

Student-Parent Guide

2002



St. Patrick School



**“Where the Tradition
Continues:
Building Saints and
Scholars”**

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Dear Parents and Students of St. Patrick School,

This handbook was designed not only to inform parents of the policies and the daily procedures of St. Patrick School, but also as a guide for student performance and conduct.

We are a Catholic community. Our mission, philosophy, and vision are based on the Gospel teachings of Jesus Christ and the practices and rites of the Catholic Church.

The vital influence of parents on the social and religious development of their children is recognized by St. Patrick School. We support the view that the home is the critical educational institution and parents are the primary teachers of their children. Children derive their values from home through the example of their parents, family members, and friends. Studies identify home and family as significant forces that strongly effect student achievement in school.

The community members of St. Patrick Church recognize their responsibility to provide an intensified support system for family life by their continued sponsorship of St. Patrick School.

The Administration, Faculty, and Staff of St. Patrick School recognize their responsibility to provide the students with opportunities that will insure their spiritual, intellectual, emotional, and physical growth.

We strive to continue the tradition of excellence in education here at St. Patrick School as we follow our mission of Building Saints and Scholars.

Partners in education,

The Faculty, Staff, and Administration of St. Patrick School

Our History

St. Patrick School was started even before construction began on St. Patrick Church, with the first years enrollment at 150 students, this figure gradually increasing in succeeding years. The school's beginning was humble, with only \$3,500 available to secure the first school building. Originally founded by the Sisters of Providence, St. Patrick School opened for the Christian education of young people in 1882.

“In 1881, the Reverend Thomas X. Logan, Pastor of St. Patrick's parish, asked Mother Mar Ephrem to finance a convent and school in his parish. The children of his congregation, located in the eastern part of town, could not attend St. Joseph's school on account of the distance. St. Patrick's parish, readily identified by its patron, wanted an English-speaking parish. Although the parish was not a wealthy one, the people had a sincere devotion to their faith, and had given generously to the building of a Gothic church adequate for their needs.”

“Mother Mary Ephrem agreed to open a school and to provide a convent. Ready to her hands was a piece of property adjoining St. Patrick's church grounds. On the lot was a frame meeting-house belonging to the Plymouth Church Company. The place was ideal for a parish school, although it cost the Sisters thirty-five hundred dollars. The Council felt that it was better to assume the expense rather than have another teaching Community come into Terre Haute ‘to the very door of our motherhouse.’”

“Accordingly, a letter was sent to the members of the General Council, local superiors of houses having ten Sisters, asking their opinion and advice in the matter. All voiced their approval of the purchase and building, as they generally endorsed all Mother Mary Ephrem's proposals. Negotiations were begun at once with Captain S. H. Potter, treasurer of the Plymouth Church Company. The Sister preferred to buy the property through Bishop Chatard, and Mother Mary Ephrem furnished him with thirty-five hundred dollars. The Bishop transacted the purchase of the Plymouth Chapel and property and then deeded the property to the Sisters.”

Meanwhile, a convent had to be built. Mr. D. A. Bohlen, architect, presented a neat and compact plan, and promised to superintend the building. He contracted A. Helm and Sons of Indianapolis to build the two-story brick convent, to fit up the Plymouth chapel into school rooms, to connect it with the convent, and to install heating equipment. The cost of the building and renovation came to seven thousand, seven hundred, and ten dollars. Everything was ready for the new school in September, 1882. Sister Mary Edward Michael, Sister Margaret Mary Goree, Sister Jerome Boland, and Sister Ann August Malloy opened the School. Pupils who could pay were expected to the tuition charge, but poor children were never refused. The Sisters received no recompense in the line of salary or maintenance. The prospects were very good as the attendance during the first year rose to one hundred and fifty.

Forty years later, Father James Delaney acquired several pieces of property on the west side of Nineteenth Street from Poplar and Oak and in addition acquired the two residences on Poplar between this property and Eighteenth Street. On 19th Street, he constructed a fine school building which housed an elementary school and girls' high school. It was dedicated on Sunday, November 25, 1923.

Father Winterhalter succeeded Fr. Walker in 1950. During the 1950's St. Patrick Parish engaged in fund raising to construct Schulte High School, and to build a new church and rectory at 19th and Poplar. The completion of the new church was on the 75th anniversary of the founding of the parish, as it was dedicated on Sunday, February 5, 1956.

In the fall of 1959, new classrooms and a cafeteria were added due to increased enrollment.

A capital campaign entitled Building In Faith, was started in 1995 to raise funds for much needed space and renovation. A new media center, science and computer labs, office and classrooms and a new Parish Life Center which includes a kitchen, gym, and meeting rooms were built and dedicated in March of 1998. The media center was dedicated to Sister Mary Moeller, S. P. who was the principal of St. Patrick School from 1987-1996. Sister Mary was crucial in the initial planning of the new school addition.

The spring of 2002 brought another happy occasion to the St. Patrick School. Msgr. Lawrence J. Moran, our current pastor, celebrated his golden jubilee with a huge parish and school celebration.

St. Patrick School continues to "go and grow" with plans for the renovation of the basement space for future needs. We are blessed with faithful parishioners who support our mission at St. Patrick School: Building Saints and Scholars.

ST. PATRICK BOARD OF EDUCATION MISSION STATEMENT

The mission of Catholic education in St. Patrick Parish is the proclamation of the gospel of Jesus Christ to all people. Recognizing that the process of religious education is life-long, St. Patrick Parish provides programs to serve the needs of its community. We offer an education founded on the Scriptures, enriched by ongoing tradition and informed by an openness to an ever-changing world. The proclamation and implementation of the Good News makes itself known through the discipleship of parish members.

ST. PATRICK SCHOOL MISSION STATEMENT

St. Patrick School, in partnership with the parish community, provides a caring, Catholic Christian Education.

As a faith-filled community, our St. Patrick School family strives to promote the academic, spiritual, moral, physical, social, and emotional growth in every Child.

In this environment, each child is respected, given the opportunity to develop to his or her fullest potential, and helped to acquire the skills to succeed in a changing World.

ST. PATRICK BOOSTER CLUB

The St. Patrick Booster Club is open to anyone wishing to help plan and organize different athletic opportunities for the children of St. Patrick School to enjoy. Meetings are held the second Wednesday of each month at 7:00 p.m. in the Parish Life Center. Previous events include Bidy Basketball, Silent Auction, School Basketball Teams, Spring Sports Banquet, Soccer Clinic, and Shamrock Golf Scramble. Events in the works include Volleyball Clinic and Teams, Fun Run and 5K, and Cheerleading. Come join the Team!

ST. PATRICK SCHOOL CLUB

The St. Patrick School Club is an organization whose membership is open to all parents, guardians, teachers, and any interested member of the St. Patrick Community. The purpose of this organization is to provide financial assistance to St. Patrick School, to provide voluntary service to the school, to provide a forum for discussion on matters of religious education, curriculum, discipline, intellectual and social development of the students and to provide a means of communication among parents, faculty and St. Patrick Parish.

OUR ST. PATS

OUR ST. PATS IS FIGHTING HARD.
WE'RE OUT TO WIN THIS GAME.
AND WE WILL BACK OUR TEAM UP WITH PEP
AND ROOT THEM ON TO FAME.

RAH! RAH! RAH!

HAIL, HAIL, THE GANG'S ALL HERE AND
WE'RE ROOTING FOR OUR ST. PATS.

GREEN, GREEN, GREEN, GREEN, GREEN,
WHITE, WHITE, WHITE, WHITE, WHITE,
GREEN AND GREEN
WHITE AND WHITE.

GREEN AND WHITE!

Attendance Policy

It is the policy of the St. Patrick Board of Religious Education that all students, in order to receive benefits from the educational programs at St. Patrick School, must be in attendance on all prescribed school days. An emphasis on excellent attendance will benefit students as they will have the maximum opportunity for achievement in school, and they will gain valuable life skills to be used beyond their school experience. Our expectation is that students will be in school and on time each and every day that school is in session.

GUIDELINES

We recognize absences in the following ways:

Excused Absences: These are identified as days/periods missed because of: illness, medical appointments, or death of a family member. Parent/guardian must contact the school within 24 hours of the absence, or it becomes unexcused. If you need to take your child out of school due to a medical appointment, you must sign in when taking your child out of the building and sign in upon returning to school. Homework may be obtained from an excused absence after 12:00 noon in the office (with prior notification from parent) or the student can collect their work upon returning to school. The student will have 3 days (not counting the return day) to make up all work missed during the absence. If a child has an extended illness (more than 5 days), parents should contact principal for an extension of homework time.

Unexcused Absences: These are identified as day/periods missed because of: personal business, vacations, staying home or suspension from school.

Pre-approved Absences (PPA): We do recognize that circumstances arise when it is necessary to take your child out of school for personal reasons. We will allow 3 PPA days that will be considered excused absences. These days **must** be submitted in writing to the principal at least 7 days in advance. These will be tracked in the office. Any days missed after 3 for personal reasons will be unexcused and work cannot be made up. Work that is to be made up from these 3 PPA days will be made up **after** the student returns to school. The student will have 3 days K-3rd and 5 days 4th-8th grade (not counting the return day) to make up all work missed during the absence. Work returned after the deadline will not be accepted. PPA days may not be taken the first or last weeks of each semester or during weeks when standardized tests are administered.

Tardiness: The school day begins with a bell at 7:50 a.m. for grades 6-8 and 8:00 a.m. for grades K-5. All K-5th grade students are to line up promptly at their designated area at this time. They are not to go to the classroom prior to the bell. All 6th-8th grade students are to be in their classrooms at the time of the 7:50 bell. Students arriving after the bell must check into the office. A letter will be sent home to parents if there are more than 5 tardies in a grading period. A parent/principal conference may occur if the problem continues.

Excessive tardiness may necessitate a parent/student/principal conference leading to consequences deemed appropriate by the principal. A student is considered absent for 1/2 day if they arrive after 10:00 a.m. for the morning and 12:00 p.m. for the afternoon. Students must be in session for 1/2 day to attend school functions after school (i.e. clubs, student council, cheerleading and sports practice or games).

Excessive Absenteeism: In the event of absences becoming a problem, the following action will be taken:

At the 5th absence during a semester: The teacher of record will make contact with the student/parent through the use of a letter.

At the 10th absence during a semester: The principal will determine if a referral to court system or the Department of Children/Family Services is warranted.

This policy is aimed at keeping our students in school while still allowing some flexibility for family events. Please understand that even though an absence may be excused, your child is missing valuable classroom instruction while they are away from school. It is the responsibility of the student to make up all work missed and to make arrangements for any remediation. Student grades can suffer when excessive absenteeism occurs even though it may be an excused absence.

Dismissal Procedures

2:50			<u>K-3</u>
1st Bell	Grades	K-1	Car riders exit out south doors
	Grades	2	Exit out front main entrance
	Grades	3	Exit out north doors
2:55			<u>4-8</u>
2nd Bell	Grades	4	Exit breezeway doors
	Grades	5	Exit north door
	Grades	6-8	Exit north door

Daycare students report to cafeteria.

Bus riders exit out breezeway doors to bus loading area.

At 3:00, students will report to after school care if parents have not picked them up.

REPORT CARDS

Report cards are distributed every quarter (9 weeks) of the school year. They should be returned within one week with parent signature.

GRADING SCALE

Students in kindergarten thru eighth grade, achievement will be based upon personal development.

O=Outstanding
S=Satisfactory
U=Unsatisfactory
I=Improving

Students in first thru eighth grade achievement will be based upon percentages.

A=95-100%
B=86-94%
C=76-85%
D=70-75%
F=69% or below
I=Incomplete

MIDDLE SCHOOL HONOR ROLL

Achievement is based upon total percentage of all classes.

Honor Categories:
Exceptional 95-100%
High 90-94%
Honor 86-89%

Any “D” or below or “Incomplete” excludes a student from the honor roll.

HOMEWORK

It is important that students attend classes regularly. Homework assigned to students requires those skills students have been taught in class.

Assignments may consist of daily readings, worksheets, special projects (long/short term), and most importantly preparation for tests.

All assignments should be completed and turned in on the date assigned. Work should be neatly done.

Students will do homework on their own to the best of their ability.

Students are responsible for making up homework missed due to absence. They should contact the teacher for assignments.

Homework can/should include a review of each day's work.

Teachers will send practical help for parents. This can be done through weekly test schedules, conferences, parent club programs, and informative sheets, etc.

Homework is a tool for learning. If as a parent, you feel that your child has an excessive amount of homework, contact your child's teacher to discuss this concern.

CONSEQUENCES

Homework is an important tool that teachers use to monitor strengths and weaknesses of each student. Failure to complete homework prohibits the teacher from monitoring the students' strengths and weaknesses and prohibits the students from reaching their true potential.

For failure to complete homework, consequences will vary. Teachers will provide all students and parents with a list of consequences at the beginning of the school year.

IDEAS TO IMPROVE YOUR CHILD'S HOMEWORK

As parents, you can play a major role in the success of assignment completion. You have an opportunity to get directly involved in and informed about the material students are studying. Here are some tips to make your child's homework productive:

Attitude Help your child have a positive attitude towards school.

Breaks Children learn better in chunks of time. Have your child schedule homework breaks.

Choice Let your child make choices. Does he/she want to study after school or at night?

Directions Teach your child to read directions carefully. If needed, restate directions so your child can understand them.

Encouragement Your job as a parent is to encourage your child. Find positive things to say about your child's effort and attitude.

Furnishing Your child needs lights, a comfortable chair, and supplies, like pens and pencils.

Games When your child has to drill on basic facts, help him/her make up a game.

Habits Help your child get the homework habit. Set regular time and place for homework. During homework time there should be no music, television, or phones.

Incentives For a difficult assignment, offer your child an incentive. It might be a special treat, a trip to the library or spend extra time with mom or dad.

Joy Don't forget - learning should be fun.

Uniforms will be worn from the first day of school. Shorts may be worn only in the months of August, September, October, April, May and June.

UNIFORM DRESS CODE K-5

Slacks/Shorts: Elasticized waist or waist with belt, if slacks/shorts have belt loops. Slacks and shorts must be solid navy blue in color and either twill or corduroy. Elastic at the ankles of pants are not allowed. Students may not wear leggings, cargo pants/shorts, or overalls.

Girls only: Girls may wear solid navy jumpers, skirts or skorts. Skirts, skorts and jumpers MUST be no higher than 2 inches above the knee. Girls may also wear slacks or shorts as stated above.

Shirts: Knit polo style with collar or turtlenecks (**no mock turtlenecks**) either long or short sleeve. Students may also wear regular button down dress shirts or blouses. Shirt color is white only. Shirt must be tucked in at all times.

Sweaters and Sweatshirts: V-neck or crew neck sweaters or sleeveless vest. Solid white or navy only.

ST. PATRICK SCHOOL IS THE ONLY ACCEPTABLE LOGO ON SHIRTS, SWEATSHIRTS, OR SWEATERS. SWEATSHIRTS AND SWEATERS WITH THE SCHOOL-APPROVED LOGO MAY BE OTHER COLORS. THE BOOSTER CLUB WILL SELL THESE IN THE FALL. SWEATERS AND SWEATSHIRTS MUST BE WORN OVER A COLLARED SHIRT.

Socks MUST be worn at all times with tennis shoes, dress shoes, or boots. NO open back shoes, platforms, clogs, or skate shoes.

CONSEQUENCES K-8:

1st Offense: A verbal warning will be given.

2nd Offense: A written warning will be given. This is to be signed by the parent and returned to school.

3rd Offense: Parents contacted by teacher, for a change of clothing. Detention will be served by students in 3-8. Any further offenses will result in losing a free dress day.

UNIFORM DRESS CODE MIDDLE SCHOOL

The uniform will consist of:

- ★ Dress Dockers/twill pants, shorts, skorts (girls). These may be dark or light khaki in color. Shorts MUST be no shorter than 2 inches above the knee.
- ★ Solid colored polo shirts or turtlenecks. Middle school students may wear St. Patrick School sweatshirts and solid colored cardigans, sweaters and/or vests, over their collared shirt.
- ★ A belt, of any solid color, MUST be worn at all times. Shirts must be tucked in and belt must be visible.
- ★ Socks MUST be worn at all times.
- ★ Tennis shoes; black, brown, or blue dress shoes, or loafers may be worn.

The following will not be allowed:

- ★ No cargo pants, flared leg pants, overalls, Capri pants or corduroy pants.
- ★ No logos of any kind on any clothing item (i.e., no Old Navy or Tommy labels on anything).
- ★ No khaki jean pants (bulleted studs located on the front and back of the pant can distinguish jeans from pants).
- ★ No undershirt should be visible except at the neck. The only acceptable color for an undershirt is white.
- ★ No open back shoes or clogs.

Middle School Gym Uniform:

A gym uniform consisting of a gray T-shirt, green net shorts and tennis shoes must be worn in gym class. Uniform may be ordered through the school.

Rewards:

During each grading period, students are eligible to earn a Free Dress Day coupon if they have 3 or fewer signatures on their Pride Sheet. The coupons will be collected and a drawing will take place at the end of the year.

FREE DRESS DAY CODE

K-8

The last Friday of every month will be free dress day. Other days may be free dress if deemed appropriate by the principal. On free dress days the following code applies:

STUDENTS MAY WEAR:

- ◆ Jeans, dress pants, corduroy pants, cargo pants
- ◆ Skirt, skorts and shorts (must be no higher than 2 inches above the knee and shorts may only be worn in the months that are listed in the uniform dress code)
- ◆ Dresses, jumpers, and overalls/bibs
- ◆ T-shirts, blouses, turtlenecks, sweaters, and sweatshirts

STUDENTS MAY NOT WEAR:

- ◆ Flannel shirts
- ◆ Cropped tops, shirts, or blouses
- ◆ Tank tops or spaghetti strap tops
- ◆ Oversized pants or jeans of any kind
- ◆ Leggings
- ◆ Open back shoes, roller-skate shoes, or platform/clogs
- ◆ No chain belts or wallet chains
- ◆ No logos or sayings that may be offensive (this will be at the discretion of the principal)

JEWELRY AND HAIR - GUIDELINE FOR ENTIRE SCHOOL YEAR:

- ◆ No extreme hair coloring (other than natural highlighting)
- ◆ No tattoos or drawing on exposed skin
- ◆ No body piercing other than ear piercing (one per ear)
- ◆ One necklace/chain allowed
- ◆ Two rings maximum
- ◆ Light colored nail polish
- ◆ Minimal make-up (middle school only)

PARENT'S RESPONSIBILITIES:

As parents and guardians, you are the most influential people in your child's life. You are your child's primary teacher. The responsibility of educating your child, morally and academically, rests with you. We are pleased, therefore, that you have chosen St. Patrick School as a means of helping to accomplish this goal. We share with you the ever-continuing goal of providing the best possible education for your child. The faculty, staff, and administration are dedicated to evaluating and updating the curriculum to better serve you and your child.

1. Send students to school on time. School begins at 7:50 for grades 6-8 and 8:00 for grades K-5.
2. Report absenteeism to the school office by 9:00 a.m.
3. Supply students with necessary supplies.
4. Send student to school in clean uniforms.
5. Check assignment notebook and/or homework folders.
6. Check student bags for communiqués from the teacher/school office.
7. Report to the office when entering the building for any reason or dropping off items to students.
8. Keep appointments made with your student's teacher.
9. Pick up homework when students are absent.
10. Clearly label all clothing and supplies with your student's name.
11. Provide a study environment in the home.
12. Set guidelines to insure your child's proper rest.
13. Provide a lunch or lunch money.

STUDENT'S RESPONSIBILITIES

Your parents, guardians, pastor, principal, and teachers are here to help you to develop and use all of your talents. Your responsibility during this period in your life is to be the best student you can be.

1. Come to class prepared.
2. Participate in class discussions.
3. Seek help when needed.
4. Be well rested and on time to school.
5. Desire knowledge.
6. Students are responsible for keeping desks, lockers, classrooms and hallways neat and tidy.
7. Respect yourself and others through word and deed.
8. Be courteous.
9. Set aside time for personal prayer and reflection.

DISCIPLINE POLICY

St. Patrick School is concerned with the development of the total child. We stress the importance of self-discipline and personal responsibility in daily living. We seek to reward good behavior but will not tolerate irresponsible behavior which will have consequences. We expect our students to play safely, respect others by words and actions, respect the property of others, and be a good example to all. Students are expected to follow school rules and any reasonable request given by an adult. Students should use good manners at all times. It is each student's responsibility to report any activity that may cause harm to another.

SCHOOL RULES

GENERAL:

1. Broken equipment, windows, destroyed or lost books, and property will be compensated for by the parent.
2. Please make an appointment to meet teachers. Do not go directly to classrooms while school is in session or while teachers are supervising. Contact is made through the school office.
3. Students are to bring to school only the items needed. Electronic devices, play equipment, etc. are not allowed. Live animals need to be cleared through the office, and the teacher. The animals must be caged, and or leashed under adult supervision.
4. When sending invitations for home parties to distribute at school, it is important that each child in the class receives an invitation. If all children (boys and/or girls) are not to be invited, invitations will not be distributed at school.
5. No gum is allowed at school.

LIBRARY:

1. The library is to be used for browsing, reading, checking out books, research and computer tests using the Accelerated Reader Program.
2. Students are to leave the library neat and orderly as they found it upon entering. Pick up any trash, personal belongings, etc.
3. No food, drink or gum in the library at any time.
4. Library books are the responsibility of the borrower. Lost books, damaged books, or books not returned must be paid for. Borrowing privileges are suspended until books or fees are turned in.
5. All books and other library materials must be checked out (students, teachers, and parents).
6. The use of the library is a privilege. Students that do not follow the rules will be returned to their classroom.

PLAYGROUND:

1. Follow directions of supervisor.
2. Use equipment properly. Walk in the mulch area.
3. Play in assigned areas only.
4. Keep all personal play equipment at home.
5. Use the designated area for eating snacks.
6. Consequences follow classroom rules.

LUNCHROOM:

1. Follow directions of supervisor the first time given.
2. Speak in soft voices.
3. Clean up space after eating.
4. Sharing of food is prohibited by state law.
5. Remain seated unless given permission to leave the table.
6. Leave the lunchroom in an orderly manner.
7. Bring coats, equipment to lunchroom. Return to classroom will not be permitted.
8. Consequences follow classroom rules.

RESTROOM:

1. Follow directions of supervisor.
2. Flush urinal/toilets after use.
3. Wash hands.
4. Keep hands, feet, and objects to self.
5. Refrain from talking.
6. Consequences follow classroom rules.

CLASSROOM:

1. Each teacher will notify parents and students of class rules and consequences.

BUS:

1. Students may not stand or move from place to place during the trip.
2. Loud, boisterous, profane actions and language will not be tolerated.
3. No snacks, drinks, and electronic equipment on the bus.
4. Students may not leave bus upon arrival for forgotten items.
5. Leave unloading zone quickly. Be at least 10 feet in front of the bus when going across the street or road.
6. Failure to follow rules may result in one or more of the following: re-assignment of seat, parent call and removal from bus.

SUSPENSION AND EXPULSION

- I. Some of the main areas of conduct which may lead to disciplinary action for a period in excess of five (5) school days or permanent expulsion are as follows:
- A. Destruction of property.
 - B. Abusive language: swearing, disrespectful language, verbal harassment, whether sexual, racial or religious in orientation, or attempting to threaten or intimidate another student or adult.
 - C. Engaging in sexual harassment of another person, which not only involves abusive language (B) but also gestures, physical contact, or written/printed material that is deemed to have sexually offensive connotations.
 - D. Causing or attempting to cause physical injury or harm to any student, teacher, others school employee, or visitor on school grounds or during a school function or event.
 - E. Throwing objects, which may cause bodily harm or threaten bodily harm.
 - F. Disruptive talking out which interferes with a safe, healthy learning environment.
 - G. Stealing, counseling others persons to use violence, force, threats, or disruptive means.
 - H. Knowingly possessing, using, transmitting or being under the influence of a controlled substance as defined in Indiana Code I.E. 35-48-2.
 - I. Failure to comply with possession, smoking or use of tobacco restrictions as established by local and state officials.
 - J. Possession of firearms or other weapons, alcohol, drugs, or drug paraphernalia will result in immediate expulsion and the police will be notified.
 - K. Repeated violations of any of these rules and regulations.
- II. Suspension from special programs:
- A. Disregard of bus rules may lead to suspension from riding on the bus for a day or longer.
 - B. Disregard of Before/After School Care Rules may lead to suspension from the program for a day or longer. Before/After School Care is a convenience for our working parents.

SUSPENSION POLICY:

Minimum suspension may be two (2) days. Maximum suspension is five (5) days.

Types of possible suspension are in-school and out-of-school. In-school suspension means the student is isolated for one (1) day to complete assignments and projects. Parents will be notified and required to pay for a substitute teacher for the day. When out-of-school suspension is given, the parent will be notified. The parent or guardian will be responsible for the student during out-of-school suspension time.

Assignments: See excused-unexcused absence policy.

The principal or designee has the authority to suspend or expel students up to five (5) school days. Short-term suspensions shall be made solely after the principal or designee has made an investigation and determined that such suspension is necessary to help any student, to further school purposes, or to prevent an interference therewith.

No short-term suspension shall be made without affording the student an informal hearing. An informal hearing will consist of a phone call from the principal to inform the parents of the suspension. At that time, a meeting will be set if desired by any or all parties involved. Within twenty-four (24) hours, the principal will send a written statement to the student's parents, describing the student's conduct, misconduct, or violation of any rule and the reasons for the immediate suspension. Upon his/her return to school, a conference with principal, parents, and student must occur.

EXPULSION POLICY:

Expulsion means over five (5) days suspension or permanent removal from school.

If a student is to face disciplinary action that could result in suspension from school for a period greater than five (5) school days or possible permanent removal from school the following will occur:

1. Parents will be phoned and the student will be immediately suspended from school.
2. Within twenty-four (24) hours following such suspension, the principal shall send a written statement to the student's parents, describing the student's conduct, misconduct, or violation of any rule and the reasons for the immediate suspension and pending expulsion.
3. A meeting with the Executive Committee of the Board of Religious Education, additional faculty member(s), parents, and student will take place within the first five days of the suspension. The Executive Committee will consist of the following: the pastor, principal, board president, board vice-president, board secretary, additional faculty member(s), and if needed, the police liaison office of the Terre Haute Police Department.
4. After the meeting, parents and student will be notified in writing of the Executive Committee's decision on the continued suspension and terms for reentry or permanent expulsion.
5. If the student is permitted to return to St. Patrick School, upon his/her return a conference with the principal, parents, and student must occur to review the terms of the reentry.

PERSONAL PROPERTY:

Indiana Law (IC20-8. 1-5-17) indicates that a student using a locker on the premises of the school "is presumed to have no expectation of privacy in that locker and its contents". Thus, the law allows for general searches of all lockers. When an individual's locker is searched, it "shall be, where possible, in the presence of the student whose locker is the subject of the search".

Lockers and desks are subject to a search at any time. Two adults will be present at any search.

CLASS SIZE POLICY

Grades 1-3 classrooms shall not exceed 25 students. Split grades 1-3 classrooms shall not exceed 20 students. Grades 4-8 classrooms shall not exceed 30 students. Split grades 4-8 classrooms shall not exceed 30 students.

A paid teacher assistant shall be budgeted for classrooms exceeding 20 students in grades K-3, and exceeding 25 students in grades 4-8.

SCHOOL PICTURES

Individual student pictures will be taken in the fall and spring. Fall pictures will be used in the annual yearbook, which is distributed in the spring. No one is obligated to buy the pictures or the yearbook. Detailed information precedes picture taking.

LOST AND FOUND

Misplaced articles of clothing, lunch boxes, toys, etc. are placed in the lost and found containers located in the cafeteria. After each semester, items not claimed are given to charity. Please label all children's belongings with their name.

SCHOOL PHONES

School phones can be used by students for sickness or emergencies only. Missing homework, lunches and instruments are not considered emergencies. (In the case of missing lunches, students will charge a school lunch.)

EMERGENCY CLOSINGS

In case of inclement weather, we will follow the Vigo County School Corporation procedure for school closings and delays. Listen to local radio or TV stations for information. If inclement weather forces school to close, makeup days will be added at the end of the school year. In case of other emergencies, the Parent Club Phone Tree will be used.

LUNCH OPTIONS

1. Buy a school lunch – hot, peanut butter & jelly sandwich or salad.
2. Extra ala carte items will be available to students in grades 5-8 after the purchase of a school lunch.
3. Bring your lunch with the option of buying milk from the cafeteria.
4. Take your child out for lunch. Let the teacher know and sign student out in the office.
5. Eat lunch with your child at school. Let cafeteria know that morning.
6. Soft Drinks:
 - Grades 5-8 may purchase soft drinks any day.
 - Grades 2-4 may purchase soft drinks on pizza day only.

Lunch menus are sent home a month in advance to make planning easier. Information about the cost of school lunches will be sent home at the beginning of each school year.

RECYCLING

St. Patrick School recycles aluminum cans every Tuesday morning. Bring your bagged empty cans to the north school door between 7:45 and 8:00 a.m. A teacher and parent volunteer will be at the door to check your name and give you recycling tickets. These tickets are used for drawings throughout the school year. Proceeds from the recycling program fund needed items for the school. Paper items are also recycled. Paper recycling containers are in the cafeteria. Paper items may be placed in those at any time.

FIELD TRIPS

Field trips are provided to stimulate student interest and provide opportunities for growth extensions of the classroom. Field trips must tie directly to the curriculum content.

GUIDELINES:

1. Yearly permission slip for student field trips will be issued at the beginning of each year. These are kept on file all year.
2. At least five days before a trip is taken, teachers will inform parents about when, where, mode of transportation, need for money, time of leaving and arrival. Parents may refuse their child the trip. A reason is to be stated on the return form.
3. The mode of transportation will be noted, and the parents should sign that they accept that mode of transportation. Buses should be used whenever possible. Parent volunteer drivers shall furnish proof of possession of insurance. The same cautions apply when teachers use their own cars. Thus, the use of parent volunteer and teacher cars for hire should be discouraged. Teacher use of cars shall be in emergency only. If a private passenger vehicle must be used, the following must be verified by the driver:
 - The driver must be 21 years of age or older.
 - The driver must have a valid, non-probationary driver's license and no physical disability that may impair the ability to drive safely.
 - The vehicle must have a valid registration.
 - The vehicle must be insured for a minimum of \$100,000 per person, and \$300,000 per occurrence.
4. Transportation other than bus may be used for Middle School pupils for in-city/county trips. A fee may be collected from parents at the beginning of the school year to subsidize field trip entrance fees and the use of buses other than St. Patrick's. Other fees may be subsidized by the Parent Club budget. No child will be denied a field trip because of finances. A teacher may deny a student the privilege of participating on a field trip due to inappropriate behavior.

ST. PATRICK SCHOOL ADMISSIONS POLICY, PROCEDURES, AND FORMS

St. Patrick School allows admission to all students who can be served within our resources. Families with students who have physical, emotional, social, or learning challenges must fully disclose the nature and extent of any limitations at the time of registration.

Schedule of Registration

Phase 1 of Registration: All currently registered SPS and SPS preschool students

Phase 2 of Registration: All SP parish members not currently registered

Phase 3 of Registration: Deanery Parishes

Phase 4 of Registration: Open registration

Open House: All kindergarten parents, students, and interested new students in grades one through eight are invited to attend the St. Patrick School Open House. This is a day to look at the facility, learn about programs, and meet the teachers. On this day, parents will receive information for school registration. All kindergarten students must be 5 years old by July 1st, and all new first grade students must be 6 years old by July 1st.

Transfer Students

St. Patrick School supports the disciplinary decisions of other schools. Therefore, a student expelled from another school may not be considered for enrollment regardless of the family's parish status until one year after the expulsion date. Students in good standing from another school will be considered for transfer admission after the following has been accomplished:

1. A conference with the principal and parents has been held;
2. A conference with student (grades 6-8 only) and principal has been held;
3. The parents have provided a written statement, if requested, indicating their reasons for enrolling their child in St. Patrick School;
4. Previous records have been supplied to the school, including standardized test scores and grade transcripts. If records are not available, the principal shall require testing of the child to determine placement. If the principal determines that the school, family, and student's philosophies are commensurate with St. Patrick School's educational program, the student will be admitted, either on a probationary status or as a full fledged student.

Kindergarten Enrollment Policy

Prospective students who have completed registration for kindergarten will be contacted for a school visit in the spring. The school visit will allow teachers and students to interact on an academic, social, and motor skills level. The teachers will be able to evaluate learning styles and determine the best placement for each child. Parents will be contacted for conferences if necessary.

The principal has sole discretion in admitting students to St. Patrick School and any questions should be directed to the school office.

Financial Obligations

Registered and participating parishioners of St. Patrick Church pay no tuition to St. Patrick School. To be a registered and participating member of the parish you must qualify in the following ways:

1. Attend Mass on a weekly basis.
2. Participate in at least one parish organization or activity, i.e. usher, Eucharistic Minister, choir, Parent Club, etc.
3. Fill out a sacrificial giving card and honor your pledge through the use of your weekly envelopes.

A registration process will be used to determine if a family is deemed a “participating parishioner”. Regular attendance of Mass, faithful and consistent contribution of time, talent and financial support to St. Patrick by families using or intending to use St. Patrick School will be assessed to help establish each family’s gift of time, talent and treasure (both past and present). Families meeting this criteria will be deemed “participating parishioners”.

An orientation year will be mandated by the parish office for families who transfer into the parish. During this year, the family will pay tuition. Tuition will be waived after the first year if the family is registered and participating in the parish.

Non-parish families will pay tuition.

All families (parish and non-parish) will pay a registration fee, book rental fee and family fee.

Non-Payment of Fees/Tuition Policy

St. Patrick School families are responsible for the payment of all fees and tuition according to the following guidelines:

Tuition

Tuition is due at the beginning of the month and is considered delinquent after the 10th of the month. A contract between the school and the family must be signed at registration time, confirming agreement of the tuition schedule. If non-payment of tuition becomes an issue, the principal/business manager may take the following action:

1. A phone call reminding parents of back tuition will be made. Arrangements for collection of tuition will be discussed and agreed upon.
2. If there is no response, report cards will be held until tuition is current.
3. If there is still tuition owed at the end of each semester, the child/children may be denied admittance to the school for the following semester.
4. If no response towards retirement of the debt is made, the debt may be turned over to a collection agency.
5. If court costs or attorney fees occur, they will be the responsibility of the family.

Fees

The following fees are part of the St. Patrick School budget: Registration fee, Book Rental fee, Family fee and Bus fee (if applicable). Fees are due according to the following schedule: Registration fees are due at the time of registration for the following school year. **No spot will be held for a child unless the registration fee is paid.** Book rental fees and family fees are due on the first day of school. Bus fees are due at the first of the month and delinquent after the 10th of the month. If non-payment of fees becomes an issue, the principal/business manager may take the following action:

1. A phone call or written reminder will be sent. Arrangements for collection of fees will be discussed and agreed upon.
2. If there is no response, report cards will be held until all fees are paid.
3. If there is still uncollected fees at the end of each semester, the child/children may be denied admittance to the school for the following semester.
4. If no response towards fee payment is made, the debt may be turned over to a collection agency.
5. If court costs or attorney fees occur, they will be the responsibility of the family.

Fee Assistance

If a **parish** family feels that they may need assistance with the payment of fees, they should fill out the Fee Assistance Form, attach a copy of their W-2 form and return it to the parish office. Final decision of assistance will be made by the business office in consultation with the Pastor. At this time, we do not have tuition or fee assistance for non-parish families.

Re-entry

Families who have been asked to leave due to unpaid tuition/fees will be eligible for registration the next school year **only** after all financial obligations have been paid in full.