

Family Handbook 2021-2022

Saint Patrick School



— of the Terre Haute Deanery —

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<https://www.saintpat.school/>

School Mission Statement

St. Patrick School of the Terre Haute Deanery, in communion with our families and parishes, serves God, the child, and the world around us. We provide a Catholic Christian atmosphere where education and faith blend to build saints and scholars.

Rights and Responsibilities

This handbook explains St. Patrick School of the Terre Haute Deanery's policies, procedures, and general operations of the school. Policy statements are general and the administration reserves the right to make a specific application as circumstances arise. We ask that you read this handbook carefully and reference it throughout the school year.

The rules and procedures of the school are designed to allow each student to obtain a safe, and orderly Catholic education. Students can expect their rights will be protected and that they will be treated with Christ-like fairness and respect. Likewise, students will be expected to respect the rights of their peers and the staff with the same Christ-like attitude. Students will be expected to follow staff members' directions and obey all school rules. Disciplinary procedures are designed to ensure that the educational setting is uninterrupted.

Parents have the right to know how their child is succeeding in school and will be provided information on a regular basis and as needed, when concerns arise. Parents are encouraged to establish constructive communication channels with their child's teachers and to inform the staff of concerns that may help their child better accomplish his/her educational goals. Parent and teacher interactions are to be Christian in nature and purpose.

The staff expects students to arrive at school prepared to learn.

All decisions regarding the handbook are up to the final discretion of the principal. The principal is the final recourse and reserves the right to amend this handbook at any time. Parents will be given prompt notification of any changes.

Admissions

St. Patrick School of the Terre Haute Deanery is non-discriminatory with regards to race, sex, color, national or ethnic origin.

Enrollment

Students seeking enrollment at St. Patrick School of the Terre Haute Deanery must submit an application each new school year. The enrollment process begins with application. The application window for returning and new families opens the first week of February through early March.

Once the application is complete, parents must provide the following documentation to the school office:

- Student Birth Certificate
- Student Baptismal Certificate / First Holy Communion notice (if applicable)
- Student immunization records
- Transfer records (if transferring from another school)
- Individualized Education Plan (if applicable)

Administration will assign each student to the appropriate grade level classroom. Any questions or concerns about the assignment should be discussed with school administration.

Immunizations

Each student should have the immunizations required by state law or have an authorized waiver exemption for immunization. If a student does not have the necessary shots or waivers, the administration may remove the student or require compliance within a set deadline. This is for the safety of all students and is in accordance with state law. Any questions about immunizations or waivers should be directed to the school office.

3 to 5 years old	3 Hep B (Hepatitis B) 4 DTaP (Diphtheria, Tetanus & Pertussis) 3 Polio (Inactivated Polio) 1 MMR (Measles, Mumps, Rubella) 1 Varicella	
K & Grade 1	3 Hep B 5 DTaP 4 Polio 2 MMR	2 Varicella 2 Hep A (Hepatitis A)
Grades 2 to 5	3 Hep B 5 DTaP 4 Polio 2 MMR	2 Varicella
Grades 6 to 11	3 Hep B 5 DTaP 4 Polio 2 MMR	2 Varicella 1 Tdap (Tetanus & Pertussis) 1 MCV4 (Meningococcal conjugate)

Tuition, Scholarships and Aid

Tuition is established prior to the beginning of each new school year. Tuition is collected using an online payment system, [FACTS](#). Families must register for FACTS regardless of their tuition status. If a family does not wish to participate in FACTS they must pay their tuition balance on or before July 31st, prior to the beginning of the school year.

To qualify for the Catholic Tuition Rate, you must be an active member of a Catholic parish in the Terre Haute Deanery, attend Mass on a regular basis, have a current year pledge card on file, and register your attendance at Mass through your weekly envelope. Each parish monitors parishioners' participation differently. For parishioners of Saint Patrick Parish, the Saint Patrick School of the Terre Haute Deanery Covenant Letter for Saint Patrick parishioners must be signed and returned to qualify for the participating parish tuition rate. For other parishes, please contact your parish office for more information.

Some St. Patrick School of the Terre Haute Deanery students are eligible to receive scholarships to help defer the cost of tuition. In order to qualify, a student must first be registered at St. Patrick School of the Terre Haute Deanery. Applications for scholarships must be completed with an administrator prior to September 1st of the year to which the scholarship aid will be allocated. Contact the school office for more details.

Lottery

Depending on the number of applications submitted by the *registration application deadline, March 17*, those students not placed in a classroom due to numbers exceeding classroom capacity are placed on our wait list. Families who have children *currently registered* at St. Patrick School of the Terre Haute Deanery are placed first. Applicants whose families are currently registered as members of one of the Terre Haute Deanery Parishes, but do not have any students currently registered at St. Patrick School of the Terre Haute Deanery are placed next. All remaining openings are filled by lottery placement.

Delinquent Payment Policy

Persons with delinquent payments will be contacted by the school office and/or parish business manager to arrange financial collections.

Withdrawal

If a parent is withdrawing a student, the school office should be notified immediately and be provided with the following:

- The reason for leaving
- The school the student will be transferred to
- Payment for any outstanding accounts

Administration

Archbishop

The Archbishop, as chief pastor of the diocese, is responsible for the supervision as well as the fostering of catechesis in the diocese. The Archbishop ensures that catechetical goals and priorities are established for the Catholic community, that necessary structures exist, and that appropriate programs are designed, implemented and evaluated.

Host Pastor

The host pastor (Pastor of St. Patrick Church) is accountable to the Archbishop and has specific duties with respect to the Catholicity of teaching, school identity, and fiscal responsibility. The host pastor is charged with acting as the representative of the ten deanery parishes with respect to the facilities of the school, all contracts and finances of the school or associated groups.

Principal / Assistant Principal

The principal is to provide spiritual, managerial, and educational leadership. She/he is responsible to the Host Pastor. The principal is responsible to implement the policies of the Archdiocese of Indianapolis and the State Department of Education.

Parent's Role in Education

We, at St. Patrick School, consider it a privilege to work with parents in the education of their children. We believe parents are the primary educators. Therefore, it is your right and duty to become the primary role models for the development of your child's life—physically, mentally, spiritually, emotionally and psychologically. As a role model, your personal relationship with God, with each other, and with the Church community will affect the way your child relates to God, and others.

Parent Cooperation

It is an expectation of enrollment in St. Patrick School that the parents/guardians of students shall conform themselves to standards of conduct that are consistent with the Christian principles of the school, as determined by the school in its discretion. Students and parents/guardians may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, rumor driven, disruptive, threatening, hostile, or divisive. It is not acceptable to post negative comments about our school and/or its employees on social media. These expectations for students and parents/guardians include, but are not limited to; all school-sponsored programs and events (e.g., extended care, athletics, field trips, etc.). The school and the parents are partners in the education of their children. If, in the opinion of the school administration, the partnership is no longer viable, the school reserves the right to require the parent to withdraw the student from the school.

"Faculty and staff members will respond to emails within 24 hours of receiving them; however, faculty and staff will not respond to emails during the hours of 7:00 PM and 7:00 AM or on weekends or holidays to give them private time with their families. Emails sent after 7:00 PM,

on Friday evening or over the weekend, and/or holidays will receive a response within 48-72 hours. In cases of emergencies, please notify the appropriate authorities."

Parents as Partners

As partners in the educational process at St. Patrick School, we ask parents to set rules, times, and limits so that your child:

- gets enough sleep on school nights;
- arrives and is picked up from school on time;
- dresses according to the school dress code;
- completes assignments on time;
- and brings or orders a lunch and brings a nutritional snack every day.

As partners in the educational process at St. Patrick School, I agree to:

- actively participate in school activities such as Parent-Teacher conferences;
- pay for any damage to school books or property due to carelessness or neglect on the part of my child; notify the school with a written note when my child has been absent or tardy;
- notify the school offices of any changes of addresses or important phone numbers;
- meet all financial obligations to the school;
- inform the school of any special situation regarding the student's well-being, safety, and health;
- complete and email any requested information promptly;
- read school notes and newsletters and to show interest in my child's total education;
- support the religious and educational goals of the school;
- attend Mass and teach the Catholic faith by word and example;
- abide by, support and cooperate with the discipline policy and decisions of the school;
- treat administration, teachers and staff with respect and courtesy regarding student problems.

Rights of Non-Custodial Parents

At the time of registration, parents shall provide accurate information regarding custodial care of the student and visitation rights. Upon request, parents shall furnish to the administration a copy of any relevant court order so as to ensure the safety and welfare of the student. Parents shall have a continuing duty to apprise the school of any change in the custodial care of the student and of the issuance of any court order restricting or prohibiting parental or third party access to the child. Unless prohibited by order of the court or other legally binding instrument, a non-custodial parent shall have the right to access to school records relating to his or her child and, upon written request, may receive copies of all notices relating to school and school activities. The non-custodial parent is responsible for any cost incurred by the school relating to these provisions (i.e. postage).

Parent Volunteers

For the safety of our students, *all volunteers* in our schools will be required to fulfill the Archdiocesan Safe Parish training prior to working with our students and in our school. Chaperones for dances and field trips must be Safe Parish trained. Safe Parish training is conducted through [Arch Indy](#). Please note that Safe Parish training must be updated every

five years. Those currently certified should receive an e-mail notice 30 days prior to expiration of your certification or background check through Arch Indy.

The online certification training and background check must both be completed /current before someone is cleared to work with our students. A list of volunteer opportunities is sent home at the beginning of the school year, but may also be obtained through the school office.

Visitor Policy

Students may not bring visitors to school during school hours or to school sanctioned events, such as socials and dances. Interference with classroom instruction, crowded hallways, and different class schedules make this rule necessary. However, interested parents are always welcome. Parents should coordinate all visits with their student's teacher. All visitors are required to check-in at the office to obtain a visitor's pass. This practice is for the visitor's safety, as well as for school safety. For example, in the case of a fire, the administration must know who is in the building to ensure the safety of all. Please do not be offended if you are stopped for not having a visible visitor's pass displayed, as our students' safety and security are our top priority.

School Programs

Academics

Curriculum and Accreditation

St. Patrick School of the Terre Haute Deanery follows the state of Indiana and the Archdiocese of Indianapolis guidelines for textbook adoption, standardized testing and curriculum, including art, music, technology and physical education. St. Patrick School of the Terre Haute Deanery is accredited through Cognia and the State of Indiana.

Homework

One of the primary means of communication between parents and the school is homework. It provides parents with an opportunity to see what their children are doing in school, as well as how they are performing. Cooperation of the parents in supervising homework is helpful in the learning process of students. Homework is a planned activity that reinforces the classroom experience. Homework completion and accuracy builds good habits for the future. **In case of absence, one day will be given to complete make-up work for each day the student was absent.**

Grades, Conferences, and Report Cards

Preschool students' progress is formally communicated to parents three times a year beginning with Parent-Teacher conferences. Additional progress reports are sent home in February and May. Informal assessments are completed throughout the year. Parents are welcome to request a conference at any time.

For students in grades K-8, grades are an evaluation of what has been learned. They become a part of the student’s permanent school record. Report cards are issued every nine weeks on the Friday following the end of a grading period.

Parent-Teacher Conferences take place at the conclusion of the first grading period. Throughout the year, teachers are available to talk with parents about the work and progress of their child. Parents may contact their child’s teacher by email or through the school office to schedule an appointment.

Primary Grading Scale

E	Exemplary
M	Mastery
P	Partial mastery
N	Non-mastery

Grading Scale (2-8)

A	93-100
B	85 - 92
C	76-84
D	70-75
F	69 or below
I	Incomplete

K-3 Specials

E	Excellent
S	Satisfactory
N	Does not meet expectations

Successful Learner Traits*

M	Meets expectations
N	Needs improvement

JupiterEd

The Archdiocese of Indianapolis uses the online Student Information System (SIS), JupiterEd to track student progress and monitor grades, as well as tracking attendance and student discipline. At the beginning of the school year, new students and parents will be given an access code that will enable them to log-on and check grades. Student progress should be checked weekly for students in grades K-8.

Religion and Religious Formation

St. Patrick School of the Terre Haute Deanery respects the personal consciences of individual students and their families. This freedom is recognized by the Catholic Church. However, as a Catholic school, it cannot relinquish its own freedom to proclaim the Gospel and to offer a formation based on the teachings of the Catholic faith and the values to be found in Christian education. All students will therefore be expected to participate in religious instruction and Catholic formation, except actions that are intended only for Catholics (e.g., reception of the Sacraments).

Our Religion curriculum follows the standards of the Archdiocese of Indianapolis. All students in grades K-8 have Religion classes and participate in weekly liturgies. Each Wednesday all students, faculty, and staff gather in St. Patrick Church to worship together and celebrate the Holy Eucharist. Students must be in uniform on Mass Days.

Our Religion curriculum includes the Archdiocesan Circle of Grace Program. The Circle of Grace Program provides a consistent, comprehensive learning experience for children in grades K-12 by teaching Catholic moral principles directly related to their personal space and bodies. Circle of Grace promotes the dignity and welfare of every child and reduces the risk of child sexual abuse or any behavior that harms children.

Technology

St. Patrick School of the Terre Haute Deanery is committed to using technology to enhance the quality of student learning. The use of the school's technology is a privilege. Parents and students must read through, and sign the technology use policy to have access to our technology. The guidelines of this policy are subordinate to school, local, state, and federal law. The school has the duty and right to investigate any suspected violations of this policy.

At no time during the school day will a student need a cell phone. During school hours, cell phones can be used to make or receive calls only in school declared emergencies. Any other use of a cell phone during school hours will result in disciplinary action. Phones that are inappropriately used will be collected and housed in the office until a parent can claim it. At no time can these phones, or particularly camera phones, be used to invade the privacy of another student. Field trips are considered an extension of the classroom; however, due to the nature of many of our field trips, staff may make exceptions for cell phone use. The school is not responsible for lost, stolen, or damaged cell phones.

Student Assessments and Support Services

Progress Monitoring (NWEA)

St. Patrick School of the Terre Haute Deanery uses a benchmarking and progress monitoring system aligned with the Indiana Academic Standards that are based on direct, frequent and continuous student assessment. The results are reported to students, parents, teachers, and administrators via a web-based data management and reporting system to determine response to intervention. Students' skills will be assessed in the Fall, Winter, and Spring.

ILEARN

Indiana Learning Evaluation Assessment Readiness Network (ILEARN) measures student achievement and growth according to Indiana Academic Standards. ILEARN is the summative accountability assessment for Indiana students and assesses:

- English/Language Arts (ELA) (Grades 3-8)
- Mathematics (Grades 3-8)
- Science (Grades 4 and 6)
- Social Studies (Grade 5)

IREAD-3

The purpose of the *Indiana Reading Evaluation And Determination* (IREAD-3) assessment is to measure foundational reading standards through grade three. Based on the Indiana Academic

Standards, IREAD-3 is a summative assessment that was developed in accordance with House Enrolled Act 1367 (also known as Public Law 109 in 2010), which “requires the evaluation of reading skills for students who are in grade three beginning the Spring of 2012 to ensure that all students can read proficiently before moving on to grade four.”

ACRE

The ACRE assessment is an integrated approach to faith knowledge assessment given in grades 5 & 8, and the IFG is a survey for knowing and living the Catholic faith. These tools help the National Catholic Educational Association fulfill teaching missions of the Catholic Church.

Student Support

St. Patrick School of the Terre Haute Deanery provides a range of services for students identified as having a learning disability as defined by the Individuals with Disabilities Education Act (IDEA); however programming is limited by the facility, the staff, and resources available.

Student Assistance Team

Response to Intervention begins with the Student Assistance Team (SAT). When a child’s achievement does not match his or her perceived ability, the classroom teacher approaches a new tier of intervention. This involves the professional intervention teachers on the SAT team who devise workable solutions for the student to find success. After three tiers of intervention - and no significant progress - a student is referred for evaluation.

Resource

The Resource Room is available to students who have a CSEP or ISP in place. Teachers working in the Resource Room have the opportunity to assist in the classroom or pull students out of class for small group or one-on-one instruction, per the student’s goals and modifications. The student’s least restrictive environment is of highest importance.

Title I

Students who participate in the Title I Program are provided with intensified instruction in the Indiana Academic Standards through an interdisciplinary, thematic curriculum. The Title I teacher encourages students to succeed by creating reasons and needs for learning through real life experiences. Not every student qualifies to receive Title I services; however, programs that support student success are utilized in every classroom.

Speech

A speech and language pathologist from Vigo County School Corporation periodically screens students for speech and hearing. Teachers or parents may make referrals for screening at any time. Upon completion of a screening or testing, the parent will be notified of the results and recommendations, if any, will be discussed. If a parent has an objection to the state required screenings, they must notify the school in writing.

Attendance

Good attendance is imperative to student success. Attendance is taken daily to ensure all parties (students and parents alike) are being held accountable for their success at St. Patrick School of the Terre Haute Deanery.

Attendance is counted in the following ways:

- **Present** - The student arrived at 8:00am and did not leave the school building for any reason until the end of the school day.
- **Absent /Absent Excused or Exempt-** The student was not present in the school building for any part of the school day and notification was given to the office by phone or e-mail. Homework may be made up for the length of absence.
- **Absent Half-day** - The student misses 1.5 – 4 hours of the school day. Homework from this time may be completed and returned to class within one day.
- **Tardy** - The student arrived at school between 8:01am and 9:00am OR the student left the building between 2:21pm and 3:20pm. Habitual tardiness (5+ days) in a grading period will result in detention. Excessive tardiness (10+ days) will result in a parent/student/admin meeting and could result in a report to DCS (Department of Child Services). Tardiness will also affect any perfect attendance award.

Excused Absences

Excused absences are defined as absences that the school regards as legitimate reasons for being out of school.

These include:

- Illness verified by call, note, or e-mail from parent/guardian to the office
- Illness verified by note from Physician required after 3rd consecutive absence
- Family funeral
- Military Connected Families (e.g. absences related to deployment and return)
- Homebound instruction
- Use of PPA day (only 3 allowed per year) - *See further information on PPA days below*

Exempt (Excused Absences)

Under certain circumstances, the law requires the school to authorize the absence and excuse of a student:

- serving as a page or honoree of the General Assembly (IC 20-33-2-14);
- serving on the precinct election board or as a helper to a political candidate or party on the day of a municipal, primary or general election (IC 20-33-2- 15);
- when subpoenaed to testify in court (IC 20-33-2-16);
- serving with the National Guard for no more than 10 days (IC 20-33-2-17); or serving with the Civil Air Patrol for up to 5 days (IC 20-33-2-17.2),
- the student is approved for an educationally related non-classroom activity (I.C. 20-33-2-17.5)
- the student or a member of the student's household exhibits or participates in the Indiana State Fair for educational purposes (IC 20-33-2- 17.7).

In each of these circumstances, the student is excused from school and is not to be recorded as absent, and is not to be penalized in any way by the school.

Unexcused Absences

An unexcused absence is any absence not covered under the definition of excused or exempt. **Students with unexcused absences will be given work that was assigned during that absence period, but will receive “0” on those assignments that were given a grade and recorded in the grade book.**

Habitual /Chronic Absenteeism

As defined by Indiana Code (20-33-2-25), habitual or chronic absenteeism includes students absent from school for ten percent (10 percent) or more of a school year for any reason. (This would be 18+ days.) **As required under Indiana Code “attendance officer” (school administration) shall report a child who is habitually absent from school to an intake officer of the juvenile court or the department of child services.**

*Note: all attendance (Present, Tardy, Absent) is marked in the student information system as an accountability measure, changes to attendance reflect only the student's physical presence at school. Changes will be made only based on the sign-in/sign-out sheet located in the school office.

Pre-Approved Absences (PPA)

Removing students from school for family vacations, trips, athletic or other such events is strongly discouraged. The school will excuse only three PPA days per school year as long as guidelines are followed. **GUIDELINES: **A copy of requested PPA days must be submitted in writing using the appropriate form to the principal and to the student’s teacher at least seven days in advance.*** Subsequent days exceeding the three PPA days are considered unexcused; as a result, students are not allowed to make up homework from those subsequent days. **The student will have three days to make up all the work missed during the PPA. ***PPA days may not be used during weeks when standardized tests are administered.** * All work must be made up upon return. *No assignments will be sent in advance of this absence.*

Uniform and Dress Code

St. Patrick School of the Terre Haute Deanery has a school uniform and dress code. The uniform must be worn to school at all times except when Free Dress is permitted. Used school uniforms may be purchased through the school office. Size availability varies. St. Patrick has partnered with School Uniforms by Tommy Hilfiger as an online option for purchasing khaki bottoms and guideline approved tops. This is the **ONLY** vendor for plaid jumpers and skirts.

Website www.globalschoolwear.com School Code - STPA07

To be worn on the bottom:

Khaki (tan or stone, no green) pants, shorts, capris, skorts, skirts, or jumpers should be worn. Pants and shorts should have no cargo pockets. Size and fit are important. Students wearing clothing that is too small or too tight will be sent to the office for a change of clothes. All shorts, skorts, skirts, and jumpers must be no shorter than four inches above the knee. For girls, super-skinny and jegging fit pants are NOT permitted. For boys, pants gathered at the bottom are not permitted. All items listed above can be worn all year.

Girls in grades K-5 may wear a blackwatch plaid jumper. Girls in grades 6-8 may wear the blackwatch skirt. These are available ONLY at www.globalschoolwear.com .

To be worn on the top:

A polo style shirt with a full short or long sleeve and button placket should be worn. These should not have cap sleeves and must be long enough to tuck into the uniform bottom. If arms are raised and the shirt comes untucked, it is too short! White is the only color shirt that may be worn without the school approved logo. Green and blue shirts that have the approved school logo must be purchased through the school. Middle school students may wear any color polo (no logo) as long as they meet the above guidelines. Other shirt options include a white button down blouse and a white dress shirt.

Sweaters and Sweatshirts

Solid white or navy sweaters may be worn as long as there is no brand, logo, or colored trim. Plain white or navy blue solid colored crewneck sweatshirts without hoods may also be worn in addition to school sweatshirts with the school logo.

Accessories

Belts must be worn at all times if the uniform bottom has loopholes. *Belt loops are not allowed to be cut off.* Belts may be any color, but must be trouser style only; no scarf, ribbon, or chain belts are permitted.

Shoes can be any style as long as they have a back and closed-toe. Flip-flops and sandals may not be worn.

Socks of any style and color, appropriate with the shoe must be worn at all times. Leggings and tights of school appropriate style and color may be worn underneath skorts, skirts, and jumpers.

Fashion scarves are not allowed.

Hair

Sculptured haircuts (i.e. mohawks, shaved in words/pictures) are not allowed and hair must be a natural color. For gentlemen, hair should not touch their shirt collar and bangs must be cut above the eyebrow. For ladies, hair must be pulled out of their eyes and properly groomed so that it is not a distraction.

Jewelry and Makeup

Students in grades K-5 may not wear makeup. Minimal makeup may be worn in grades 6-8. Jewelry must be minimal – one earring per ear (no chandelier earrings, hoops larger than one inch, or gauge earrings).

It is the expectation of St. Patrick School of the Terre Haute Deanery that all uniform items must be in good repair in order to be worn to school. Pants must be hemmed, no fraying at the bottom; shirts must have all buttons attached. Uniforms must be clean and tidy at all times.

Free Dress Days

Students in grades K-5 will have one Free Dress the last Friday of the month. In addition, they may also purchase one Free Dress Coupon Book from student council that allows them an additional 5 Free Dress Fridays throughout the year.

Parent Club also gives Free Dress Coupons for the fundraising prizes and incentives for certain programs. *All Free Dress Coupons must be used on Fridays only.* The school office will also offer Free Dress at their discretion for special holidays and events.

On days that have been designated as Free Dress, students should adhere to the following guidelines:

Length and fit of clothing should always follow the regular uniform guidelines. This includes but is not limited to the following: socks at all times, no spaghetti straps, tank top straps must be two inches wide, and no tight or low-cut clothing. All bottoms must be free of rips and tears.

Tights and leggings must be worn with tops that cover the bottom in front and back.

Clothing must be neat and clean and should fit appropriately. Questionable styles are left to the discretion of the school administration.

St. Patrick School of the Terre Haute Deanery considers the non-compliance of the school dress code to be an issue of disrespect. Disciplinary action will take place for repeated offenses.

Behavior Conduct Code

The goal of discipline is self-discipline.

Students are expected to live out Catholic Christian values by:

- 1) Praying and participate reverently in all worship and religious services
- 2) Treating others, students and staff, with respect
- 3) Being prepared and on time for class
- 4) Doing their own work with their best effort and ability
- 5) Reaching out to help others in need
- 6) Treating school & parish property and the property of others with respect
- 7) Following the uniform code and dress in a way that shows modesty and respect
- 8) Following staff instructions in a respectful, timely manner
- 9) Representing St. Patrick School of the Terre Haute Deanery in a positive way at school or in any public situation or event.

Each of the grade level groups have specific age appropriate reporting systems that are explained to students and parents at the start of each year. Positive and appropriate behavior is expected.

We believe that we all are responsible for our own behavior choices. Children must be given the opportunity to realize this by learning from their mistakes. Children can and do misbehave occasionally and need correction. Parents are welcome to contact the teacher if there is a question or concern about a situation that occurred in the classroom. If a concern arises, it is important to begin by talking to your child about the situation FIRST and evaluate the situation carefully before deciding if it is necessary to contact the adult involved for additional information.

- 1) Use email to contact the teacher directly to request a phone call or meeting. Discuss the situation directly with the staff member **BEFORE** contacting administration. Approach the situation with an attitude of collaboration. Do not discuss the matter with another parent or staff member.
- 2) If you and the teacher are not able to work the problem out together, contact an administrator to schedule a meeting. This does not mean you will get the answer you hoped to get; it means we will work to reach a mutual understanding.
- 3) If further concerns still exist, the pastor may be contacted, but **ONLY** after following steps 1-2 first.

Category 1

These behaviors are initially handled by individual classroom teachers or the staff member that is supervising and warrant a referral to administration after infractions are repeated. Infractions must be documented.

- Disruptive behavior in the classroom, hallway, cafeteria, or restroom
- Insubordination/Failure to follow directions as indicated by the teacher
- Disrespectful comments
- Improper use of electronic devices and cell phones
- Dress code violations
- Profanity
- Missing homework or lack of supplies
- Academic Integrity violation

Category 2

All incidents reported to Administration

- Continuous disruptive or disrespectful behavior towards school personnel, classmates or facilities
- Disrespect to campus, school environment and culture; Socially rude interactions that continue regardless of interventions or corrective actions
- Lying or Dishonest behavior

Depending on the situation, the Administration will consider the steps below for grades 2-8:

- 1st referral–Parent/teacher/administration conversation; detention
- 2nd referral–in school suspension (1 Day)
- 3rd referral–in/out of school suspension (1-3 days)
- 4th referral–out of school suspension (3-5 days);

Depending on the situation, the Administration will consider the steps below for grades

PreK – 1:

- 1st referral - **Strike 1**–Student has a conversation with teacher and administrator in the office (Parents are notified by teacher.)
- 2nd referral- **Strike 2**–Student is removed from the classroom for a time-out in the office (Parents are notified by the teacher.)
- 3rd referral – **Strike 3** –Student is removed from the classroom and sent home for the remainder of the day. A follow-up conference with parents, teacher and administration will

be scheduled. **(Should parents avoid picking student up, Administration may ask that the student stay home the following day.)**

- 4th referral– If student is sent home three times in one week, he/she will receive a one-day suspension. A conference between administration and parents will occur.

Category 3

All incidents are sent to Administration

These behaviors are considered severe and warrant immediate referral.

- Bullying or threatening another student or teacher physically or emotionally, including misuse of social media
- Fighting or causing physical or emotional harm to another student or teacher
- Sexual harassment
- Theft/possession of stolen items
- Vandalism to school/parish property or another student's property
- Inappropriate use of technology that is harmful, vulgar, misaligned with Catholic School values or damaging to the integrity of another individual

Depending on the situation, the Administration will consider the referrals below:

- 1st referral–Parent/teacher/administration conversation; out of school suspension up to 3 days
- 2nd referral–Conference with parent, teacher, administration, and host pastor in addition to an out of school suspension up to 5 days

Category 4

Send to Administration

These behaviors are considered severe and warrant suspension or expulsion

- Possessing, passing, using or being under the influence of drugs, alcohol and/or tobacco products on school/parish property or at school functions
- Physical action or threats with malicious intent toward a student, staff member, or any other person at school
- Possession of a gun, knife, or any other weapon on school/parish property or at school functions
- 1st referral–out of school suspension up to 8 days; Conference with parent, administration, host pastor
- Administration to determine time of expulsion/exclusion hearing.

Administration reserves the right to change/modify disciplinary actions.

School- wide Consequences:

- Restitution -- Students may be required to work, clean up, repair, replace, or pay for damage.
- Before-School Detention is held from 7:15 a.m. – 7:55 a.m. Prompt arrival is expected.
- After- School Detentions are held from 3:20 p.m. – 4:00 p.m.

- In-School Suspension -- The administration may determine that the student receive an in-school suspension, which is served during regular school hours. The student is suspended from attending regular classes. The student is expected to complete class assignments and will earn credit for work/tests completed that day. Student will be suspended from all extracurricular activities for those days – including athletic events and practices.
- Out-of-School Suspension -- Out-of-school suspension requires that the student be deprived of all the privileges of attending school for the number of days specified. Students receiving an out-of-school suspension are expected to remain current with class assignments to be turned in upon return. Students receiving such suspensions may be considered for exclusion/expulsion. Student will be suspended from all extracurricular activities for those days – including athletic events and practices. There is also the possibility that the student will not be allowed to attend upcoming field trips or organized social events (i.e. class parties, school dances, etc.).
- Exclusion/Expulsion -- Should exclusion or expulsion become necessary, the parent(s)/guardian(s) may be given the option of withdrawing the student from school. St. Patrick School of the Terre Haute Deanery will follow steps outlined by the Archdiocese of Indianapolis *Policy on Student Suspension, Expulsion, Exclusion and Fair Process* when handling situation that warrant removal from school greater than one day.

Academic Integrity:

A student with academic integrity is not involved with the following behaviors that outline academic dishonesty. At St. Patrick School of the Terre Haute we expect academic integrity.

Academic dishonesty includes, but is not limited to:

Cheating

- copying from others
- using information or technology to assist on an assessment without teacher permission
- giving or receiving improper assistance on assignments or assessments

Plagiarism

- Turning in any assignment for credit that is not based on your own research and writing. You may not copy part or all of another person's paper or an online resource and turn it in as our own work.

Illegal Actions (Alcohol/Drug Abuse, Weapons):

A student shall not possess, use, transmit, or be under the influence of any drug, hallucinogenic drug, alcoholic beverage, tobacco or intoxicant of any kind on the school grounds at any time, off the school grounds at any school activity, or when traveling to or from school sponsored activities.

Possession or use of weapons of any type (i.e. guns, explosives/fireworks, knives, etc.) is forbidden and may result in an eight-day, out-of-school suspension pending exclusion/expulsion at the administrator's discretion. Any illegal materials will be confiscated and turned over to proper authorities. A teacher or school administrator, if deemed necessary, can search any property on the campus.

Bullying or Harassment Policy:

Students are to respect all students and staff. Harassment in any form by a student of St. Patrick School of the Terre Haute Deanery during school hours or at school-sponsored activities is strictly prohibited. **All reports of unwelcome, offensive or inappropriate conduct will be promptly and thoroughly investigated if reported to the school administrators in a timely manner.** The parents of the suspected offender and reported victim will be notified. Consequences will be determined.

Definition of Bullying & Harassment:

Bullying:

Any action that is:

- Repeated (as opposed to an isolated incident)
- Intentional (directly intended to humiliate or demean)
- Power over another person

Bullying and harassment may include, but are not limited to:

- 1) Overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically) **[Ind. Code 20-33-8-0.2]**
- 2) Physical acts committed, aggression, or any other behaviors, that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile school environment [Ind. Code 20-33-8-0.2]
- 4) Any foul or obscene behavior or communication including technology
- 5) Inappropriate or unwelcome touching of another
- 6) The display of explicit sexual visual material
- 7) The use or threat of violence, force, coercion, intimidation, or any action that makes another person uncomfortable
- 8) Inappropriate comments about race or religion
- 9) Speaking ill of or telling lies about others or encouraging others to use any of the above behaviors.

Harassment does not include [Ind. Code section 20-33-8-0.2(b)]:

1. Acting in an emergency involving the protection of a person or property from an imminent threat of serious bodily injury or substantial danger
2. Participating in a religious event or activity
3. Participating in an activity conducted by a nonprofit or governmental entity that provides recreation, education, training, or other care under the supervision of one (1) or more adults
4. Participating in an activity undertaken at the prior written direction of the student's parent
5. Respectful disagreement and dialogue between students regarding matters of national, state, and/or local news. **[Ind. Code section 20-33-8-0.2(b)]**

Harassment by means of electronic media, including, but not limited to the internet, Facebook, Instagram, Twitter, Snapchat, or any other social media platform, text messaging, or any other

means of communication employing digital and/or analog signals – even outside of school – is subject to the same review.

It is the policy of St. Patrick School of the Terre Haute Deanery to presume that any harassment by electronic means against faculty, staff, and/or students has the effect of substantially interfering with the targeted faculty/staff member's and/or student's ability to participate in or benefit from the services, activities, and privileges provided by the school **[Ind. Code section 20-33-8-0.2(a)(4)]** and will not be tolerated.

This presumption exists regardless of location or the harassment, date/time of the harassment, or communication network used for the harassment. Should a person accused of harassment claim that the harassment did not interfere with the targeted faculty/staff member's and/or student's ability to participate in or benefit from the services, activities, and privileges provided by the school **[Ind. Code section 20-33-8-0.2(a)(4)]**, the accused person must provide proof thereof by clear and convincing evidence.

This includes taking pictures or videos in the classroom or depicting students or teachers, which are then shown to others or posted on the Internet. Students are NOT allowed to carry cell phones with them in class. Such items will be confiscated and returned only to a parent.

Method for Reporting an Incident of Harassment or Bullying:

THE ADMINISTRATION MUST KNOW ABOUT BULLYING SITUATIONS IF WE ARE TO HELP. All incidents MUST be reported as soon as possible to the individuals denoted below. If the incident happens...

- 1) ...at school:
 - a. report the incident in person to a teacher, staff member, administrator.
 - b. report using box near office or the link online
- 2) ...at an athletic event:
 - a. report the incident to the coach, gym manager or Athletic Director.
 - b. report using box near school office or link online
- 3) ...at a field trip or other off-site school function:
 - a. report the incident to teacher of school staff member in charge
 - b. report using box near school office or link online
- 4) Prompt reporting allows for prompt investigating. **DO NOT WAIT OR IGNORE!** The situation will NOT get better if the "bully" thinks he/she has gotten away with it.

Investigation of Bullying Reports

When receiving such a report, the school administrator will initiate the investigation. Others who may be involved would include the school Safety Team, the School Resource Officer or law enforcement as deemed necessary. They will investigate reports of bullying using as many of the following steps necessary:

- Interviewing the alleged "victim" and the alleged "bully".

- Taking statements from witnesses involved in the incident or who witnessed the incident.
- Reviewing school records of the students involved to look for any patterns of possible bullying behavior
- Discussing the incident(s) with parents/guardians of the student(s) involved.

Upon conclusion of the investigation parties will be contacted for follow up conversations.

Possible actions following a report may involve any of the following:

- Follow up support services through counseling resources
- Initiating behavior plan strategies
- Time outs / detentions
- Restriction from school related activities
- Community service within the school grounds
- Modified schedule / passing periods
- In-school suspension
- Out of school suspension
- Request for expulsion

Students are always to conduct themselves as St. Patrick students and to exhibit behaviors expected as such students, both on and off campus.

**** Law enforcement will be contacted if the nature of the bullying incident rises to the level of criminal offense.***

False reporting: A person who knowingly makes a false complaint of a violation of this policy is subject to disciplinary action.

Annual training of school staff will take place in accordance with State laws.

Health and Wellness

Wellness Policy

St. Patrick School of the Terre Haute Deanery holds a sacred trust to educate and form the whole person — mind, body, and spirit. We are committed to supporting our students through promoting and protecting health, well-being, and the ability to learn by supporting access to healthy foods, nutrition education, and the participation in physical activity.

Indoor/Outdoor Recess

As often as possible we feel getting outside for fresh air and movement is best for our students. As temperatures become colder, we will continue going outside until actual temperatures drop below 25 degrees.

Hygiene

Students are expected to maintain good hygiene. To prevent the spread of infection, exposure to illness and other hygienic hazards, students should practice hygiene by observing the following behaviors that include but are not limited to:

- Washing hands after using the restroom
- Keeping all wounds clean and covered
- Covering coughs and sneezes

Sick Policy

The general guidelines for sending ill students home include but are not limited to: a temperature over 100 degrees, vomiting, diarrhea, serious injury, or extreme pain. *A student must be fever-free without the use of fever-reducing medication for 24 hours in order to return to school. Similarly, students must also be free of vomiting and diarrhea for 24 hours in order to return to school.*

Parents will be contacted whenever the student's illness or injury is such that continued attendance at school is not possible. All students leaving school during the day due to illness must do so by signing-out in the school office. Students may not contact parents and ask to be picked up without permission of the office. In case of emergency, if a parent cannot be reached, the office will call the student's emergency contact and request that they pick up the child.

Head-Lice Policy

Children presenting to school with signs and symptoms consistent with head-lice will be checked by the school office. If head-lice is found, the student's parents will be notified and the student will be sent home to begin treatment. If head-lice is found at home, the school must be notified; the student may not return to school until appropriate treatment has begun. Students may return to class only after infestation is checked by the office staff; at that point staff will verify there are no live louse or nits.

Medication Policy

Prescription and nonprescription medications must be given to the school office at the beginning of the school year or day. *All medications must be hand-delivered to the school office by a parent.*

1. All prescription and over-the-counter medications must be provided by the parent in the original packaging
2. All medicines must be stored in the school office.
3. The school must receive from the parent a written note detailing the dosage for each student before any medication can be dispensed.
4. Parents must complete a medication request form in order to have medicine administered. Forms are available online or in the school office.
5. The prescribing physician must provide a written order stating the amount, the hours, and the period of time the prescription medication is to be administered. This information can be obtained from the label of the original container.

6. It is the parent's responsibility to pick up any unused medication prior to the last day of school. It cannot be sent home with the child. If it is not picked up, it will be properly disposed of.

We cannot assume responsibility for medication unless these provisions are followed.

Health Screenings

Periodically throughout the year, students will be given hearing and vision tests. If a parent has an objection to the state required screenings, they must notify the school in writing.

Extracurricular Activities

Student Council

St. Patrick School of the Terre Haute Deanery has a student council that is open to students who are in grades 4-8. An opportunity for classroom and school leadership, the student council engages in service around the school building, for the parish, and often includes our larger Terre Haute community.

Catholic Youth Organization (CYO) Sports

The Catholic Youth Organization (CYO), based out of Indianapolis, affords our students the opportunity to compete against other Catholic schools in the Archdiocese of Indianapolis. Students in grades 4-8 can compete in volleyball, cross country, basketball, and track.

Clubs and Organizations

Various clubs and organizations such as Boy Scouts, Girl Scouts, Bidy Ball, Science Club, Math Bowl, Chess Club, 4-H, and Youth Choir also meet regularly throughout the school year. Students are encouraged to join. Information for these clubs and organizations is communicated at the beginning of the school year.

Codes and Safety Precautions, and Miscellaneous Policies

Emergency Drills

St. Patrick School of the Terre Haute Deanery complies with all fire safety laws and will conduct fire drills in accordance with state law. Specific instructions on how to proceed will be provided to students by their teachers, who will be responsible for safe, prompt, and orderly evacuation of the building.

Tornado drills will be conducted once a year during the tornado season using the procedures prescribed by the state. The alarm system for tornadoes is different from the alarm system for fires, and students will be informed and educated on the differences between these alarms.

Safety drills will be conducted once per school year. Teachers will provide specific instructions on the appropriate procedure to follow in situations where the students must be secured in the building rather than evacuated. These situations can include but are not limited to: a terrorist threat, a person in possession of a weapon on school property, or other acts of violence. Similarly, students will also perform a reverse evacuation drill in the event that students are outside of the building and need to return inside to reach safety.

Asbestos

St. Patrick School of the Terre Haute Deanery complied with the EPA School Rule (1982) and AHERA (1986). The management plan for meeting the requirements of AHERA is available upon request in the school office.

Air Quality

Delivery and pickup and drop off zones have been located away from building outdoor air intakes to ensure that exhaust fumes do not enter the facility. St. Patrick School prohibits cars from idling while waiting to pick up or drop off students. Cars shall idle no longer than the time required to bring engines to proper operating temperature and to defrost all windows. This policy is not in effect when temperatures fall below 32 degrees Fahrenheit, but SPS encourages drivers to heed this policy if possible.

No-Smoking Policy

Smoking is prohibited on the campus of St. Patrick Church and St. Patrick School of the Terre Haute Deanery.

Safe Environment Policy

The safe environment guidelines for conduct when interacting with minors may be found online at [ArchIndy](#).

Seclusion and Restraint

St. Patrick School of the Terre Haute Deanery believes a safe and healthy environment should be provided in which all children can learn, develop, and participate in instructional programs that promote high levels of academic achievement. As an Indiana accredited non-public school, state law requires that our school has a Seclusion and Restraint Plan. The purpose of the plan is to insure that all students and staff are safe in school, and that students who may have behavior crises are free from inappropriate use of seclusion or restraint.

Behavioral interventions for children must ensure all children are treated with dignity and respect. This environment should allow all children to be free from physical or mental abuse, aversive behavioral interventions that compromise health and safety, and any physical seclusion or restraint imposed solely for purposes of discipline or convenience.

Seclusion or restraint shall not be used as routine school safety measures; that is, they shall not be implemented except in situations where a child's behavior or action poses imminent danger of physical harm to self or others and not as a routine strategy implemented to address instructional problems or inappropriate behavior (e.g., disrespect, noncompliance, insubordination, out of seat), as a means of coercion or retaliation, or as a convenience. Any use of either seclusion or restraint shall be supervised, short in duration and used only for the purposes of de-escalating the behavior.

Policy on Respecting Individuals

The good name, reputation and personal safety of each student, faculty, staff member and adult volunteer is vitally important. In order to protect students, employees, volunteers, and the school/archdiocese itself, each student is expected to treat the good name and reputation of other students, school employees, volunteers and the school/archdiocese with dignity and respect and not engage in any activity or conduct, either on campus or off campus, that is in opposition to this guideline and/or inconsistent with the Catholic Christian principles of the school, as determined by the school in its discretion.

Any derogatory, slanderous, hostile, or threatening remarks or actions directed toward any of the above by a student will be seen as a violation of this policy and will be viewed as an serious matter, whether it is done physically, verbally, or electronically through the use of a home or school computer, phone, tablet or other electronic media or by remote access during school time or after hours. Some examples include, but are not limited to, social media, text messages, blogging, images, pictures, etc.

Any individual found to have made or participated with others in making any such remarks or actions will be subject to disciplinary action by the school, up to and including expulsion or dismissal.

School Fundraising

School families are asked to participate in various fundraisers throughout the school year; however, the St. Patrick Raffle is the only fundraiser that directly affects the school budget. Parents are asked to sell three St. Patrick Raffle tickets in the Fall; for every ticket after that, families earn a \$10 credit per ticket that can be used toward most in-house accounts including, but not limited to: registration fees, tuition, lunch, field trips, yearbook purchases, or the Before and After School Care Program.

SCRIP

Just as the school shares benefits with our families for raffle tickets, the school also shares funds generated by our SCRIP program. SCRIP allows families to purchase gift cards through the school, which benefits the purchaser as well as the school in the form of rebates. SCRIP details and agreements are available [online](#) and in the school office.

Cafeteria and Food Services

Every full day of school, breakfast and lunch will be available for students to purchase in the cafeteria. Breakfast is served each day beginning at 7:40am. Lunch times are staggered according to grade levels.

Students may bring a lunch from home, or they may purchase a tray lunch from the cafeteria. A la carte items are also available for purchase. Every student has an account in the cafeteria. The student may pre-pay on their account, and meals will be deducted at the time of purchase. To make a payment on an account, please send a check or cash into the office in an envelope marked as **Lunch Money for (the child's name)** or pay via credit card through the *Mealttime*

website. Parents may also pay by credit card in the school office. *Fast food is not allowed to be brought to students for school lunch.*

St. Patrick School of the Terre Haute Deanery participates in the National School Lunch Program. Students may be eligible to receive breakfast and lunch at a reduced or free rate. Free and reduced lunch applications are sent home at the beginning of the school year; applications must be returned within the first 30 days of school to be considered.

Closings and Delays

In the event of inclement weather or mechanical breakdown, school may be closed or delayed. School closings and delays will be announced in the following ways:

- News stations WTHI (TV Channel 10) and WTWO (TV Channel 2)
- JupiterEd text and email
- School Facebook page
- School Twitter page

If the closing is weather related, all extracurricular activities including athletic practices and games will be canceled.

Medication Request Form

This form must be filled out at any time during the school year that it becomes necessary for a student to take medication (either prescribed or over the counter) during the school day. It will be kept on-file in the school office.

I request that the medication described below be administered to my child during the school day. I will provide this medication in its original container and I understand that this medication will be kept in a secure cabinet or refrigerator. This consent is valid for one school year and must be renewed annually or whenever a change in medication occurs.

Student _____ Grade _____

Medication _____ Dosage _____

Reason for medication _____

Days medication is to be given _____

Time to administer _____ am _____ pm _____ as needed

Refrigeration required? _____

Parent Signature _____

Date _____

Media Release Form

We believe that our students, staff, and school benefit from positive recognition. There may be occasion for media coverage during the school year that involves our students. We ask permission to release picture or other communication to the media, should the opportunity arise. This may include, but is not limited to: newspapers, news station coverage of events, our newsletter, bulletin boards, videos made during the school year, our school website, and school Facebook page.

Please sign this form indicating whether you do or do not grant permission, and return it to the school office.

_____ Yes, I grant permission _____ No, I do not grant permission

Name of student (please print)

Parent/Guardian Signature

Pre-Approved Absence Request Form

(ONLY THREE DAYS ALLOWED PER SCHOOL YEAR)

Name of Student _____

Date(s) Requested _____

Reason for Absence:

** I understand that any days requested beyond the three approved will count as unexcused absences and assignment graded on these days will receive a "0".

Parent/Guardian Signature

Today's Date

**Pre-Approved Absence Request Form
(ONLY THREE DAYS ALLOWED PER SCHOOL YEAR)**

Name of Student _____

Date(s) Requested _____

Reason for Absence:

** I understand that any days requested beyond the three approved will count as unexcused absences and assignment graded on these days will receive a "0".

Parent/Guardian Signature

Today's Date

Handbook Receipt Form

My child(ren), _____,
and I have read and reviewed each section of the St. Patrick School of the Terre Haute Deanery
Family Handbook. My signature below verifies that we are familiar with the policies and
procedures outlined in the Family Handbook.

Please sign this form and return it to the school office by September 1st.

Name of Parent/Guardian (please print)

Parent/Guardian Signature