



**St. Patrick School**  
INTEGRITY • LOYALTY • COMMITMENT

**ADMISSION PACKET**  
**NEW STUDENTS**  
**SCHOOL YEAR 2016-2017**

c/ Jose A. Aybar Castellanos No. 163, La Esperilla, Santo Domingo, Dominican Republic  
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# St. Patrick School

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## School Year 2016-2017

We appreciate your interest in our school. Hopefully, this information packet will help you understand our standards and admission procedures.

St. Patrick School of Santo Domingo is a private catholic college prep school. The school welcomes students from the Dominican Republic, United States and other countries, regardless of their ethnicity, religion, gender or political preference. We are developing leadership skills through the "Leader in Me" process based on the implementation of the "7 Habits of Highly Effective People", of Stephen Covey.

We maintain a U.S. curriculum, valuing the rich culture of the Dominican Republic creating consciousness of the rights and responsibilities of every individual. Our program pursues patriotic respect, developing in the students the guidelines of civility, as citizens of this country, and the world.

The curriculum at St. Patrick School of Santo Domingo integrates Spanish Language, Estudios Sociales (Social Studies) and Cívica (Civics) which fulfill the requirements of the Dominican Ministry of Education, along with other subjects that enrich the integral formation of the students.

St. Patrick School of Santo Domingo offers four education levels in one location: Preschool (Nido-Kinder), Elementary School (1<sup>st</sup>-5<sup>th</sup> grade), Middle School (6<sup>th</sup>-8<sup>th</sup> grade) and High School (9<sup>th</sup>-12<sup>th</sup> grade). Each one has been designed with the purpose of providing an optimal learning environment for each stage of development, meeting the specific academic and social requirements.

We invite you to visit our website at [www.stpatrick.edu.do](http://www.stpatrick.edu.do) for more information.



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## OUR VALUES



**INTEGRITY**

**LOYALTY**

**COMMITMENT**

**LEADERSHIP**

**INNOVATION**

**RESPECT**

**1. Integrity:**

I am worthy of confidence. With my actions I show that I am honest and goodness.

**2. Loyalty:**

I am a person that does good, faithful to others, to my principals and obligations. I assume commitment even when there are adverse and difficult situations.

**3. Commitment:**

When I make a promise I always keep it.

I do not see commitment as a burden, I see it as a way to serve others.

**4. Leadership:**

**I am a positive influence on others.**

**5. Innovation:**

I discover new possibilities to improve life with curiosity and creativity.

**6. Respect:**

I am considerate and friendly with myself and with others. I value other's opinions.

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## **OUR VISION AND MISSION STATEMENT**

### **VISION STATEMENT**

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

### **MISSION STATEMENT**

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



# St. Patrick School

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## OUR SCHOOL PROFILE

1. St. Patrick School of Santo Domingo is an independent private academic institution, that offers its services to students from the Dominican Republic, United States, and other countries. We do not discriminate because of race, religion, sex or political affiliation.
2. St. Patrick School of Santo Domingo is a school that promotes universal human values. We put much emphasis on the importance of the whole human development of our students.
3. St. Patrick School is recognized by the Dominican Ministry of Education in all three levels, Pre-School, Elementary and High School. The school is also accredited by the Accrediting Commission International and by the National Private School Association and Alliance. Both accrediting agencies state that we operate with the highest standards.
4. Our school is a certified international Franklyn Covey Corporation, that implements the process of "The Leader in Me" through the teachings of the "7 Habits of Highly Effective People, for all the school community.
5. St. Patrick School is an Invitational member of the Tri -Association which groups over 60 of the American Schools Association of Central America, Colombia, Caribbean and Mexico.
6. The school promotes a holistic education, taking into consideration all important aspects of the student, and promoting a well rounded student.
7. Our curriculum is based on the "**Common Core Standards**" of the United States, English being the official school language. The school also complies with the requirements of the Ministry of Education of the country.
8. The methodology used at St. Patrick School is eclectic, capable of joining different theories, methods and points of views to nurture the education process

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## EDUCATIONAL VISION

St Patrick School's methodology is eclectic, capable of concealing different theories, methodologies and perspectives through which it nurtures its practice. Guidelines of Montessori's practice are shown in the way that our manipulative materials are labeled and exposed throughout the classrooms. Decroly's principles are also reflected in the individualized treatment that our students receive through work-play exercises in the Learning Centers located in our preschool and lower elementary levels.

The cognitive theory is displayed through the development of different subjects. However, St Patrick's School methodology is based on a constructive communication that combines developmental theories with practical applications, the autonomous learning process and teamwork promotes the integral development of major areas such as physical, intellectual, social, emotional, spiritual, with the intention of creating productive citizens with strong human values in a multicultural society.

From this point of view, it allows the student to acquire knowledge that involves problem solving and discovering experiences which implies interaction with materials needed to manipulative and experiment, starting from the student's previous knowledge.

As a prep school, St Patrick is engaged in developing the different skills, knowledge, and attitude needed to help students live in such a changing and challenging world. For this reason we are committed to developing the skills needed for the 21<sup>st</sup> century. The implementation of the "7 Habits of Highly Effective People" with our students will allow us to succeed with our mission of "Forming Enterprising Leaders".

The school recognizes that a responsible and active participation optimizes the learning process as well as the individual and community growth, promoting respect for different cultures in a coexistent international work frame, which means that it emphasizes and promotes in its daily dynamics the active participation of the educational community members, their civic responsibility and the development of a democratic attitude, in an environment that promotes mutual respect, camaraderie and teamwork in which each and one of the members contributes with ideas that will help in the execution of tasks for the benefit of the whole community.



# St. Patrick School

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## General Admission Requirements

- Meet the Dominican Ministry of Education's minimum age requirement:

Nursery: Between 2 and 2.7 years old.  
Jr. Kinder: Between 2.8 and 3.6 years old.  
Pre-Kinder: Between 3.7 and 4.6 years old.  
Kinder: Between 4.7 and 5.6 years old.  
1<sup>st</sup>. Grade: Between 5.7 and 6.6 years old.  
2<sup>nd</sup>. Grade: Between 6.7 and 7.6 years old.

- Complete the admission process steps.
- Have good academic records with no pending subjects.
- Demonstrate good discipline and attitude.
- Complete all the Admission Evaluations.
- The admission process is confidential and only the Admission Committee has access to the documentation and files.
- If a student is accepted the Admission Department will notify the parent and will be advised of the procedure to follow.
- St. Patrick School has a limited amount of available spaces for new students. Parents that have been advised that their child has been admitted are encouraged to complete the admission process as soon as possible.
- If a candidate does not fulfill the school requirements he/she will not be accepted, even though, we have space available.
- The school reserves their right of accepting or declining a student.

## Steps for Admission Request

The admission at St. Patrick School is open to those candidates that comply with above and following requirements:

- Request a meeting with the Admissions Director to receive the admission packet with all the information regarding our **School, Philosophy, Mission, Vision, Educational Values, Admission form, Well-Being Dept. form,**

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**Infirmiry card and the different Payment Plans.** You will receive a tour through our school facilities. Tours are given between 8:00 and 9:30 a.m..

All documents and forms in the Admission Packet need to be completed before the Admission Test date is established.

1. Enrollment Form (Download from the school's website)
2. Student Well being Form
3. Commitment Form
4. Infirmiry Form

Note: All of these forms can be downloaded on our schools webpage at [www.stpatrick.edu.do](http://www.stpatrick.edu.do)

5. Report card of the current school year and all previous High School years certified by the Dominican Ministry of Education.
  6. Report card of the current and previous grades. (Elementary, MS and HS)
  7. Letter of Conduct from the proceeding school.
  8. Complete Medical Certificate, including, sight, hearing and pediatric.
  9. Immunization Record
  10. Letter of zero debt from proceeding school.
  11. Two pictures 2X2.
  12. Original birth certificate for Dominicans and a copy if the student is a US citizen. (If it is not in Spanish it should be legally translated to Spanish and be submitted the translation in original and legalized by the "Procuraduría General de la República Dominicana".)
  13. Pruebas Nacionales Certificate (Students applying for 9<sup>th</sup> – 12<sup>th</sup> grade) with current date.
  14. Admission fee payment of RD\$2,500 – paid through the administrative office before the evaluation date.
  15. MINERD Authorization/Validation of academic records by the Dominican Ministry of Education. (See attached requirements for foreign students)
- Once the documents are submitted and the forms are completed, we will assign a date for the admission test.





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## Enrollment Process

Once the admission process is complete and the candidate is accepted, the enrollment process should be completed between the next 3 working days.

### **To formalize you are required to:**

- Fill out or sign any other document required by the school such as commitment contracts in those cases where the student needs reinforcement or tutoring to improve English or any other subject level.
- Choose payment plan.
- Complete the payments for: Admission, Registration, Parent Association fee, Materials and 1<sup>st</sup> tuition payment according to the plan chosen.

**Note: The school cannot guarantee space for accepted students for more than 3 working days. If the student is not enrolled in that time frame the school will have the right to assign the space to another student.**

## Admission Requirements for Students that have studied Abroad

When a student has been studying abroad the transcript has to be validated and if necessary complete required courses. The following process should be followed:

1. Original Transcript from previous school need to be legalized at:
  - Ministry of Education in country of origin.
  - Ministry of Foreign Affairs of country of origin.
  - Consulate of the Dominican Republic in country of origin.

If there is no Dominican Consulate in the country of origin then the grades should be legalized by an authorized Public Notary in country of origin.

2. Official 8<sup>th</sup> Grade Certificate for students 9<sup>th</sup> grade and up, for enrollment in High School – legalized in country of origin.
3. Legalized Transcript of all previous grades completed.

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4. Original Birth Certificate – legalized in country of origin. (If birth certificate is not Dominican than it may be a copy)
5. If the above mentioned documents have been issued in a language other than Spanish, they must be translated by an authorized public interpreter and presented at the General District Attorney's Office.
6. Photocopies of all original documents.
7. Original Transcripts need to be presented in a closed envelope and delivered directly to the school.
8. Official Medical Certificate
9. Copy of Vaccination Record
10. Six (6) 2x2 photos

After all documents have been validated by the Dominican Ministry of Education (MINERD) then the provisional registration will begin until we receive a telegram or the official validation.

The telegram or validation letter has an expiration date, and you should go and get the permanent validation of transcript at the Validation Department at the Dominican Ministry of Education. If needed the student will be required to take additional exams at an established future date and only after this will the student be officially in the grade level.



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## COMMITMENTS

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### **As a parent of St. Patrick School I commit to:**

- Provide a family environment that reinforces the school mission.
- Actively participate in school activities; as well reinforce the academic formation of my child.
- Support values included in the profile of St. Patrick's student.
- Support and respect the Disciplinary Regulations of the school.
- Keep close communication with the school about the education process of my child.
- Handle responsibly the conflicts that could involve my son/daughter.

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**Parent Signature**

### **As a student of St. Patrick School I commit to:**

- Work with my classmates to help each other to be better citizens.
- Act in a coherent manner demonstrating good human values.
- Take active part in my own education.
- Collaborate with teachers and directors to create a safe and harmonic environment.
- Respect other people's ideas having an open mind.

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**Student Signature**