

St. Patrick School of the Terre Haute Deanery

Family Handbook 2016 - 2017



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School Mission Statement

St. Patrick School of the Terre Haute Deanery, in collaboration with our families and parishes, serves God, the child, and the world around us. We provide a Catholic Christian atmosphere where faith and education blend to build character and increase knowledge while addressing individual needs to promote lifelong learning.

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 be 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. *Many times it will be the responsibility of the student to deliver that information.* 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. It is the student's responsibility to arrive on time and be prepared to participate in the educational program.

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General Information

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 to the school. The application window for returning and new families is the first week of February through March 17th, St. Patrick's Day.

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 classroom and the program in which the student will be participating. Any questions or concerns about the assignment should be discussed with school administration.

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 Participating Parish Family fee, you must be a member of a parish in the Terre Haute Deanery for one year, attend Mass on a regular basis, have a current year pledge card on file, and register your attendance at Mass through your weekly envelope. **Note that parishioners of all Terre Haute Deanery Catholic parishes now qualify for reduced tuition.** 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 received 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 17th*, 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.

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

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 7:30am. Lunch times are staggered according to grade levels.

Students may bring 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)**. 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.

Before and After School Care

The Before School Care Program begins at 7:00am, and continues until 7:45am. However, if a student purchases breakfast in the morning, which begins at 7:30am, they will not be charged a fee for the Before School Care Program.

The After School Care Program begins at the conclusion of every school day from 3:10-6:00pm. Parents must complete a registration form and pay the registration fee in order to utilize our Before and After School Care Programs. This form is available [online](#) or in the school office.

Arrival and Dismissal

Students arriving before 7:45am should report to the cafeteria for Before School Care. At 7:45am, students disperse to designated, staff-supervised holding areas:

Preschool
Cafeteria Lunch Room

Grades K-2
Playground

Grades 3-8
Gym

Students in grades K-8 will be dismissed from their designated gathering areas to their classrooms at 7:55am. Preschool students will walk to their classrooms with their teacher's aides, following the older students, at 8:00am. Any student arriving after 8:01am will be marked as tardy.

Our school has staggered dismissal times based on the grade level of students. Families with multiple siblings will exit the building from the youngest child's location. All students who have not been picked up will be taken to ASC at 3:30pm, unless they have a middle school sibling, which then will go to ASC at 3:40pm.

Preschool - 3:10pm

North Parking Lot Doors, Exit 6

Grades K-5 - 3:20pm

K, 1 and 2 - Playground Exit, Exit 3

3, 4 and 5 - Main 19th Street Exit, Exit 1

Middle School - 3:30pm

Parish Life Center Parking Lot

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

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

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. *Students are permitted to have cell phones in school or at Before and After School Care, but they must always be in the "Power Off" position and cannot be visible.* 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.

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, 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.

Parent Volunteers

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

Once the online portion of the training is complete, a certificate of completion needs to be sent or delivered to the school office. A list of volunteer opportunities is sent home at the beginning of the school year, but may also be obtained through the school office.

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, library, and physical education. St. Patrick School of the Terre Haute Deanery is a state accredited school.

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 is evaluated on 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

Intermediate Grading Scale

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

Primary Grading Scale - Specials

E	Excellent
S	Satisfactory
N	Does not meet expectations

Successful Learner Traits*

M	Meets expectations
N	Needs improvement

*The Archdiocese of Indianapolis fosters Christ-like behavior at all ages. The following skills were demonstrated by Christ and are instrumental in being productive citizens who know, love, and serve God.

1. The student is ready. (Self-awareness and self-management skills that lead to healthy decision-making.
2. The student supports the learning of others. (Social awareness and interpersonal skills to establish and maintain positive relationships.

JupiterEd

The Archdiocese of Indianapolis uses the online Learning Management System JupiterEd to track student progress and monitor grades, as well as tracking attendance and student discipline. At the beginning of the school year, 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, including Christian service, offered at the school, 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. All-School Mass is held every Wednesday at 8:15am. Some exceptions may be made for Holy Days of Obligation. 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.

Student Assessments and Support Services

Progress Monitoring

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.

ISTEP+

To measure student progress, students will be tested in accordance with state standards as well as Archdiocesan standards. Unless exempted, each student in grades 3-8 will be expected to pass the ISTEP+ test in the Spring. The purpose of the ISTEP+ is to measure students' mastery level of Indiana standards. ISTEP+ tests are summative, one-time assessments. Make-up dates are scheduled, but unnecessary absences should be avoided.

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, 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.

Achievement-Based Learning (Grades K-5)

These classrooms are tiered for the subjects of language arts and mathematics. Individual tiers are comprised of students with similar learning style and matched with the teacher who best meet the needs of that learning style. Student progress is monitored and tiers are fluid for the benefit of the individual student.

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.

Choice Scholarship Education Plan (CSEP)

A student can access special education services only through the proper evaluation and placement procedure. Parents will be involved with the Student Assistance Team throughout the evaluation process.

Resource Room

The Resource Room is available to students who have a CSEP 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.

Student Conduct and Discipline

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** - The student was not present in the school building for any part of the school day. Homework may be made up for the length of absence; the only exception being for days exceeding the three excused Pre-Approved Absence (PPA) days, see below for details on PPA days.
- **Absent Half-day** - The student arrived after 9:00am and was present the rest of the school day OR the student was present for the first half of the school day and was picked up prior to 1:50pm. 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. After the accumulation of eight (8) tardies, the issue will become disciplinary.

*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.

In the event of an absence, please make sure to report the reason a student is not able to attend school on that day. Students who miss school for any of the following reasons are eligible to complete work that they missed while they were absent:

- Personal illness
- Professional appointments that cannot be scheduled outside of the school day
- Death in the family
- In School Suspension
- School sponsored field trips

Pre-Approved Absences (PPA)

The school will allow up to three PPA days per school year. PPA days are used for any event not listed above where the student is going to be absent from school. *These days must be submitted to the office - as well as 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 (K-3) and five days (4-8) to make up all the work missed during the PPA. PPA days may not be used during weeks when standardized tests are administered.

General Conduct

The first line of responsibility for discipline in the school rests with the classroom teacher. Classroom expectations can be found in each teacher's classroom procedures, which contains their classroom management plan. Classroom teachers will work closely with administrators and parents to promote desirable student conduct.

Students are representatives of St. Patrick School of the Terre Haute Deanery and are expected to conduct themselves in an orderly manner while at school or at any school-sponsored activity. Students are required to show respect for teachers, staff members, substitute teachers, other students, parents, visitors, and school property. Age-appropriate classroom disciplinary procedures are put into place for each level – primary, intermediate, and secondary. These procedures vary from grade to grade.

When disciplinary action is necessary, the following steps will be taken:

1. Teacher-student conference
2. Teacher-parent conference
3. Referral to administrator
4. Administrator-teacher-parent conference

The administrator holds final authority for student expulsion.

Bullying

Bullying is defined as intentional, unwanted, aggressive behavior that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Bullying includes but is not limited to: actions such as making threats, spreading rumors, attacking someone physically or verbally, and intentionally excluding someone from a group. Bullying may be categorized in four groups: verbal, social/relational, physical, and electronic/cyber. Students who exhibit behavior that is considered bullying will be referred to an administrator.

Detentions and Due Process

The administrator will be notified of any student who accumulates eight or more tardies. A detention may be issued after the administrator discusses reasons for tardies with the student's parent(s). As outlined in each teacher's classroom procedures, students who receive an outstanding number of infractions or demerits will be referred to an administrator and will be required to serve a detention. Detentions are served under the supervision of an administrator.

In School Suspensions

In-School Suspensions (ISS) are for middle school students who have accumulated 18 demerits in the middle school. During an ISS, students are removed from the classroom, lunch, and recess. They have the opportunity to complete their classwork during the school day, but are removed from all social opportunities.

Out of School Suspensions

An Out-of-School Suspension (OSS) is for a student who has accumulated 21 demerits and will attend an expulsion conference the day following the suspension. The student will not have the opportunity to make up school work for credit, though he or she is encouraged to keep up with classwork.

Expulsion Conferences

An Expulsion Conference occurs when a student has accumulated 21 demerits and is unable to modify his or her behavior to meet the standards of St. Patrick School of the Terre Haute Deanery.

Dress Code

Uniform

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. New and used school uniforms may be purchased through the school office.

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. All shorts, skorts, skirts and

jumpers must be no shorter than 4” above the knee. All items listed above can be worn all year.

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 becomes 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, a white dress shirt, or a full white turtle neck.

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 with a strap. Slip-on shoes, clogs, and sandals may not be worn. For clarification: Crocs worn with the strap are permitted. *Open back tennis shoes are not acceptable.*

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

Hair and Nails

Sculptured haircuts are not allowed and hair must be a natural color. For gentlemen, hair should not touch their shirt collar and bangs must be out of their eyes. 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 or hoops larger than 1”). Fashion scarves are not allowed.

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

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. A detailed code of rules and consequences for dress code violations will be sent home with all students at the beginning of each school year.

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.

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, an administrator 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.

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.

Immunizations

Each student should have the immunizations required by state law or have an authorized waiver exempting 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 the 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)

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, Ultimate Frisbee Club, 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](#).

Playground Inspection

The playground safety audit report performed by Playground Safety Solutions for St. Patrick School of the Terre Haute Deanery is available upon request in the school office.

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. The purpose of this 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.

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 extremely 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.

Delinquent Payment Policy

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

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

Name of Student _____

Date(s) Requested _____

Reason for Absence:

Today's Date _____

Parent/Guardian Signature

Pre-Approved Absence Request Form

Name of Student _____

Date(s) Requested _____

Reason for Absence:

Today's Date _____

Parent/Guardian Signature

Pre-Approved Absence Request Form

Name of Student _____

Date(s) Requested _____

Reason for Absence:

Today's Date _____

Parent/Guardian Signature

Pre-Approved Absence Request Form

Name of Student _____

Date(s) Requested _____

Reason for Absence:

Today's Date _____

Parent/Guardian Signature

Technology Acceptable Use Form

St. Patrick School of the Terre Haute Deanery is committed to the effective use of technology to enhance both the quality of student learning and the staff efficiency of school operations. It recognizes that safeguards must be established to ensure the protection of our staff. Safeguards also protect the school's investment in hardware and software, ensure the benefits of technology, and prevent negative ramifications associated with the misuse of school property.

The provisions of this policy and associated guidelines and agreements are subordinate to school, local, state, and federal law. St. Patrick School of the Terre Haute Deanery has the right and duty to investigate any suspected violations of this policy.

1. Access to technology must be related to a student's classwork responsibilities, or for the purpose of education or research, and be consistent with the educational objectives of the archdiocese and school.
2. The use of technology is a privilege, not a right. Inappropriate use may result in suspension of these privileges, disciplinary action, and/or appropriate legal action. Whether the use is considered inappropriate or violates this policy is a matter within the discretion of the school principal. *Unacceptable use may also include online activities occurring outside the school that may carry over into the school environment (defamation, harassment, etc.)*
3. Posting a photograph, image, likeness, video or personally identifiable information regarding any employee, student, parent or parishioner on any internet or web-based site or in any electronic communication without their knowledge or approval, is prohibited, except with the express permission of the school principal.
4. Using school technology to create a website to transmit the likeness, image, photograph, video or personally identifiable information about any employee, student, parent or parishioner is prohibited, except with the express permission of the building administrator.
5. Students may not allow a non-employee or non-student to use school technology or school accounts unless the person is specifically authorized to do so by the school principal.
6. The school reserves the right to monitor student use of school technology including email and internet use and content.

These policies and measures are designed to protect both employees and students and to ensure the integrity of the electronic information systems used for educational and administrative purposes in this school.

The Technology Acceptable Use Policy as well as the following statement must be read and explained in appropriate terms to a student if he or she is too young and/or unable to read and understand it.

The following is required of all parents and/or guardians who wish to allow access to technology for their child:

I have read the Technology Acceptable Use Policy and understand and agree to the terms of this policy. I understand that internet access is intended for educational purposes and that the archdiocese and school prohibit the access of inappropriate materials, but that it is impossible for the archdiocese and school to restrict access to all controversial and inappropriate materials. I will hold harmless the archdiocese, school, their employees and/or agents from any harm caused by materials or software obtained or observed by my child via the internet. I also agree, on my child's behalf to the terms of the Technology Acceptable Use Policy. I hereby affirm my child's obligations pursuant to that policy and accept all responsibilities and/or liabilities arising from my child's compliance or non-compliance with this policy. I have discussed the terms of this agreement with my child, and I hereby request that my child be allowed access to technology and the internet at school.

Name of student (please print)

Parent/Guardian Signature

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