS system.

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

Packaged 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. Senior privileges regarding lunch are an exception to this rule.

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.

All faculty and staff receive one free lunch per school day. Teachers and staff will scan their ID card to acquire their free lunch. Free lunch items only include prepared foods such as hot lunch, salad, and a la carte items. This does not include packaged items.

CAMERAS

Cameras operate twenty-four hours a day in the hallways, classrooms, offices, outside areas, and other main rooms in the school. Cameras do not take the place of supervision. Do not place flags or other items in front of the cameras.

Due to safety and privacy of students, faculty, and staff, only administrators have access to view camera footage. Teachers are not permitted to view camera footage. Parents and students are not permitted to view camera footage. Do not tell parents they may view camera footage.

CLASSROOM ENVIRONMENT

Each teacher should see that the classroom is kept free of unnecessary clutter, waste, paper, and general untidiness. Report vandalism and destruction to administration. Report custodial and/or maintenance needs to the maintenance department through the work order process.

Posters placed on the corridor walls must be removed in a timely manner. If your students' work or notices leave tape residue on the wall, you are responsible for cleaning/repairing it.

Students should not be permitted to eat in class without permission from the administration. Drinks should only consist of clear water bottles during the classroom time. All spills and trash from the classroom should be cleaned up immediately and trash must be placed in the hallway at the end of the day. All classroom doors must remain locked at all times. Do not cover windows in the classroom doors. Secure your classroom when you leave.

CLASSROOM INVENTORY

An inventory of the contents of each room is made each year. Missing items must be reported to the Principal immediately. Student abuse of materials or equipment must be reported to the administration immediately. The administration will make periodic inventory checks. No inventoried items should be moved from the inventoried location without proper approval and documentation from the Principal. No inventoried item should be taken home without special permission from the Principal. Do not lend or give fixed assets equipment to another staff member without receiving permission from the Principal.

COLLECTION OF MONEY

Money collected must be turned in to the finance office daily. It is a violation of policy to hold back funds to use as petty cash for clubs, etc.

All fundraising requests must be submitted to the Director of Advancement and approved by the Principal at least ten days prior to the start of the fundraiser.

Please follow the above procedures, as no exceptions will be made. Keep accurate records and be sure to make a receipt for all monies.

CONFIDENTIALITY

Professional educators have a legal and ethical responsibility to ensure the confidentiality of students, staff, faculty, and other individuals affiliated with St. Patrick Catholic High School. No child's academic and behavioral matters will be discussed with anyone not directly affiliated with the child. Refrain from talking about students in the main office area or staff lounge. Conferences with students or parents will be held privately and all information will be kept confidential. No information concerning other teachers, students, or student group discipline is discussed in the community, under any circumstances.

The Family Educational Rights and Privacy Act (FERPA), often referred to as the Buckley Amendment, is a federal law that protects the privacy of student education records.

FERPA gives parents certain rights with respect to their children's education records. Teachers should never disclose personal, academic, discipline, or demographic information regarding students to anyone other than the student's custodial parent or legal guardian.

DISCIPLINE

Approved classroom discipline plans are to be included in the course syllabus and posted clearly 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 administration: major classroom disruptions and/or defiance, cheating/plagiarism, the use of cell phones or other telecommunication 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 FACTS SIS. Students who do not attend a classroom detention as scheduled will be assigned a school detention. Failure to attend school detention will result in 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 when being 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.

Teachers and staff members should submit discipline referrals in FACTS SIS. When completing a discipline referral, please be clear, concise, and accurate in describing the infraction. Do not include other students' names in a discipline referral. The teacher is able to view the discipline referral in FACTS SIS once processed by an administrator.

Students may be taken out of class for another activity with the Principal's permission only. Please do not impose on other teachers by keeping students after class or expecting students to be pulled out of class to help with your extracurricular activity.

The cell phone policy states that students may not have their cell phones during the school day. If you see or hear a phone, take it, secure it in an envelope, and complete a discipline referral form. Submit the phone to one of the school administrators. Do not leave it on his/her desk if he/she is absent. Do not give students a "second chance" by returning the phone to them.

DIOCESAN REGULATIONS

Diocesan policies, regulations, and practices are published in the Diocese of Biloxi. A copy of this handbook is available on the Employee Login page of the website. It is the responsibility of all faculty and staff members to be familiar with these policies (in addition to this handbook) and abide by them at all times.

DUTY

The duty schedule is to provide adequate supervision of students. Competent and continuous supervision is serious business, and all teachers are to abide by the schedule. If it is necessary to be away from the assigned post, notify an administrator immediately and have another staff member cover your duty.

All staff members will have an assigned duty multiple times per week. Do not ignore observed problems just because you are not at an assigned post. Teachers must be in their doorways before school and during each class change.

Teachers must be in the classroom at all times when students are present. All teachers are to be supervising during mass, liturgical services, student breaks, assemblies, pep rallies, etc.

Please do not release students early for lunch, afternoon dismissal, or from individual class periods unless asked to do so by the administration.

While supervising students, be visible, active, mobile, and attentive at all times (assigned posts and in general on campus and in class).

Check stairwells and other areas as you pass by or if your duty post is nearby. Do not read, grade papers, or socialize during duty.

Teachers who do not provide adequate supervision will be subject to disciplinary action.

ENTERING/EXITING THE BUILDING

Students must enter the main building through the courtyard. When checking in, students will enter through the front office of the building.

Teachers will use key fobs to enter the school building. This will also be how all faculty and staff clock in and out each day. Attendance will be recorded utilizing this method.

If a key is needed for weekend or evening activities, these should be checked out from a member of the administration.

FACULTY OR STAFF ACCIDENTS

All accidents must be reported to the administration through the Accident Report Form as soon as possible following the accident.

FIELD TRIPS

All field trips must be related specifically to the instructional or extracurricular program. To request a field trip, submit the Event Request Form.

Request forms for day or local field trips are due to the Principal at least fifteen school days prior to the proposed trip. This includes the Event Request Form, Personnel Leave Form, Purchase Requisition(s), and Transportation Request Form.

Request forms for overnight or field trips more than 100 miles are due to the Principal at least thirty days prior to the date of the trip. If approved by the Principal, the Principal will submit the request to the Superintendent for final approval. All overnight field trips and field trips more than 100 miles must also be approved by the Superintendent.

Field Trip Permissions Forms must be signed by the parent/guardian and kept on file in the office prior to the trip. Parent permission by telephone is not permissible.

A copy of the following items must be turned in to the Principal at least two days before the field trip on each student participating in a field trip/activity.

1. Signed copies of rules and regulations of field trips for each student.
2. A permission form signed by parent/guardian for each student.
3. An alphabetized list of names of students who are attending.

FIRE EVACUATION PROCEDURE

At the fire alarm signal, teachers should first determine there is a credible threat. Then, students should be directed to move immediately to the assigned classroom evacuation location. All persons are to walk rapidly, in silence, in single file, to their designated location. Teachers are to be the last person out of the room and must see that the room is empty and doors closed. (Teachers should take class rolls to check for missing students. The absentee slip should either have a 0 for all present or a list of the missing students.) Teachers should then send a student to one of the designated areas.

Please go over these instructions with each one of your classes. The fire evacuation procedure must be posted in each classroom or work area.

First Floor

North Wing – Rooms 100, 101, 102, 103, 104, 105
Exit North Side Door to North Parking Lot

North Wing – Rooms 106, 107, 108
Exit Center Front Door to West Parking Lot

South Wing – Rooms 113, 114, 115, 116, 117, 118
Exit South Side Door to South Parking Lot

South Wing – Rooms 110, 112
Exit Center Front Door to West Parking Lot

Gymnasium/Cafeteria

Band/Auditorium
Exit North Doors to North Parking Lot

Gymnasium
Exit West Doors to South Parking Lot

Chapel/Cafeteria
Exit South Doors to South Parking Lot

Second Floor

North Wing – Rooms 200, 201, 202, 203, 204
Exit North Side Stairs to North Parking Lot

North Wing – Rooms 205, 206, 208, Library
Exit North Center Stairs to West Parking Lot

South Wing – Rooms 210, 211, 212
Exit South Center Stairs to West Parking Lot

South Wing – Rooms 214, 215, 216, 217, 218, 219
Exit South Side Stairs to South Parking Lot

The following will verify attendance for each evacuation area.

Verify Attendance: North Parking Lot – Moran

Verify Attendance: South Parking Lot – Edwards

Verify Attendance: West Parking Lot – Holliman

The following will check bathrooms to ensure all students have evacuated:

Check Bathrooms: First Floor, North Side – Ramsay

Check Bathrooms: Second Floor, North Side – Aldrich

Check Bathrooms: First Floor, South Side – Tavel

Check Bathrooms: Second Floor, South Side – Stringer

The administration will signal for return to class.

FIRST AID

The designated faculty and staff member provide first aid for minor accidents/injuries. All medical events must be documented in FACTS SIS. An Accident Report Form must be completed and turned in to the office whenever any accident of any type occurs.

GRADING

For full-credit courses, the student's first two quarters will be averaged together to get the first semester average and include the semester exam. Then the 3rd and 4th quarters will be averaged together with the final exam to create the second semester average. Then the two semester grades are averaged together to compute a final grade.

If the final grade is below 65%, a grade of F will be placed on the report card for the final grade. If the student fails a course, he or she will be required to complete Credit Recovery in the summer. 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):

Final Average					
Semester 1			Semester 2		
50%			50%		
1st Term	2nd Term	Midyear Exam	3rd Term	4th Term	Final Exam
42.5%	42.5 %	15%	42.5%	42.5 %	15%

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.

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 FACTS and Canvas.

Failure to complete assignments will result in a penalty, based on the teacher's discretion. This could range from a deduction of points to a zero (0). Parents will be contacted if and when student (1) fails a major grade or (2) does not submit multiple assignments.

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

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 be dealt with by the teacher for that course.

For students who do not submit an assignment or take a test/quiz, the teacher will use their discretion in determining the final awarded grade, and should contact parents. Information regarding this must be provided in your syllabus.

HALL PASSES

A student must have a hall pass in hand before leaving a teacher's classroom. Do not keep a student after class. This not only cuts into learning time for the next period but also disrupts the class when a late student enters. Teachers should have a sign in/out sheet in their classrooms for when students leave the room for any reason. The student will write their name, purpose, time leaving, and time returning on the sign in/out sheet. All students should have a hall pass lanyard when they leave the room for any reason.

HARASSMENT

Harassment of or by employees or students, in person or through written, telephone, or other communications, including but not limited to those acts which are sexual in nature, attempts to intimidate or harangue employees or students, abusive, vulgar, or profane language directed toward an employee or student, physical threat or assault, etc., will not be tolerated by St. Patrick Catholic High School. In the event that such harassment occurs, the school will take appropriate action, including but not limited to filing of official complaints, seeking legal and law enforcement assistance, pursuing prosecution to the fullest extent permissible under the law, and termination of employment. This policy similarly applies to non-employee volunteers who work subject to the control of school authorities. Further, inappropriate relationships between employees and students are prohibited whether consensual or non consensual. Inappropriate relationships between employees and students as defined by legal code shall be prosecuted to the full extent of the law.

HOMEWORK

Each teacher must ensure that parents are aware of his/her homework policy. Include this information in your syllabus. Teachers should give no more than thirty (30) minutes of homework per night. Teachers should base the completion time of homework on the time it takes the average student to complete the

assignment. Teachers should be mindful when assigning homework with regard to students' extracurricular activities and other coursework.

LESSON PLANS AND CURRICULUM

Curriculum published by the Catholic Diocese of Biloxi and Mississippi Department of Education will be used for all classes.

Lesson plans must be posted in Canvas by 8:00 a.m. on the first day of the school week. All assignments for the week with detailed assignment descriptions/attachments should be published in FACTS SIS and Canvas by 8:00 a.m. on Monday morning. Parents and students will have access to your lesson plans as posted in Canvas.

Lesson plans must contain the following:

- Weekly learning standards and objectives
- Daily lesson activities, assignments, and assessments
- Evidence that instruction and tests incorporate both selected response and performance-based formats.
- Evidence that pertinent vocabulary is being taught.
- Evidence that a variety of teaching strategies, activities, and resources are being used.
- Evidence that the teacher is assessing students' learning.
- Homework
- Next major grade

MAILBOXES

Mail boxes for all faculty and staff are located in the staff lounge. All faculty and staff will check the boxes at least twice per day in the morning and after school. Students are prohibited from picking up mail and from being in the staff lounge.

MAINTENANCE AND TECHNOLOGY WORK ORDERS

Requests for maintenance repairs and technology needs should be submitted online at <https://www.stpatrickhighschool.net/purchase-requisition-maintenance>. The status of requests may be tracked by returning to this website.

MEDIA RELEASES

Media release forms must be signed by the parent before any student can be interviewed or involved in any media. These forms are signed during the enrollment process. The Principal must grant approval before any student is interviewed by local media agencies.

MEDICINE

Students may take only prescribed medications at school, dispensed by designated staff members. Parents/guardians must complete a medication form to be kept on file in order for students to take over the counter medications. All medications must be administered in the office. Students may not carry medications of any kind unless given specific written permission by school authorities. A list of students with medical problems will be provided to each staff member the first week of school. Please keep this information confidential.

OFFICE ENVIRONMENT

A professional office is central to demonstrate the school's success and to establish effective communication. When taking care of business in the office, professional demeanor is expected. Please check with the administrative assistant before entering the administration offices. If it is not possible to see an administrator immediately, please let the administrative assistant know or send an email.

The records office stores sensitive, confidential information. Always ask the administrative assistant for items that you need. When checking cumulative records always sign the card and keep items in the correct order.

OUTSIDE SPEAKERS

All speakers must be approved by the Principal. Requests should be submitted using the Outside Speaker Approval form.

PARENT ASSOCIATION

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 Advancement and Director of Enrollment Management & Communications.

PARENT CONFERENCES

Parent conferences will be scheduled and coordinated by the Guidance Counselor. Arrangements should be made to have all practices and other extracurricular activities supervised in order to attend parent conferences. Permission to miss a conference must be given by the Principal.

PARENT/TEACHER COMMUNICATION

Communicate regularly with parents. Report cards are issued twice per year, and progress reports are issued four times per year. Teachers must also send additional progress reports when a student is not working to his/her potential and/or is in danger of failing. These notifications must be sent. Phone calls and conferences need to take place regularly as well. Document all phone calls and conferences in FACTS SIS and keep all email correspondence. Don't forget that positive behavior and good grades warrant phone calls also.

Document all communication with the parent and/or student regarding grades, behavior, attitude or other problems. Keep accurate records; be sure to save copies of student work and tests to show parents in conferences.

Proofread everything that is sent home. If your grammar and spelling skills are not excellent, have a colleague proofread before sending. Parents must be contacted if and when student (1) fails a major grade or (2) does not submit an assignment.

PERSONNEL FORMS

All forms are available on the “Employee Log-in” page on the website. The link is at the bottom right of the home page. Employees use their school email address and password to login.

Purchasing requisitions should be submitted at <https://www.stpatrickhighschool.net/purchase-requisition-instruction> at least two (2) days in advance.

Event and fundraising requests should be submitted at <https://www.stpatrickhighschool.net/employee-forms/event-request> at least ten (10) days prior to the start of the event or fundraiser.

Maintenance and technology work orders should be submitted at <https://www.stpatrickhighschool.net/employee-forms/technology-request-form>.

PROFESSIONAL DEVELOPMENT

Information on renewal requirements can be obtained through the Mississippi Department of Education website. It is the teacher’s responsibility to keep track of CEUs and to obtain the current license well before the expiration date. It is suggested that teachers renew before April 1 of the expiration year in order to coincide with contract issuance dates.

PURCHASING

All purchases must be pre-approved. Requests for purchasing must be submitted at least two days prior to the date of purchase. Requests should be submitted online at www.stpatrickhighschool.net/purchasing. Money from school accounts will not be used to purchase items unless the request has been submitted and approved prior to the purchase.

RECORDS AND DOCUMENTATION

Accurate maintenance of records is a necessity. Student attendance is monitored daily and by class period. Report all student absences in FACTS SIS. Daily attendance is most important. Teachers are required to post attendance immediately after the tardy bell rings. This is an important professional responsibility, and teachers should not have to be reminded to do so by the office.

SCHOOL COMMUNICATION: INTERNAL AND EXTERNAL

Teachers should not text message individual students. Teachers are encouraged to communicate information to parents using the FACTS SIS Communication System. Teachers may send emails to groups of parents (i.e. classes, athletic teams, extracurricular clubs, etc.).

Be sure to proofread any information sent to parents. All information sent should be professional in nature, and an administrator should be copied on any group or mass emails.

Additionally, teachers will receive a weekly “The Irish Insider” email every Monday morning. The email will contain important information, dates, and reminders.

SCHOOL REGULATIONS

Information regarding school regulations is printed in the Student Handbook and distributed to all faculty members and students. The various bell schedules and a calendar are included in each handbook.

The following specific guidelines and regulations cover the subjects not discussed in the handbook.

Each teacher will be issued an “Emergency Response Procedure” manual. This manual should be kept in a secure yet readily accessible place in each classroom for substitute use. This manual should be referred to in the event of any “all call” from the administration.

SMOKING AND TOBACCO USE

In accordance with House Bill 641 as enacted by the Mississippi Legislature, the use of tobacco on any school property is prohibited.

SPORTS SCHEDULES

Current schedules for St. Patrick Catholic High School athletic events may be obtained from the Athletic Director's office or on the school website. All faculty and staff are required to work at least one gate per season (unless coaching during that season). Your participation as a spectator is appreciated.

STAFF DRESS

All faculty and staff must dress professionally and appropriately. Nice jeans may be worn on days when students are permitted to wear jeans. On Fridays, teachers may wear jeans only if they have sold their required raffle tickets. Faculty members need to dress professionally and observe the faculty dress code guidelines as follows:

- Men may wear suits or slacks (not jeans) and turtleneck or collared shirts; ties are optional (except on Liturgy days). Loafers, dress shoes, or dress boots are acceptable, but not flip-flops; socks are required. Neatly trimmed mustaches, beards, and goatees are permissible; hair length should not reach the shirt collar, and hair must not cover more than half of the ear.
- Men will wear a blazer and tie on Mass days.
- Women faculty members may wear dresses, skirts (that touch the knee), blouses, dress slacks, cropped pants. Clothing should be modest. Dresses/tops with straps must be covered by a blouse or jacket, and midriffs need to be covered while sitting, standing, or reaching. Low-cut clothing which reveals cleavage is not acceptable.
- Women's dresses must touch the knee or be longer.
- Jeans (only with the exceptions listed above), shorts, t-shirts, sweatpants or sweatshirts, windjammers, sheer or spandex clothing, hats, and athletic jerseys or shoes, are not permissible for faculty members.
- Jewelry should be appropriate and in keeping with a professional image. Plugs and body piercing are not appropriate, but women may have modest ear piercings. Be mindful that excessive tattoos should be covered.
- All faculty members are expected to dress up for Liturgy days.

STAFF EVALUATIONS

The purpose of staff evaluation shall be the following:

- To provide a basis for instructional improvement.
- To recognize and commend quality teaching.
- To gain a better understanding of duties and responsibilities.
- To stimulate personal and professional growth.

- To identify areas for professional development.

The administration will conduct classroom observations as well as evaluation conferences throughout the school year.

STAFF MEETINGS

A schedule of faculty/staff meetings will be issued at the beginning of the school year. The Principal may call additional meetings if needed. All faculty and staff are required to attend all faculty/staff meetings as scheduled.

STUDENT HANDBOOK

The Student Handbook will be available for review on the school website. All teachers will be familiar with the handbook and handbook changes.

Teachers should be aware of all policies within the current Student Handbook.

Students will sign a “Handbook Verification Form” which is to be kept on file in the office. As new students arrive, they will be given information regarding the handbook’s placement on the website. In such cases, students and parents will be asked to sign the verification form.

STUDENT TARDIES

Students who are tardy to class should be documented as tardy in FACTS SIS. Students who arrive late to school and check-in will report to the attendance clerk for proper documentation before going to class. Teachers are not to keep students from their next class.

Students who fail to be in the assigned class and ready for instruction when the tardy bell rings are considered tardy, and this must be documented in FACTS SIS. Passes from other teachers or from other staff members are not acceptable.

Teachers will not write discipline referrals regarding tardiness; instead, discipline will be reported from the attendance office.

SUBSTITUTE FOLDERS

Each teacher must have a substitute folder in his/her classroom easily identifiable and accessible. The following must be in the substitute folder:

- Emergency procedure instructions
- School map
- Classroom discipline plan and referral forms
- Class roll and seating chart (it is imperative that this is updated monthly)
- Name of staff member to ask for assistance
- Class schedule with planning and lunch times clearly marked
- Special problems of any students
- Lesson plans/handouts (copied and ready to use) to use in an emergency
- Duty schedule
- Bell schedule
- Name of student helper in each class
- List of classroom areas you consider off-limits to students
- Hall passes (and instructions for student sign out sheet)

Please leave your classroom “substitute ready” every day just in case an emergency arises.

TEACHERS’ AREAS OF RESPONSIBILITY

1. Delivering the instructional process in an organized and effective manner and guiding students through positive and rewarding learning experiences.
2. Motivating students through creating a desire to learn.
3. Providing varied learning experiences designed to reach students with different learning styles and rates of learning.
4. Establishment of a classroom atmosphere conducive to learning.
5. Planning lessons as required and establishing sound objectives and submitting guides as directed by the Principal.
6. Participation in department programs and attendance at meetings as required.
7. Contributing to the total department or grade level program and to the total instructional program.
8. Carrying out all assigned duties efficiently and promptly.
9. Maintaining classroom control and consistently implementing approved disciplinary measures to allow for effective classroom instruction.
10. Communication with parents, students, other staff members, and administration regarding instructional needs, classroom control, subject area objectives, student performance, and student needs.
11. Maintaining neat and effective records of student performance as required.

12. Making required reports efficiently, promptly, and accurately.
13. Knowledge of and adherence to policies and procedures. (Policies and Procedures Manuals are located in the administrators' offices.)
14. Acceptance of co-curricular and extracurricular responsibilities as assigned by the administration.
15. Supervision of textbook distribution and seeing that every student has required text and materials.
16. Maintaining effective inventories of textbooks and other resources, classroom materials, and equipment.
17. Other assigned responsibilities as directed by the Principal.

TEACHERS' WORKDAY

St. Patrick Catholic High School teacher workday begins at 7:30 a.m. and ends at 3:30 p.m. each day. All faculty and staff must clock in before 7:30 a.m. each morning prior to checking boxes, rooms, and/or taking care of other business. Faculty and staff may not arrive late or leave early without permission from the Principal.

Teachers are expected to be in their doorways prior to the first bell unless on duty. Teachers should be outside their doorways supervising students during every class change. If an emergency occurs and you are running late, call the Principal so that arrangements can be made. Chronic lateness may result in pay deduction.

No teacher or staff member may leave the school grounds at any time during the school day without an administrator's prior approval. A written or verbal request, prior to leaving, is required.

TEACHERS' WORKROOMS AND FACULTY/STAFF LOUNGE

The workrooms are for the convenience of the faculty/staff before school, during planning time and lunch, and after school. Please clean up after yourself. (Check the refrigerator and microwave daily. Custodians do not clean the appliances.)

Students are not to be in these areas! Do not send a student to check your mailbox or on any errand to the workroom. Do not send students to the teachers' lounge or conference rooms. Do not send a student to the cafeteria,

workroom or any other area to bring you breakfast, lunch or any other personal or school item.

TELEPHONES

A telephone for teacher use is in each classroom. Teachers are encouraged to make frequent phone calls to parents concerning behavior and progress. Teachers are required to keep an accurate parent contact log. Please keep confidentiality in mind at all times when conversing in the presence of others.

Telephone messages for teachers will be emailed to you or put in your box. Check messages and return calls daily. Notify the secretary if you prefer emailed telephone messages or written telephone messages. (Written messages will be placed in your mailbox, which is located in the staff lounge.) All personal calls are to be kept to a minimum, regardless of whether it is your planning time.

Students may not leave class to use the telephone. Students will be permitted to use the phone in the office before school, after school, in between classes, and during lunch for school-related business only. Students may not use cell phones.

TEST CALENDARS

Every grade level will have a test calendar for each month. Any summative assessment must be placed on this test calendar so as to prevent students from having more than 3 major assessments in one day. These will be distributed digitally by the Director of Curriculum and Instruction. Individual calendar dates cannot contain more than 3 major assessments so teachers must rearrange their schedules for testing if the date they wish to use already has 3 tests assigned. If a class contains multiple grade levels, the assessment must be placed by the teacher in all calendars pertaining to those grade levels.

TEXTBOOKS

All students can be issued a textbook to keep at home. Classroom sets, which have been numbered on the outside binding, will be used for instruction. It is

suggested that teachers assign students in each period the same text each day. No textbook designated as part of the classroom set is to leave the room at any time for any reason unless approval has been given by the teacher.

Lost Books: If a student loses a textbook, he/she will be charged a replacement fee.

Teachers will issue students take home textbooks as needed throughout the school year. A strict record of these textbooks should be shared with the librarian for tracking purposes.

Damaged Books: Students are responsible for the proper care of textbooks. Students who damage a textbook beyond normal use shall be assessed a replacement fee.

A school-wide textbook inventory will be conducted twice a year to determine the number of textbooks. The teacher shall keep an accurate record of the number and titles of all books issued.

TORNADO DRILL

When a tornado drill or actual emergency is announced over the intercom system, please move to the designated area and sit on the floor as close together as possible. In an actual emergency we will kneel on the floor in a crouched position, facing the wall, and cover our heads with our arms and hands.

Faculty members who do not have class at the time of the drill/emergency should move into the halls and help get the students settled.

All movement should be in silence so that verbal instructions given in the hall or over the intercom system can be heard. Note that we may experience a power outage, so it is important to all remain silent so that instructions may be heard without the intercom system if necessary.

- First Floor – evacuate to the hallway away from windows.
- Second Floor – evacuate to the first floor hallway away from windows.
- Auditorium, Chapel, Cafeteria – evacuate to auditorium
- Gymnasium – evacuate to locker rooms
- Band Hall – evacuate to uniform storage room

TUTORING AND AVAILABILITY

All teachers will provide before and after school tutoring for students on a regular basis. All teachers, regardless of teaching area, will state which days of

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the week they will be available to tutor or conduct make-up sessions either before or after school. This information is to be included in each classroom syllabus.

Remediation should follow the guidelines listed under “Assessments” on page 11 of the handbook.

USE OF MEDIA/VIDEO

The St. Patrick Catholic High School library provides an organized media program that assists teachers in all curriculum areas. All media must be used in conjunction with clearly recognized instructional objectives and must be selected for appropriate content and application. Videos and other media will be scrutinized carefully, particularly in the areas of application and instructional time constraints. Supplementary materials other than those in the library may not be utilized without prior approval of the administration.

Teachers are required to preview the video prior to approval being granted.

- A rating of PG-13 is not acceptable for use with junior high students. The rating of R is prohibited for all grade levels.
- An appropriate instructional objective must be stated for any video. Using videos as a reward is not an acceptable instructional objective.
- An assignment or student exhibition must accompany all videos.
- All videos must be used in a classroom setting under the direction of a classroom teacher.
- The administration must give written permission to show any video or movie.

USE OF TECHNOLOGY

Computers are to be used for instructional purposes only. They are not to be used during the school day for a recreational purpose (playing games for instance) or for any staff member’s personal reasons.

Students will not be given access to confidential information, such as grades, grade books, addresses, telephone numbers, etc. Students are not allowed to enter grades. Students will not be given access to the teacher’s computer in the event the teacher is absent.

The school's Internet User Policy is in the school handbook. Each teacher is responsible for reviewing the policy and adhering to all guidelines.

All emails are subject to monitoring and are not private. Please keep in mind that sending jokes or other emails that some may find offensive can constitute harassment resulting in possible sanctions.

VISITORS

Parents and community members are encouraged to visit the school, classrooms, and the cafeteria; however, all visitors must stop by the front office for a visitor's pass. Immediately notify the office of any suspicious persons on campus.

VOTING ELIGIBILITY

To ensure fairness and avoid potential conflicts of interest, employees who have a family member currently enrolled at St. Patrick are not eligible to vote in school elections. When an employee of St. Patrick is in charge of a group that requires a selection process for its members, there must be a non-biased committee aiding in the selection process. Guidance for our end of the year awards ceremony will be released at a later date.

“Education cannot be neutral. It is either positive or negative; either it enriches or it impoverishes; either it enables a person to grow or it lessens, even corrupts him. The mission of schools is to develop a sense of truth, of what is good and beautiful. And this occurs through a rich path made up of

many ingredients. This is why there are so many subjects — because development is the result of different elements that act together and stimulate intelligence, knowledge, the emotions, the body, and so on.

If something is true, it is good and beautiful; if it is beautiful; it is good and true; if it is good, it is true and it is beautiful. And together, these elements enable us to grow and help us to love life, even when we are not well, even in the midst of many problems. True education enables us to love life and opens us to the fullness of life.”

Pope Francis

ST. PATRICK CATHOLIC HIGH SCHOOL

Interparochial Catholic
Coeducational High School
Grades 7 to 12

Principal: Dr. Pam Pannell

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
Cognia – AdvancEd – SACSCASI
Mississippi Department of Education
Mississippi High School Activities Association

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www.stpatrickhighschool.net