



ST. PATRICK

CATHOLIC SCHOOL

640 N. Calumet Road
Chesterton, IN 46304
(219) 926-1707

STUDENT/PARENT HANDBOOK

ST. PATRICK CATHOLIC SCHOOL - PARENT PARTNERSHIP AGREEMENT

Welcome to St. Patrick Catholic School, we at St. Patrick prides ourselves in a great Catholic Education wherein your child will excel academically. We are number one in the State of Indiana for above average Math scores due to our accelerated curriculum in Math, our scores in English, Social Studies and Science are above state average as well due to the rigorous curriculum. Your child will be challenged academically and will grow in faith. Participation in school events, extracurricular activities, sacraments, CYO sports and other activities will contribute to the whole child.

Parents and guardians are primary educators of your child and we at St. Patrick appreciate your choice of a Catholic education for your sons/daughters. Acceptance and Registration at St. Patrick Catholic School, by that very fact, constitutes an agreement by the parent/guardian to accept and abide by the rules and regulations of the institution and to support its philosophy of education. The parent accepts the responsibility to go over the Handbook with the children attending St. Patrick Catholic School.

A cooperative relationship between the St. Patrick Catholic School personnel and a parent/guardian is essential for the overall education of a student. It is critical that a cooperative relationship be maintained through constructive dialogue with the parent/guardian.

The expectation is that the parent/guardian abides by the rules and regulations of St. Patrick Catholic School by word and action and is unresponsive of its goals. Should the parent/guardian fail to meet his/her obligations under school or Diocesan/Church policies, the administration may require the parent/guardian to withdraw his/her child or children from St. Patrick School. Additionally, parents/guardians will be held to the same standards of respect as students are in regard to their interactions with administrators, teachers, staff, and students.

Sincerely in Christ,

Very Reverend Jon J. Plavcan

The purpose of this handbook is to assist you with a reference to questions you may have concerning St. Patrick School. The Handbook is not intended to answer all questions that may arise during the course of a school year. The Parent/Student Handbook outlines specific procedures, which provide for the smooth operation of the school, academic excellence, safety and most importantly the creation of a *Catholic Christian* environment.

Your commitment to these guidelines will result in a happy, loving and productive school year for all members of the St. Patrick School Family. The faculty and staff of St. Patrick School are looking forward to ministering with you this school year.

The School Administration has the right to amend the Parent/Student Handbook as necessary.

PHILOSOPHY OF ST. PATRICK SCHOOL

St. Patrick school seeks to develop the whole child spiritually, morally, intellectually, emotionally, and physically. Through the cooperative efforts of our Pastor, faculty, parents, and students strive to promote an atmosphere in which our students may grow as responsible, compassionate Christians. Through our curriculum, we endeavor to help each student develop his or her intellectual potential as well as form personal values and improve physical health. We expect an attitude of respect in students for themselves and others.

MISSION STATEMENT

St. Patrick School serves students in preschool through grade eight. We are dedicated to providing quality education within a caring, Christian, family atmosphere.

BELIEF STATEMENT

- Catholic beliefs, values and traditions permeate all levels of the curriculum and social interactions, promoting a Christ-centered environment.
- The school community promotes a safe and wholesome environment conducive to learning and to the healthy spiritual and physical development of the children.
- Parents, as primary educators of their children, are partners and active participants in the educational endeavors of the school.
- The school's commitment to academic excellence fosters the development of responsible leaders by cultivating critical thinking and problem-solving skills.
- The school is responsible for the continual evaluation of teaching practices, curriculum, and educational technology, in order to provide an effective educational program.

SCHOOL GOALS

St. Patrick School strives to assist each child in the development of his/her potential spiritually, intellectually, and physically.

Spiritually

- A student will actively display Christian values - compassion, justice, and respect for the dignity of life and human diversity.
- A student will celebrate with the community of believers through Eucharist, common prayer, and participation in the Sacraments.
- A student will demonstrate the spirit of service by sharing their talents, gifts, and skills.
- A student will know, understand, and will be able to proclaim the gospel message in word and deed.

Intellectually

- A student will apply logic, organization, and patterning to solve problems and analyze information
- A student will use the scientific method and draws logical conclusions.
- A student will ask questions, find answers, solve problems, and share information with others.
- A student will communicate effectively through reading, listening, speaking, and writing.
- A student will demonstrate the ability to work collaboratively and independently.
- A student will utilize multiple problem-solving strategies in a complex situation.
- A student will be self-directed and able to work independently.

Physically

- A student will respect their own unique physical attributes and abilities.
- A student will be able to recognize unique qualities in others.
- A student will demonstrate knowledge of a healthy lifestyle.
- A student will work towards developing his/her own physical skills.
- A student will be able to work collaboratively to reach a common goal.
- A student will demonstrate positive sportsmanship.
- A student will respect others' physical space.

St. Patrick School

Policies and Procedures

ACCREDITATION

St. Patrick School is fully accredited by the State of Indiana Board of Education, Cognia, NCEA, and the Diocese of Gary Catholic Schools. The teaching staff of St. Patrick School has State of Indiana Certified teachers. The lay teachers are approved by the Principal, Pastor and by the Diocese of Gary. All teachers are qualified educators, who continue to participate in professional development, service programs and courses through a variety of universities.

ADMISSIONS POLICY

St. Patrick is a Roman Catholic school, and has its primary purpose of religious formation in a Christian environment, which integrates religious truths and values of the Roman Catholic Church with every aspect of human life. This integration begins in the home and is further developed in school. The decision to

choose Catholic education for a child, places upon parents the responsibility to accept the religious values upon which the St. Patrick educational system is founded and further obligates them to share those values and responsibilities with their children. St. Patrick is operated under the auspices of the Roman Catholic Bishop of Gary. St. Patrick School does not discriminate on the basis of sex, race, color, or national and ethnic origin in the administration of educational policies, athletic, or other school administered programs or admissions.

ADMISSION PRIORITY FOR AN UPCOMING SCHOOL YEAR

Registrations are taken in the order received. It is important to complete and submit your Online Application (OA) as soon as possible. For new non-Catholic students, applications will be taken in the order received and held until February 28. The existing school families and St. Patrick Parishioners start registering in mid JANUARY.

Priority will be given to:

- Returning Students
- Returning Students' siblings
- Parishioners

When maximum enrollment has been reached, a waiting list will be maintained for each grade. Administration reserves the right to make a final determination whether to admit a student.

ADMISSION RULES FOR A SCHOOL YEAR ALREADY IN PROGRESS

Children who have moved into the area are admitted any time during the school year, pending review of report cards, standardized test scores and a placement exam. Children with special circumstances may be admitted at the discretion of the Principal after review of report cards, standardized test scores, placement exam and behavioral history from the student's previous school(s).

Go to www.stpatsparish.org to start the online application process.

1. Please complete the forms and submit the following:

- Birth Certificate must be dated within the last 6 months
- Baptismal Certificate, if applicable must be dated within the last 6 months
- Current & 2 years of past Report Cards, required for 1st-8th grade applicants
- Standardized Test Scores for Current & Past Year(s), if applicable
- NWEA Test Results for students in grades 1-8 may eliminate pre-acceptance placement exams.
- IREAD 3 Test Results, required for 3rd grade applicants coming from an Indiana school
- Custodial Documentation, if applicable
- Up-to-Date Immunization Records (after admissions)
- Physical & Eye Exam required for all incoming Kindergarten students dated after May 1st and due by September 1st (after admissions)

2. Parent/Student Interview with St. Patrick School Principal. Required for all applicants.

AGE REQUIREMENTS

- Children entering Preschool must be three years old on or before August 1st, toilet trained, and out of any type of diaper or pull-up.
- Children entering Kindergarten must be five years of age on or before August 1st.
- Children entering first grade must be six years of age on or before August 1st.
- Admission of students to other grades will involve consideration of both chronological age and ability to do the work of those grades. The Principal has the authority to determine the placement of all students. Prior student records, a St. Patrick placement exam, and family interview will be part of the decision process.

ARRIVAL ON SCHOOL GROUNDS

- Morning drop off begins at 7:35 AM for students in Middle school 4th-5th grade.
- Kindergarten-3rd grade students should be dropped off beginning at 7:50 -no earlier.
- Middle School and 4th/5th grade classes begin at 7:50 AM.
- K-3 students start promptly at 8:05 AM.

ARRIVAL AND DEPARTURE PROCEDURES

SCHOOL BUS RIDERS

Mornings:

- Buses drop off students in front of the classic gym doors at Building 1.
- Students remain in the classic gym until dismissed to classrooms.

Afternoons:

- Students are dismissed from classic gym, building 3, and chandelier room.

ARRIVAL

Car DROP OFF

- The cars approach the school parking lot slowly and with caution moving to the cones marked 1-10.
- The school staff is ready to assist and is standing in front of building 3 (the school office).
- Cars pull over to the curb and numbered cones.
- No golf carts are allowed on school property.
- The children exit the car. The staff guides the children to their destination.
- During the drop-off time, cars will form a line along the curb at Building 3.
- Wait until the car in front of you leaves the drop-off line before departing yourself.

DISMISSAL

Car PICK UP

- Please make sure that you have your family name sign placed on your car's dashboard on the driver's side. The name signs are distributed during the Ice Cream Social in August. If you do not have one yet, please contact our school office personnel.

- Park at the curb by a numbered cone 1-10 along the curb by Building 1 and Building 3. Drive up to the next available, consecutive spot. When all the spots by the curb are taken, other cars coming to the parking lot will be directed by the teachers to a spot in the car line.

Once you're at the spot by one of the cones at the curb your student will come to your vehicle. When your child is safe and secure in your car, and if there is no car in front of you, you may slowly depart from the car line and the parking lot.

To make sure that our children and all of us are safe, please let's be vigilant, responsible, and patient. It may take us several days to learn our daily routines. Safety first!

Please drive slowly.

Please be alert and pay attention to the directions given to you by the teachers.

Please do not text or talk on the phone.

***All students, not picked up at the end of school will report to extended care in the classic gym.**

ADVENTURE CLUB

A before and after-school care program is available at St. Patrick School until 6pm. Information on Extended Care is available to parents in the School Office.

ASSIGNMENT BOOK

It is required that students 1st-8th grade keep the assignment book where daily assignments are written. Parents are asked to check the assignment book on a daily basis. A St. Patrick School assignment book is provided to each student. Parents and students should also check FACTS or Google Classroom.

ATTENDANCE

Classes begin at 7:50 for grades 4 thru 8 and at 8:05 am for grades K thru 3. Students are expected to arrive on time. Students who are tardy should be signed in at the office by parents and will be marked tardy. Students receiving 3 tardies will receive a written warning. After 5 tardies per quarter students will receive a detention. Students who arrive by bus after starting times will not be marked tardy. If a student is removed from school prior to 2:20 p.m. the student shall be marked absent half a day.

On the day a student is absent, parents will need to call or email and notify the office and homeroom teacher. Homework may be picked up after 3:30, in the breezeway only. It is the responsibility of the child to complete missed work and give it to the teacher. One day is allowed for every day absent to complete this work and give it to the teacher.

We discourage leaving school for vacations. Quality education occurs in the classroom daily and cannot be made up. Student attendance is an important part of the educational process. Assignments or tests that have been assigned will be due on the scheduled date. Teachers are not obligated to prepare schoolwork in advance. Parents who choose to take their child out of school are taking the ownership and responsibility of assuring their child makes up all assigned tests and assignments.

If a child has a communicable disease, the office must be advised. The Office telephone number is (219) 926-1707. Absences not due to illnesses must also be reported.

After five consecutive days of absence, a note from a certified physician is required allowing the child's return to school.

Students with head lice return to school once the appropriate treatment has begun.

When a student returns to school, after an absence, a note explaining the absence MUST be presented to the homeroom teacher, and MUST be signed by the parent/guardian. Whenever possible, doctors' appointments and dental appointments should be made after school hours.

Parents are asked to remember that the overall school attendance (both absences and tardiness) can affect our Indiana State Accreditation. It is the responsibility *of the student* to do the work assigned on FACTS or Google Classroom. The teacher, in consultation with the student, will determine appropriate make-up work and timelines for the completion for such work, if necessary. FACTS and Google Classroom are useful tools in finding missing work.

BAND

St. Patrick School participates in the DAC (Duneland Area Community) Band Program. All students, Grades 4-8, who play a musical instrument are invited, and encouraged, to join. Students interested in playing a musical instrument are also invited. Lessons are provided. There is an additional cost for the band. Band occurs every Monday and Tuesday after school.

BIRTHDAYS

Birthdays are an important time in the life of the child, that of his/her family and the Catholic Community in total. We will celebrate your child during the mass of the month of their birth month.

Regarding Private Home Parties:

Invitations to a private home party (such as a birthday party) may only be distributed in school if every child in the classroom receives an invitation or to all the girls of the class or all the boys of the class.

No food may be brought in!

BOOK BAGS/ BACKPACKS

Book Bags or Backpacks are permitted and even encouraged in transporting books to and from school. We request that the book bags or backpacks be clearly labeled with the name of the student. Backpacks are to be stored in their lockers and not used during the day.

BUCKLEY AMENDMENT

The Buckley Amendment grants non-custodial parents the right of access to student records. Unless the school is in possession of a copy of a court order to the contrary, a non-custodial parent must be allowed to discuss a student's progress and must be given unofficial copies of the report card, if requested.

Non-custodial parents wishing copies of progress reports, report cards, school letters, etc., are asked to supply the school with a self addressed stamped envelope(s).

A copy of the OFFICIAL decree must be on file in the School Office of school. St. Patrick School, is NOT permitted, by law, to take a verbal parental decree.

BULLYING PREVENTION

Bullying behavior is not allowed at St. Patrick School. We strive to provide a safe environment for all of our students. Our students have the *right* to learn without fear of threat, injury or violence (physical or verbal harm to another person). Because we have students from grades Preschool through Grade 8, the discipline policies below may vary for younger children. Because some situations are unique, the principal or pastor is the final recourse in all-disciplinary situations. Incidents of Bullying may result in detention, suspension or immediate withdrawal from St. Patrick School.

Parents: At the end of this Handbook, there is a copy of the "Anti-Bullying Pledge." The registration of your child is assurance that you have read and will comply with all points of the contract. Your registration is assurance that you have discussed these policies with your child(ren).

The bullying of a student creates a climate of fear and disrespect that can seriously impair the student's health and negatively affect learning. Bullying undermines the safe learning environment that students need to achieve their full potential. The purpose of the Policy is to ensure a consistent and unified statewide approach to the prohibition of bullying at school.

BULLYING

By definition is a repeated behavior by one or more students of a written, verbal or electronic expression or a physical act or gesture or any combination thereof directed at a student that:

- a. Causes physical or emotional harm to the student or damage to the student's property;
- b. Places the student in reasonable fear of harm to himself/herself or of damage to his/her property;
- c. Creates an intimidating, threatening, hostile, or abusive educational environment for the student
- d. Infringes on the rights of the student to participate in school activities; or
- e. Materially and substantially disrupts the education process or the orderly operation of a school.
- f. The expression, physical act or gesture may include, but is not limited to, an incident or incidents that may be reasonably perceived as being motivated by characteristics such as: *Race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression or mental, physical, or sensory disability, intellectual ability or by any other distinguishing characteristic.*

Bullying is repeated behavior and is not a single incident between the bullying/cyberbullying offender(s) and the bullying victim(s).

CYBER-BULLYING

Means bullying through the use of technology or any electronic communication, which shall include, but not be limited to, any transfer of signs, signals, writing, images, sounds, data, texting or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system, including, but not limited to, electronic mail, Internet communications, instant messages or facsimile communications.

Forms of cyber-bullying may include but are not limited to:

- a. The creation of a web page or blog in which the creator assumes the identity of another person;
- b. The knowing impersonation of another person as the author of posted content or messages; or
- c. The distribution by electronic means of a communication to more than one person or the posting of materials on an electronic medium that may be accessed by one or more persons, if the creation, impersonation, or distribution results in any of the conditions enumerated in clauses (a) to (e) of the definition of bullying. This includes any social media including cell phone, internet and video games.

AT SCHOOL means:

- a. On school premises,
- b. At any school-sponsored activity or event whether or not it is held on school premises,
- c. On a school-transportation vehicle,
- d. Using property or equipment provided by the school, or
- e. Acts which create a substantial disruption of the education process or the operation of the school. These acts impact the classroom environment.

SCHOOL CLIMATE

Bullying, cyber-bullying, and retaliation against any person associated with a report of bullying or the investigation thereof is prohibited at school. School staff shall take all reasonable measures to prevent bullying at school. Such measures may include professional development and prevention activities, parental workshops, and student assemblies among other strategies. School faculty, administration and staff (Volunteers and coaching staff), at all times, will model courteous behavior to each other, to students, and to school visitors. Abusive or humiliating language or demeanor will not be accepted. Additionally, students and their families are expected to exhibit courteous behavior to all members of the learning community in school and at school sponsored events.

POLICY OVERSIGHT and RESPONSIBILITY

The Principal will coordinate the policy implementation at school and will provide a summary report of incidents, responses, and any other bullying-related issues.

INFORMATION DISSEMINATION

The school principal shall ensure that students, staff, volunteers, and parents/legal guardians are provided information regarding this Policy. This information shall include methods of discouraging and preventing this type of behavior, the procedure to file a complaint, and the disciplinary action that may be taken against those who commit acts in violation of this policy.

This policy shall be:

- a. Distributed annually to students, staff, volunteers, and parents/legal guardians
- b. Included in student codes of conduct, disciplinary policies, and student handbooks

REPORTING

The school administration shall establish, and communicate to students, staff, volunteers, and parents/guardians, how a report of bullying may be filed and how this report will be acted upon. The victim of bullying, anyone who witnesses an incidence of bullying, and anyone who has credible information that an act of bullying has taken place may file a report of bullying. Parents /Guardians of the victim of bullying and parents/ guardians of the alleged perpetrator of the bullying shall be notified of the incident report. When there is a reasonable suspicion that a child is either a bully or a victim of bullying, the parents/ guardians of the child will be notified by the Principal or a teacher.

Responsibility of Students:

Students who observe an act of bullying or who have reasonable grounds to believe that bullying is taking place must report the bullying to school authorities. Failure to do so may result in disciplinary action which may include detention, suspension or removal from the school community. The victim of bullying, however, shall not be subject to discipline for failing to report the bullying. Student reports of bullying or retaliation may be made anonymously, provided, however, that no disciplinary action shall be taken against a student solely on the basis of an anonymous report.

Prohibition against Retaliation:

Retaliation or threats of retaliation in any form designed to intimidate the victim of bullying, those who are witnesses to bullying, or those investigating an incident of bullying shall not be tolerated. Retaliation or threat of retaliation will result in the imposition of discipline in accordance with the decision of the Pastor or Principal.

False Reporting/Accusations:

A Parent or student who knowingly makes a false accusation of bullying or retaliation shall be disciplined in accordance with the decision of the Pastor or Principal and/or may be removed from the school community.

Reports in Good Faith:

A school employee, school volunteer, student, parent/legal guardian, or caregiver who promptly reports, in

good faith, an act of bullying to the appropriate school official designated in the school's policy shall be immune from a cause of action for damages arising from reporting bullying.

INVESTIGATION/RESPONSE

The school Principal shall promptly investigate all allegations of bullying, harassment, or intimidation. If the allegation is found to be credible, appropriate disciplinary actions will be imposed. A student who engages in continuous and/or serious acts of bullying may be suspended or expelled from school.

Police Notification: Immediate notification of the local law enforcement agency will be made when circumstances warrant the pursuit of criminal charges against the perpetrator.

Protection: If a student is the victim of serious or persistent bullying:

- a. The school administration will intervene immediately to provide the student with a safe educational environment. This may include that a student is not allowed to return to this school community.
- b. The parents/ guardians of a victim shall also be notified of the action taken to prevent any further acts of bullying or retaliation.

DISCIPLINARY ACTION

All students at St. Patrick School are subject to disciplinary interventions depending upon the violation. These actions are found attached to this handbook.

Students who have been removed and withdrawn from school for disciplinary reasons will not be re-enrolled at St. Patrick School.

SOCIAL NETWORKING

Students shall be prohibited from accessing social networking sites in school except when used in direct instruction in the classroom.

CHANGE OF CONTACT INFORMATION

It is *very important* that the school have your current address, telephone number, cell phone number, work number, current email address, and so on, to facilitate ongoing communication.

CHEATING

Cheating includes but is not limited to:

- copying, faxing, emailing, or using AI, or in any way duplicating assignments that are turned in, wholly or in part, as original work
- exchanging assignments with other students, either handwritten or computer generated, whether it is believed they will be copied or not

- using a computer, or other means to translate an assignment from one language into another language and submitting it as an original translation
- giving or receiving answers during tests or quizzes. It is the student's responsibility to secure his or her papers so other students will not have the opportunity or the temptation to copy
- taking credit for group work when the student has not contributed an equal or appropriate share toward the final result
- having a parent (or another person) doing the work for the student

Students who are caught cheating will be subject to the following discipline:

- 1st Offense: A detention is issued. Teacher to notify parent in writing with a copy placed in the student's file. Zero credit recorded for work.
- 2nd Offense: Refer to Code of Conduct attached to this handbook.

Alternatives to cheating and plagiarism:

No student needs to cheat or plagiarize. St. Patrick School provides numerous support services for students to help them achieve success honorably. Students who advocate for themselves and seek appropriate help when they need it will not need to cheat or plagiarize. Ask for help.

Cheating is always harmful to all parties involved. It sacrifices the integrity of the person who provides the materials and robs the copier of the opportunity to learn. When cheating is not an individual activity, all parties involved are equally guilty and will be subject to the same consequences. Intellectual honesty on the parts of all students is fundamental to their ethical development.

BUS REGULATIONS

St. Patrick School students have the *privilege* of using the transportation of the Duneland School Corporation. Rigid standards of conduct must be maintained *at all times* in order to ensure the safety of all students and to satisfy safety requirements. The Principal addresses all bus riders, at the start of school, on proper behavior.

The driver of the bus is in *full charge* of the operation of the bus *and* the passengers (students) at all times.

Moreover, students have an *obligation* to cooperate fully with the following expectations to help ensure their safety and the safety of all the passengers. In short, students will:

1. Observe quiet conduct on the bus and engage in quiet conversation;
2. Remain quiet while the bus is stopped at railway crossings;
3. Stay in their seats, not moving around from seat to seat, until it is appropriate to exit
4. Maintain a safe and clean environment by
 - (a) not throwing anything on the bus,
 - (b) no eating or drinking on the bus, and
 - (c) not defacing or vandalizing any bus property;

5. Keep their heads, arms, and hands entirely inside the bus at all times;
6. Never toss anything out of the bus window,
7. FOUL LANGUAGE/ACTIONS are not permitted.
8. Use only the regular exit doors for leaving the bus in non-emergency situations.

Failure to fully comply with these safety expectations, and those requested by the bus driver not necessarily printed in this section of “BUS REGULATIONS,” may result in the loss of bus-riding privileges, the imposition of damage fines, and/or other disciplinary measures. The bus driver or Director of Transportation for the Duneland School Corporation determines when a child may no longer ride the school bus.

IMPORTANT BUS REGULATION: Students who did not complete and return in the timely manner required by Duneland School Department of Transportation documents will NOT be allowed to ride the bus to and from school. There are **NO EXCEPTIONS** to this policy. A note from a parent DOES NOT override this established policy.

CELL PHONES

If a parent feels a student needs a cell phone, the cell phone must be kept in their locker all day and must be turned off. Students are NOT allowed to take the phone out of their locker during school hours.

CHILD SAFETY: ALL ADULTS

If at any time an adult comes to pick up a student from St. Patrick School (including, *but not limited to*, Physician/Dental Appointments, Illness, Athletics, Scouts, Tutoring, Band, School Musical Practices, etc.) and it is believed that said adult may be under the influence of alcohol, or any other controlled substance, the school reserves the right to not release the student to said driver, but to call another driver to come for the student. If said driver chooses not to adhere, then St. Patrick will be required to notify the Chesterton Police Department.

CHURCH ATTENDANCE

All St. Patrick School students attend Mass together as a class regardless of their religious background. Mass, or the service of the child’s religious background, is expected to be attended weekly through the home.

CODE OF CONDUCT-STUDENT

Students will demonstrate respect and responsibility when they:

- participate fully in the classroom and religious life of the school, including the celebration of the liturgy, Religious Education courses, and other school related activities;
- develop personal skills and talents to serve God, and thereby his/her neighbor;
- represent St. Patrick School with dignity at all times, at school, at school related activities and within the community;

- refrain from bullying and racial/sexual harassment behaviors;
- cooperate and show respect to all adults and guests in the school community;
- use language that is appropriate to their dignity as a student both Catholic and non-Catholic at St. Patrick School, during field trips and similar outings, CYO events and other school related activities;
- adhere to the school dress code;
- respect the school property and the property of others at all times;
- honest and truthful in words and actions;
- come to school prepared, on time and ready to learn;
- refrain from bringing any items to school that may compromise or threaten the safety of others;
- exercise self-discipline and accountability for their actions appropriate to their age and individual ability.
- follow St. Patrick School policies, including the Responsible Use Policy for technology.

CODE OF CONDUCT-STAFF

In addition to their job responsibilities, staff will assist Teachers, Parents and Students whenever possible and;

- provide a safe learning environment;
- show respect for all students, parents, volunteers, and staff;
- encourage a spirit of cooperation
- adhere to the School policies.

CODE OF CONDUCT-PARENT

Parents play an important role in the education of their children. Parental support of academic achievement and ethical development is fundamental to students' long-term success.

Parents can promote student achievements academically, spiritually, and morally by:

- teaching and modeling reverence for God and respect for the dignity of others including supporting the efforts of school staff in maintaining a safe and respectful learning environment for all students;
- showing an active interest in their child's school work and progress;
- helping their child be neat, appropriately dressed and prepared for school;
- ensuring that their child attend school regularly and on time;
- encouraging and assisting their child in following the Student Code of Conduct, school and classroom policies;
- communicate any questions or concerns with their child's Teacher initially, then if necessary school Principal;
- instilling in their child a high regard for learning and respect for themselves, other students, and all those devoting themselves to their social and academic development and an understanding that bullying and racial/sexual harassment is not tolerated;
- paying tuition and fees on time and by supporting St. Patrick by positively promoting the school and by volunteering at school events and functions;
- not sending abusive or threatening emails or text/voicemail/phone messages or other written communications (including social media) to anyone within the school community;
- not making defamatory, offensive or derogatory comments regarding the school or any of the Students, Staff or Parents at the school on Facebook or other sites; supporting all extra-curricular policies

CODE OF CONDUCT TEACHER

The role of the teacher is to teach and to work with the students and in developing students with a strong Catholic belief.

In fulfilling our obligation to our students, parents, and community, teachers are called to

- help students see the relevance of a Catholic value system in their daily lives;
- empower students to be positive leaders in their classroom, school, and community;
- help students work to their full potential and develop their self-worth;
- provide a safe learning environment;
- develop the students' knowledge and understanding of the subject(s) for which they are responsible, without suppression or distortion in accordance with Indiana State Standards;
- communicate regularly and meaningfully with parents through FACTS, email and/or phone in a timely manner;
- post homework on FACTS/Google Classroom and grades weekly on FACTS. Parents please be advised that the daily assignments that are posted on Google Classroom may not always be up-to-date. Changes in the schedule or unforeseen happenings in the classroom can cause teachers not to get through all the material originally scheduled to be accomplished. Check your child's agenda for the most up-to-date information concerning homework assignments;
- model peaceful solutions to conflicts;
- demonstrate respect for all students, parents, volunteers, and staff;
- encourage a spirit of cooperation and avoid the extremes in competition; develop skills which will enable students to interact with society for a better world.

COMMUNICABLE DISEASES

The school should be notified immediately if a student has a communicable disease. A physician should verify information. Students are to be excluded from attending school according to the physician's recommendation for chicken pox, mumps, measles, and German measles. Other contagious diseases such as strep throat, eye infections, skin conditions, and impetigo require written release from a physician; students cannot be readmitted to school without such a written release.

COMMUNICATION

In order to keep parents/guardians well informed about school policies and activities, it is recommended that parents/guardians become familiar with the Parent/Student Handbook and the school calendar.

CONFERENCES

St. Patrick School *WELCOMES* parents/guardians, and is interested in arranging formal and informal parent/teacher conferences. If a teacher is not available when a parent calls or emails, the teacher will return the parent call or email within twenty-four (24) business hours. If a parent/guardian has a concern regarding a student's academic or social growth, the parent/guardian is requested to call for a meeting with the teacher(s) involved. *Parents are asked to speak with the teacher(s) concerned before requesting*

to speak with the Principal. The Principal will always first refer the matter to the teacher. If the matter has not been satisfactorily resolved, the parent/guardian should then request a meeting with the Principal.

COVID-19 Response

The St. Patrick School community believes students are best served when physically present in school. The Administration will consistently monitor federal, state, and local health guidelines to ensure we are in compliance and offering the most robust education possible. We will rely on guidance from the State of Indiana Superintendent and Indiana Governor regarding school opening.

DAILY PRAYER

As Catholic Christians, faith and values are our priority. As such, the habit of daily prayer is fostered throughout the school. Classroom prayers will be said prior to dismissal each day. Formal prayers such as the Our Father, Hail Mary, Act of Contrition, and Glory Be to the Father should be among the prayers that students know. In addition to these, students have opportunities for formal and spontaneous prayer.

DAYS OF OBLIGATION

All students will attend Mass on Holy Days of Obligation. If a Holy Day of Obligation or a major liturgical celebration (*i.e.* Ash Wednesday) falls on a day other than when the students are scheduled to attend Mass, the Holy Day Mass does not substitute for the day when the students are scheduled to attend Mass. When students are brought to church they will genuflect, and recite silently: *“My Jesus, I adore you, here present in the Blessed Sacrament.”*

DESKS/LOCKERS

School desks/lockers will be assigned to students at the beginning of the year and remain the property of the school. School authorities have a right, and a responsibility, to examine the contents of desks, lockers, and book bags for reasons of health, safety, and security. Students are not to change *desks or lockers without permission from the teacher.*

DISCIPLINE

St. Patrick School, in keeping with its mission of promoting a Catholic educational community, promotes respect for self, others, and the property of others at all times. Students’ conduct, therefore, should be formed by Catholic values. We need all parties—teachers, parents and fellow students--to provide a positive environment so that all students aspire to be the best they can be. Occasionally students’ conduct may fall short. Education is a collaborative effort among Students, Teachers, Parents and Administration. Teachers and staff will warn the student to encourage improved behavior. If persistent, disciplinary action will follow. Parents are a tremendous source of motivation for positive student change; thus, we look to parents for support and a consistent message to students regarding the need for positive, productive

behavior. The summary below and chart provide details of disciplinary action.

Positive Rewards

Each teacher will establish positive rewards for the students who follow the established guidelines for behavior. They will communicate through emails, notes or phone calls with parents and teachers will use other various forms of positive reinforcement. The entire school staff will work closely with the teachers in reinforcing positive behavior and attitudes in all of our students so that they will receive the full benefits of an effective, orderly, and consistent educational environment.

Students are expected to observe St. Patrick School's policies and procedures (as outlined in this handbook) as well as classroom policies and procedures (determined by faculty) and other school practices. A student's failure to observe these will result in disciplinary procedures.

Behavior that is deemed *very serious* is reported to the parents and the Principal as soon as possible; consequences are determined on a case-by-case basis. The Principal may impose disciplinary measures, such as lunch detention, after school detention, if the incident is grave then suspension or an in-school suspension may be given. Disciplinary probation, and/or withdrawal may be determined necessary in a disciplinary that is not consistent with the core Catholic Values of St. Patrick.. These disciplinary measures may be imposed, progressively or separately, as the situation warrants and as determined by Administration.

DISCIPLINE POLICY

All students at St. Patrick School are subject to the following disciplinary interventions depending upon the violation:

Corrective Actions:

When possible, prior to detentions being issued, teachers will work with students in an effort to change behavior using corrective actions.

Detentions:

Detentions are a first step of progressive discipline and offer the students a consequence for breaking the rules by having them spend their time in a controlled environment. The teacher or staff member who issues the Detention will place detention information into FACTS and an automatic email will be sent to the parent that evening informing of occurrence. Detentions take place during lunch or after school. Detentions may be assigned by *teachers, substitute teachers, playground supervisors, or other school employees*. Detentions serve as a way to assist the student in realizing the serious consequences of inappropriate behavior.

In-School Suspension (ISS):

A student may be suspended in-school by the Principal. Any student so suspended will spend the school day in such an area as directed by the Principal. All classroom work must still be completed by its due date.

Out-of-School Suspension (OSS):

A student may be suspended out-of-school by the Principal for a period of one to ten days. Students will not be allowed to participate in any school related activities. Students are expected to complete assigned work.

Teacher/Student Administrative Discipline Conference:

Any student and his/her parents may be required to attend a conference with a particular teacher, administrator, or other school personnel. The conference will include a member of the administrative team. Conferences can be requested by a Teacher, Student, Parent or Principal.

Discipline Interventions

Please see the attached Discipline Intervention chart for a summary of the consequences of violating the Code of Conduct and the impact on conduct and academic grades.

Administrative Consequences

Students who have been removed and withdrawn from school will not be re-enrolled at St. Patrick School.

DRESS CODE

Student uniforms, worn by all students in Grades Kindergarten - 8 at St. Patrick School, (and no Dress Code for our Preschool). We are PROUD of our students and our educational community. NOTE: School clothing may only be purchased from Land's End. The school identification number is **9000-2965-3**.

Dress Code is in effect from the first day of school to the last day of the school year and is governed by the following code. (The Principal reserves the right to determine modifications of the dress code and the judgment of all hairstyles.)

1. Hats are not to be worn in the building.
2. Only religious chains or scapulars are allowed as jewelry; however, as an exception, girls are allowed to wear one pair of post earrings. Boys may not wear earrings.

- a. No rings or bracelets may be worn by either girls or boys
3. No make-up, no tattoos or extreme hairstyles are allowed.
4. Students will maintain natural hair color.
 - a. Girls should have hair pulled back so it does not hang in the face.
 - b. Boys should keep their hair cut so it is above the eyebrows, above the ears, and above the collar.
5. Girls are NOT allowed to wear fingernail polish or artificial nails.
6. Tights and socks should be a solid color. If leggings are worn under skirts they should also be solid in color.
7. Skirts and shorts should be at the knee or just above the knee in length.
8. Cargo pants should not be worn.
9. Pants should be at the waist.
10. Belts are required for grades 4-8 on pants with belt loops.
11. All shirts are to be tucked in at all times.
12. White t-shirts only under uniform shirts.
13. Uniform sweaters may be worn inside the classroom. Hoodies are not to be worn in the classroom.
14. Students will go outside for recess unless the weather is severe; students should come dressed for inclement weather.
15. Sandals that have a strap may be worn 1st quarter and 4th quarter. Croc's or flip flops are not permitted.
16. Shorts may also be worn 1st quarter and 4th quarter. Shorts must be knee length.

Should a student come in in appropriate clothing, the parent will be notified. Teachers will ask students to remove items such as jewelry, fingernail polish or anything that distracts the educational/classroom setting.

DRESS CODE FOR OUT-OF-UNIFORM DAYS

DRESS DOWN DAYS are those days when students are allowed to come to school in clothing other than the required uniform attire. These days are set aside to celebrate some occasion, cause, or student achievement. Students are, as always, expected to display good taste appropriate to the St. Patrick Catholic School. Some guidelines follow.

Students may *not* wear the following: T-shirts that may be used as underclothing; tank tops or halters; backless tops, sweaters, or dresses with plunging backs or neck lines; tight-fitting clothing; short shorts; miniskirts; leggings, pajamas or yoga pants; any clothing that may be “revealing”, distracting, or too tight; any ornamentation that denotes un-Christian attitudes or values; and dirty clothing, clothing with patches, and/or clothing with holes or frays.

JEANS DAYS, Jeans must not have ANY tears, holes, or frays.

SPIRIT WEAR DAYS, St. Patrick apparel may be worn. Any color, current or previous logo, Field day shirts, St. Patrick sportswear (sleeveless must have t-shirt underneath), etc. Bottoms must be St. Patrick athletic pants, St. Patrick gym sweatpants, jeans, uniform bottoms or any appropriately fitting bottoms. No leggings.

DRESS UP DAYS

On various days during the year the Principal may grant a “Dress UP Day.” It is expected that the students will come to school looking and wearing their nicest clothes. *No Jeans, No Sweats, No Leggings, No Warm-Up clothes, No Cargo Pants* at any time. Keep modesty and appropriate taste as your guide. (Female students: *No spaghetti straps, tank tops, bare shoulders, or midriffs* are permitted. Stay mindful of the length of skirts, dresses, and shorts.)

EARLY DISMISSAL

On occasion, a student may need to leave school before the regular dismissal time. Parents are asked to send a note to the homeroom teacher expressing this need. Parents are to pick up the student, and sign him/her out in the School Office. *Parents: Please make sure St. Patrick has your most updated cell phone and email address.*

ELECTRONICS

If a student brings a phone, earbuds, electronic games/watches/fitbits, or other electronic toys or devices to school, it (they) must remain in the locker during the school day. These are not to be taken to recess or lunch or used while on school grounds. St. Patrick is NOT responsible for lost or missing items.

E-MAIL

Faculty/Staff email addresses will be found in the Family Portal. All students will be given school email addresses. These will be used during the school year for eLearning Days.

EMERGENCY DRILLS

Fire, tornado, intruder and general emergency drills will be held throughout the school year. Practice drills provide opportunities to become familiar with necessary procedures. Quiet and order are maintained during these drills. Volunteers and/or visitors will be instructed to follow the same procedures. The building will be evacuated according to the plan posted in each classroom. Parents/Guardians are asked to please remember that fire, for example, has no idea what the temperatures are outside.

EMERGENCY SCHOOL CLOSING (WEATHER and OTHER REASONS)

In the event of weather related school closing, St. Patrick parents/guardians will be notified via email and Robocall. Please do not call the rectory or Parish Office for this information.

Additionally, school closing information will be posted on FACTS. If school is already in session, and due to developing weather conditions, it becomes necessary to dismiss school early, St. Patrick student families will be notified via email and a Robocall announcing school early closing. Students will be permitted to call home. When St. Patrick School is closed due to inclement weather, all extra-curricular activities are automatically canceled. It is very important that we clear our building as quickly as possible when the weather is inclement. We appreciate parents/guardians coming to St. Patrick as quickly, and safely, as possible to take your child(ren) home.

If the administration of St. Patrick School determines that school must be closed for a reason dealing with student safety, parents will be notified as soon as possible. Issues of student safety will NOT be taken lightly. We understand that school closing requires parents to provide childcare. We, the administration, will only make these decisions when we believe it to be necessary. Parental cooperation and understanding is expected and appreciated.

FIELD TRIPS

Field trips and class trips are a privilege afforded to students. No student has an absolute “right” to attend a field trip or a class trip. A student may be denied permission to attend a field or class trip if they 1) fail to meet behavioral requirements or 2) if academic assignments are not completed. A parent/guardian must sign and return a field trip permission slip (with fee) or reply and pay online requesting that St. Patrick School take a student on a field trip. No student may go on a field trip without the written permission of the parent/guardian. The required permission slip must be submitted, according to the date given, in order for the student to attend the trip. The homeroom teacher chooses parent chaperones. ALL chaperones MUST be VIRTUS trained and up to date on the assigned readings. There can be no exceptions to this policy.

Class trips, which are both educational and enjoyable, are planned at the discretion of the teachers with the approval of the administration. A student who has exhibited continuous unacceptable behavior will not be permitted to accompany his/her class on the trip. He/she is expected to report to school on that day. Parents will be notified in advance if a child is to be deprived of the trip. Those who are excluded must attend school on that day of the trip. Classroom work is provided for those students.

FUNDRAISERS

We ask all families to participate in fundraisers to support and improve St. Patrick School. We deeply

appreciate all of the help provided by both parents and students with our school fundraisers.

GRADING- REPORT CARDS

An official Report Card for Kindergarten through eighth grade is issued four times per year (approximately every nine weeks of school) and indicates student progress in academic and social areas. Parents are asked to discuss the report card carefully with their student. Questions should be referred to the student’s teacher. This is an official document, and does become a part of the Permanent Record of the student. The Diocese of Gary Catholic Schools Office establishes the grading scale used at St. Patrick.

A+ Above 100%	C 76%-83%
A 94%-100%	C- 75%
A- 93%	D+ 74%
B+ 92%	D 71%-73%
B 86%-91%	D- 70%
B- 85%	F %
C+ 84%	

Preschool, Prekindergarten, and Kindergarten do not use the traditional marking system.

Conduct and Effort:

Grades 1-8 will receive the following numerical score

- 4 Outstanding
- 3 Satisfactory
- 2 Needs Improvement
- 1 Below Grade level

GUM

Gum is never allowed in school including after school. This includes “after school” activities. Gum does more damage to property than one can even begin to imagine.

HANDBOOK

The Administration of St. Patrick School expects that all parents read the Handbook and discuss the contents/policies of this handbook to their students. Students in grades 3-8 should also read the Handbook to understand policies and how students will be held accountable. This handbook was written to acquaint parents and students with established school policies. It cannot answer all questions. If a question arises, please call the School Office for a prompt answer. The Principal reserves the right to add or delete material as necessary. When a parent registers his/her child at St. Patrick School, they automatically agree to adhere to all policies herein.

HOMEWORK

Homework is a necessary supplement of regular classroom instruction and provides necessary reinforcement of the curriculum. Homework, which may take the form of reading, studying, creating, researching, problem solving, and/or writing, will be given at all grade levels. Teachers at the various grade levels regularly collaborate with each other in order to appropriately and effectively plan this important aspect of the educational process for the greatest benefit of the students.

Homework, which provides instructional support and practical experience for students, also joins together the individual roles of parent, teacher, and student. The classroom teacher defines the purpose of the homework, assigns reasonable homework with definitive time expectations, and assesses homework in a meaningful manner. Finally, the student's role includes adhering to the teacher's instructions and assuming responsibility for accurate and complete work, positive study habits, and efficient use of time.

Because students vary on the level of ability and areas of concentration, it is difficult to project a definite span of time to be spent on homework. Parents should ordinarily expect that their child(ren) is (are) assigned homework every night. It should be approximately 10 minutes per grade level.

HONORS/ACCELERATED CLASSES

St. Patrick School, in an effort to challenge students with very strong mathematics interests and abilities, offers Honors Mathematics classes to 7th and 8th grade students.

- Criteria for consideration for *Honors Mathematics* include the following: (a) Scoring at the top 10% of the grade level on the NWEA MAP; (b) Maintaining an A- average in academic achievement for the previous year's work; (c) Pass or Pass+ ILEARN Math; (d) above average behavior; and (e) Receiving a recommendation for honors placement by the student's previous Math teacher.
- Honors Mathematics classes differ from typical classes in the quality/quantity of work expected and the speed with which the material is covered. Students in Pre-Algebra and Algebra are expected to complete more complicated and detailed work at a faster pace. More homework and project assignments are to be expected. Acceptance into these classes are at the discretion of the Principal. Students can will be removed from Honors classes if they do not adhere to the criteria listed above.

ILEARN

ILEARN is the examination taken by St. Patrick students Grades 3-8. It is issued by the State of Indiana. The ILEARN exam determines the student mastering of the required Indiana State Standards. Please AVOID scheduling

any appointments during ILEARN. These tests will help determine placement in 7 & 8 Honors classes. The students should come to school well rested.

IREAD

IREAD is the examination taken by students in Grades 2nd and 3rd grade. It is issued by the State of Indiana. The IREAD exam determines the student's mastery of reading.

LITURGY

All students attending St. Patrick School are provided the privilege of attending Holy Mass each school week. Parents/Guardians and family members are invited to attend and participate.

LOST AND FOUND

Items that are found will be sent to the School Office. Periodically, articles left unclaimed will be given to the "Goodwill" for those less fortunate than ourselves. Please be sure to mark all your student's items with their name.

LUNCH

A 30 minute period is scheduled, daily, for the students to eat lunch. Marla's lunch is available to students to purchase via Marla's website. Currently hot lunches are delivered to students three days a week. Parents are encouraged to verify if they have pre ordered lunch for their child or children as the office does not have extra lunches available.

LUNCHTIME RESPONSIBILITIES

1. Refrain from loud and disruptive talking – *always listen to the Lunch Supervisors for direction!*
2. Refrain from throwing paper, food or other objects.
3. Remain seated in the seat until dismissed.
4. Clean up the table, table area and appropriately disposing of garbage at end of period,
5. Upon release from the cafeteria to recess, students must be quiet in the hallways.

MANAGING FOOD ALLERGIES

Food allergies can be life threatening. The risk of accidental exposure to foods can be reduced in the school setting if schools work with students, parents, and physicians to minimize risks and provide a safe educational environment for food-allergic students.

Family's Responsibility

- Notify the school of the child's allergies.
- Work with the school team to develop a plan that accommodates the child's needs throughout the school including in the classroom, in the cafeteria, in after-care programs, during school-sponsored activities, and on the school bus, as well as a Food Allergy Action Plan.

- Provide written medical documentation, instructions, and medications as directed by a physician, using the Food Allergy Action Plan as a guide. Include a photo of the child on written form.
- Provide properly labeled medications and replace medications after use or upon expiration.
- Educate the child in the self-management of their food allergy including:
 - safe and unsafe foods
 - strategies for avoiding exposure to unsafe foods
 - symptoms of allergic reactions
 - tell an adult they may be having an allergy-related problem
 - how to read food labels (age appropriate)
- Review policies/procedures with the school staff, the child’s physician, and the child (if age appropriate) after a reaction has occurred.
- Provide emergency contact information.

School’s Responsibility

Be knowledgeable about and follow applicable federal laws including ADA, IDEA, Section 504, and FERPA and any state laws or district policies that apply.

- Review the health records submitted by parents and physicians.
- Include food-allergic students in school activities. Students should not be excluded from school activities solely based on their food allergy.
- Assure that all staff who interact with the student on a regular basis understands food allergy, can recognize symptoms, knows what to do in an emergency, and works with other school staff to eliminate the use of food allergens in the allergic student’s meals, educational tools, arts and crafts projects, or incentives.
- Practice the Food Allergy Action Plans before an allergic reaction occurs to assure the efficiency/effectiveness of the plans.
- Coordinate with the school staff to be sure medications are appropriately stored, and be sure that an emergency kit is available that contains a physician’s standing order for epinephrine. In states where regulations permit, medications are kept in an easily accessible secure location central to designated school personnel, not in locked cupboards or drawers. Students should be allowed to carry their own epinephrine, if age appropriate after approval from the student’s physician/clinic, parent and school nurse, and allowed by state or local regulations.
- Designate school personnel who are properly trained to administer medications in accordance with the State.
- Nursing and Good Samaritan Laws governing the administration of emergency medications.
- Be prepared to handle a reaction and ensure that there is a staff member available who is properly trained to administer medications during the school day regardless of time or location.
- Review policies/prevention plans with the core team members, parents/guardians, students (age appropriate), and physician after a reaction has occurred.
- Recommend that all buses have communication devices in case of an emergency.
- Enforce a “no eating” policy on school buses with exceptions made only to accommodate special needs under federal or similar laws, or school district policy. Discuss appropriate management of food allergy with family.
- Discuss field trips with the family of the food-allergic child to decide appropriate strategies for managing the food allergy.

- Follow federal/state/district laws and regulations regarding sharing medical information about the student.
- Take threats or harassment against an allergic child seriously.

Student's Responsibility

- Should not trade food with others.
- Should not eat anything with unknown ingredients or known to contain any allergen.
- Should be proactive in the care and management of their food allergies and reactions based on their developmental level.
- Should notify an adult immediately if they eat something they believe may contain the food to which they are allergic.

MAIN OFFICE

Regular school business is addressed. School Office hours are 7:30 – 3:15 p.m.

MEDICAL

The School Office will care for the needs of students on medication. Students needing the use of an inhaler, do need a note from the attending physician, but may keep the inhaler with them. Without a written note from the prescribing physician, medication cannot be administered. (Medication must be labeled with: (a) child's name; (b) dosage; (c) time of day medication is to be given; and (d) duration dates.) Parents or guardians wishing to administer "over the counter" medications are required to come into the School Office to administer the medication. *Please Note: A Parent/Guardian may send a note to the classroom teacher requesting the child be given cough drops and throat lozenges. A note from a physician for cough drops or throat lozenges is not required.*

NON-CATHOLICS

Non-Catholics or non-Christians are welcome. As a Roman Catholic School, we exist first and foremost to promote the teachings of the Roman Catholic Church. No student is required to become a baptized Catholic or to participate in the sacraments. However, students are expected to participate in Roman Catholic religious instruction, attend Mass and other prayer services with their class.

PARENTAL ROLE IN EDUCATION

The parent's role should be decidedly positive toward a Catholic education and specifically include:

- Supporting the Parish and attending Mass each Sunday.
- Living the values taught in Catholic School.
- Helping the child relate the teachings of his/her faith to the experience of daily living.
- Maintaining a positive attitude toward St. Patrick Parish and School combined with a real interest in, and vigorous support of, all parish and school activities.

PLAGIARISM

In school, we are continually working with other people's ideas: we read them in books, hear them from our

teachers, discuss them in class, and incorporate them into our own writing. As a result, it is very important that we give credit where it is due. Plagiarism is using others' ideas and words without clearly acknowledging the source of that information. Plagiarism will not be tolerated. See Code of Conduct chart.

How Can Students Avoid Plagiarism?

- give credit whenever you use another person's idea, opinion, or theory
- give credit whenever you use any facts, statistics, graphs, drawings, any pieces of information, that are not common knowledge
- give credit whenever you use quotations of another person's actual spoken or written words
- give credit whenever you paraphrase another person's spoken or written words

PLAYGROUND RESPONSIBILITIES /INSIDE RECESS

- Respecting all supervising school personnel and cooperating with their directions and requests.
- Remaining on school grounds in specifically designated areas.
- Refraining from physical contact (which includes "play" fighting).
- Refraining from throwing objects (for example snow in any form).
- Lining up by classes, when appropriate.
- All injuries are to be reported to the School Office.

PROGRESS REPORTS

Grades can be found on FACTS at any time. There are no printed *Progress Reports*. There is one printed *Report Card at the end of each quarter*.

PURSES

St. Patrick's girls may carry a purse or a small pouch during the school day for personal items. Purses are to remain in the school locker for the day.

REPORTING CHILD ABUSE

Indiana State law mandates school personnel to inform the Department of Child Protective Services (CPS) of any suspicion of child abuse or neglect.

WHO ARE MANDATED REPORTERS?

- School Personnel Law Enforcement Personnel
- Medical Personnel Child Care Personnel
- Social Service and Mental Health Personnel Clergy

WHAT IS CHILD ABUSE AND NEGLECT?

- Child abuse and or neglect is the maltreatment of a child under the age of 18 by a: Parent, guardian, foster parent, relative caregiver, paramour, any individual residing in the same home, any person responsible for the

child's welfare at the time of the alleged abuse, or any person who came to know the child through an official capacity or position of trust.

- Child abuse can be physical abuse and/or sexual abuse and/or neglect.
- Physical abuse occurs when a parent or a person responsible for the child's welfare inflicts, caused to be inflicted, or allowed to be inflicted a physical injury; created a substantial risk of physical injury; commits an act of torture; inflicts excessive corporal punishment; allows the use of alcohol and/or drugs.
- Sexual abuse occurs when a parent or a person responsible for the child's welfare commits or allows to be committed any of the following: transmission of a sexual disease; sexual penetration; sexual molestation; sexual exploitation and/or places a minor at risk of sexual harm.
- Neglect occurs when a parent or a person responsible for the child deprives or fails to provide the child with adequate food, clothing, shelter or needed medical care.
- Neglect may also occur when a child misses an excess amount of school days.

WHEN SHOULD YOU MAKE A CALL TO THE CHILD ABUSE HOTLINE?

- Whenever you have reason to believe that a person who cares for a child, lives with a child, or works with or around children has caused injury or harm or put a child at risk of sexual and or physical injury, or has neglected the child's basic needs.
- Mandated Reporters are required to report suspected child maltreatment immediately when they have reason to believe that a child known to them in their professional or official capacity may be an abused and/or neglected child.

WHAT WILL THE HOTLINE OPERATOR ASK?

- Name, age, race, gender, address etc. for all adult and child subjects.
- The nature of the suspected abuse and or neglect, including when and where it occurred and any additional persons with information.
- The name(s) of the suspected perpetrator(s) and their relationship and access to the child.

WHEN TO CALL THE POLICE?

- Call the police if you believe the child is in immediate danger or has been injured.

RETENTION

Sometimes, it is deemed advisable for a student to be retained at the present academic level for another year. This should not be considered punitive action. The teacher will schedule a conference with the parent and Principal, if a student is being considered for possible retention and a letter will be sent home. If retention is the decision reached, the policy of St. Patrick School is that the child will be retained or withdrawn from St. Patrick School.

SACRAMENTAL PREPARATION PROGRAMS

- The Sacrament of Reconciliation (First Confession) (Penance) is received in 2nd grade.
- The Sacrament of the Holy Eucharist (First Holy Communion) is received in the 3rd grade.
- The Sacrament of Confirmation is received in the eighth grade.
- The date for: First Reconciliation (First Confession) (Penance) is listed on the school calendar.
- Holy Eucharist (First Holy Communion) is listed on the school calendar.
- Sacrament of Confirmation:

*The date for the Sacrament of Confirmation will be TBD upon the Bishop’s availability.

*Anyone interested in becoming Catholic may contact the School Office at any time.

SCHOOL BUILDING SAFETY

The mission of the St. Patrick School, in partnership with the parents and community, is to provide a safe environment for the religious, social, emotional and academic growth of all students and to prepare them to be productive citizens and life-long learners, capable of meeting the challenges of an ever-changing world. Together, we all must work to keep our children at St. Patrick School safe. Please reinforce at home what we tell them regarding safety; students are not to open any door admitting individuals into our building.

SCHOOL CALENDAR

The St. Patrick School calendar appears on our school website. If changes to the calendar need to be made during the course of the school year, parents will be notified in plenty of time in order to make appropriate arrangements. Please view the school calendar in FACTS through Family Portal.

SCHOOL PICTURES

Individual pictures are taken in the fall of each year. Parents are able to purchase these pictures if they wish. Dress code for pictures is the same as the dress code for “Dress Up Days” found earlier in this handbook. No variation of the established dress code is permitted.

SOCIAL MEDIA

Conduct by a student, whether inside or outside the school (or program), which is detrimental to the reputation of the school can result in disciplinary action by the school.

What about parents who post defamatory or threatening statements?

An Administrator can, however, require that the parent remove the offensive material or withdraw his or her child from the school. The school and the parents are partners in the education of children/adolescents. If, in the opinion of the administration, that partnership is no longer viable, the school reserves the right to require the parent to withdraw the student from the school.

STANDARDIZED TESTING

These tests focus on measuring reading, language, mathematics, science, and social studies skills. When the school receives test results, parents will be notified.

NWEA(K-8)/IREAD(3)/ILEARN(3-8)//PSAT(8)

PARENTS: PLEASE DO NOT SCHEDULE FAMILY VACATIONS OR PHYSICIAN APPOINTMENTS DURING NWEA, ILEARN TESTING, IN VIEW, OR ANY STANDARDIZED TESTING DAYS.

What is the best way for my child to prepare for a standardized test?

- a) Teachers will review in the classroom as per Indiana State Guidelines.
- b) Please make sure the child gets a healthy breakfast on each day of the examination.
- c) Please make sure the child is well rested by going to bed early and having the appropriate amount of sleep.

STUDENT ILLNESS OR INJURY AT SCHOOL

If a student becomes too ill to remain in school, or is injured and needs medical care, the parent/guardian is immediately notified. If a parent is unavailable, the person(s) indicated by the parent/guardian to call in such an emergency will then be contacted.

Students will only be released to parents or guardians as listed on the emergency/pick up section Family Portal. In addition, the parent or guardian must sign the student out of school. The school should be notified immediately of any changes of phone numbers, addresses, or persons authorized to supervise the student in the absence of parents. If a student has a chronic illness, such as asthma or an allergy, this information should be on file in the School Office, and the student's teacher(s) will be notified.

STUDENT LECTORS AT MASS

Proclaiming the Word of God at Mass is a recognized liturgical ministry, a calling that requires considerable preparation. Along with the deacon, priest, and bishop, the lector is entrusted with the crucial task of making the Word of God come alive by proclaiming it for the assembly. To effectively communicate the Scriptural message, the lector must, at a minimum, (a) become familiar with the Scripture passage; (b) comprehend the passage as appropriate for the reader's age; (c) be able to pronounce all the words in the passage; and (d) be able to read the text in a manner that is understood by all.

STUDENT RECORDS

Student school records consist of the permanent grade record card, health file and the record of student testing. The permanent record card includes basic identifying information and a summary of scholastic information by year and is kept on file at school. The health record includes information on required physical exams and immunizations as well as accident reports. The cumulative record includes student information, report cards, attendance records, test results, and registration and birth certificate copies. The health and the temporary records are forwarded to the receiving school when a student transfers or is graduated. Student records are considered confidential and are not released to unauthorized persons.

St. Patrick School abides by the provisions of the Family Records Act with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, we provide the non-custodial parent access to the academic records and to other school-related information regarding the child. If there is a court order

specifying that no information be given, it is the custodial parent's responsibility to provide the school with an official copy of the court order.

TECHNOLOGY

The purpose of the school-provided technology, including Internet access and electronic mail, is to facilitate legitimate educational endeavors. Such resources are used to enrich and enhance the learning experience and environment for students. Use of these resources must always be in conformity with law and the religious mission of St. Patrick School. No student is permitted to use technology to access or send inappropriate (as deemed by the Administration of St. Patrick School) information or materials. The chromebook may be taken at any point throughout the year to maintain the device or to check for inappropriate misuse. The Chromebook is property of the school.

TELEPHONE MESSAGES

Unless an emergency exists, we are unable to deliver a telephone message to a student. Students may only use school telephones after obtaining permission from their teacher or the School Office.

TEXTBOOKS

In an effort to defray the high cost of parents purchasing hardbound textbooks, St. Patrick School, therefore, purchases the books and makes them available to students for use. These textbooks, therefore, remain the property of St. Patrick School. Hardbound and some soft bound books will need to be covered to protect their longevity. They are to remain covered throughout the school year. NO self-adhesive book covers are allowed. Lost or damaged textbooks are the responsibility of the individual student. Fees will be assessed before the end of the school year for any lost or damaged books.

TRANSFERS/RELEASE OF INFORMATION

Parents planning to transfer students to another school (for example, high school) are asked to notify St. Patrick School in advance so that records, reports, and accounts may be processed. A transfer slip is then issued to the parent on the day the student leaves St. Patrick School. In order for records to be sent directly to the student's new school, a written authorization for release must be signed by the parent or legal guardian of the student and all accounts up to date. Students transferring out of St. Patrick School (for example, to high school) must have all financial obligations taken care of before school records will be sent.

TUITION AND FEES

For a parochial school, the primary source of funding is tuition. Since the tuition charged does not cover the actual cost of educating St. Patrick School students, it is, therefore, extremely important that all families pay tuition rates for their children. It is crucial that tuition be paid in a consistent and timely manner. A student with a delinquent tuition account may not be entitled to continue classes unless arrangements have been made with the School Principal. If the tuition account for a student is delinquent at the time of annual re-registration then that student will not be allowed to register for the coming school year. For students who

may have a delinquent balance, student records will not be released.

It is necessary for St. Patrick School to charge a \$30.00 fee will be assessed to an account that is late.. A history of NSF (more than twice) will result in the requirement that the TOTAL TUITION must be pre-paid prior to the start of the semester. A \$30 late fee will be added to the delinquent account balance on FACTS after 5 business days.

St. Patrick School participates in the Indiana School Choice Program. Please contact our office staff for more details.

TUTORING

Students encountering any academic difficulty should always seek assistance first from the classroom teacher.

VIRTUS PROGRAM

The Bishops' Charter for the Protection of Children and Youth, adopted in 2002, is in full effect throughout the Diocese of Gary. The diocesan safe environment program, which includes a written code of conduct, is found in the School Office.

The safe environment programs will also include mandatory training relating to prevention, identification, and response and reporting for parents, volunteers, and any others who have regular contact with youth. Background checks must be conducted on all adults who have contact with children. EVERY ADULT WISHING TO WORK, IN ANY CAPACITY WITH CHILDREN, IS REQUIRED TO PARTICIPATE IN THIS PROGRAM and remain current. Virtual option available and found at dgary.org or VIRTUS.org.

The Diocese of Gary uses the "VIRTUS" program as the safe environment program. NO OTHER PROGRAM IS CONSIDERED ACCEPTABLE. The safe environment program also includes training programs for children and young people that include "age appropriate materials pertaining to personal safety." If a parent/guardian participates in the VIRTUS Program, in another parish, please provide a Certificate of Completion from that parish. In order to be able to assist, in any manner, involving children, the adult MUST be current in their assigned VIRTUS readings. Questions regarding the VIRTUS program may be directed to Alice Shipman Director of Religious Formation, at ashipman@stpatsparish.org

VISITORS

Only persons who have official business with the school will be permitted to be on the school campus during school hours. All visitors must sign in at the School Office, receive a Visitor Pass/Lanyard and visibly wear it during their entire visit to the school, to help ensure safety of students.

WEBSITE

We encourage everyone to visit the St. Patrick School website at <https://www.stpatsparish.org/>

SCHOOL ADMINISTRATION: 219-926-1707

Principal Cristina Campos Ed. S. (201)

Admin. Executive Assistant Mrs. Anna Aden

Administrative Assistant Mrs. Aleksandra Blanusha

FACULTY & AIDES

Pre-School Mrs. Pam Snow

Mrs. Kathleen Mills

Mrs. Andrea Demsich

Mrs. Tina Madej

Kindergarten Mrs. Connie Goysich

TBD (Instructional Aide)

First Grade Mrs. Susan Hadenfelt

Mrs. Rebecca Vales (Instructional Aide)

Second Grade Mrs. Caryn Bednarek

Mrs. Jennifer Rausch(Instructional Aide)

Third Grade TBD

Mrs. Renee Wadas (Instructional Aide)

Fourth Grade Mrs. Emily Hughes

Mrs. Trina Quinn (Instructional Aide)

Fifth Grade Mrs. Karen Hicks

Mrs. Trina Quinn (Instructional Aide)

Sixth Grade Dr. Curt Bachman

Sixth Grade Mrs. Cynthia Pluta

Seventh Grade Mrs. Leigh Long

Eighth Grade Mrs. Laura Thorstad

SPECIALS TEACHERS

Art Mrs. Meghan Ruge

Music Mrs. Alicia Novak

Computers Mr. Daniel Barriball

Health/PE TBD

Spanish Mrs. Laura Paris

EXTRA-CURRICULAR SPONSORS

Irish Athletics: Director Mrs. Lori Tarnowski

Extended Care: Adventure Club

The following pages: Acceptance and Registration at St. Patrick Catholic School, by that very fact, constitutes an agreement by the parent/guardian to accept and abide by the rules and regulations of the institution and to support its philosophy of education. The parent accepts the responsibility to go over the Handbook with the children attending St. Patrick School. The Consent and Permission form will be signed. Students will sign Technology Responsible Usage Policy in their classroom.

ST. PATRICK SCHOOL ATHLETICS AND CYO

IRISH ATHLETICS

Athletic Director: Coach Lori Tarnowski

Assistant Athletic Director: Coach Troy Campbell

irishathletics@stpatparish.org

The athletic department manages all sports for the benefit of the students of St. Patrick school. NWI CYO (Northwest Indiana Catholic Youth Organization) is the conference in which IRISH ATHLETICS participates.

Athletic programs can help young people toward imperishable crowns as well as perishable ones. A parish CYO program justifies its existence and the sacrifice and expense it entails only if it allows young people to practice Christian attitudes and responsibilities.

In CYO programs, emphasis rests not on the number of games won or lost, but on the participants' attitude in victory or defeat. Learning how to lose is just as important as learning how to win. Learning how to win graciously is more important than winning itself. Good sportsmanship is key to teamwork!

CYO programs serve the needs of all youth. They enable the gifted to excel, the less gifted to participate and improve. "Star" athletes and teams do not receive exclusive attention. Principles of fair play and sportsmanship must govern every game. Dishonesty has no place in the CYO competition.

All participants should have the respect of others on their own team and the opposing team. Competitors should regard the opposition as friends, not enemies. CYO participants should have a spirit of loyalty to CYO ideals, to parish, to coach, and to the team. They should learn patience with and tolerance of those of less ability. They should feel grateful to all who make the CYO program happen. Speech and actions should reflect Christian values. At times, during the heat of competition, a participant may temporarily forget some rule of conduct. Prompt correction can turn even failures into learning experiences.

Ultimate responsibility for the success of CYO programs lies with the volunteer adult participant. Adults involved in CYO must remember that the program exists for the Christian growth of young people. Conduct of adults must always model Christian values and virtues. When adults forget the primary focus of CYO, the program becomes destructive. When adults remain faithful to the Christian ideals of CYO, they exercise a unique and rewarding ministry to the young with whom they come in contact. All students wishing to participate in the athletic programs at St. Patrick School must have a physical examination prior to the student being allowed to practice.

CYO FALL SPORTS (GIRLS VOLLEYBALL, CO-ED SOCCER, CROSS-COUNTRY)

REGISTRATION: Registration begins, for the above-referenced sports, at the end of prior school year and ends the 1st week school resumes in the current school year. Registration forms include: current Physical, CYO Code of Conduct, CYO Cardiac/Concussion, CYO Registration, IRISH ATHLETICS Registration and Medical Release. Registration is not considered completed until all completed forms and payment are received by the Athletic Department. A student is ineligible to practice/play until registration is complete.

- GAMES: 10 games per sport, played on SATURDAYs, only
- TOURNEY: Single Elimination tournament will be played for each sport starting during Fall Break and will end 1st week of November. Tournament games can/will be played on SUNDAYs. REMEMBER: tournaments begin the week of Fall Break. If your child plays – please make yourself available for games over Fall Break.
- ELIGIBLE GRADES: 5 – 8
- PRACTICES: Coaches determine the days/times of practices. Practices are on-site at St. Patrick.
- SEASON: As a general rule of thumb, practices will begin mid-August, games begin the weekend after Labor day, and season will conclude 1st weekend of November.

PLEASE NOTE: Athletes may only register to play either Girls Volleyball OR CO-ED Soccer, you may NOT register for both sports. If you are registered to either play Girls Volleyball OR CO-ED Soccer, you MAY participate in Cross-Country.

CYO FALL-WINTER SPORTS (BOYS and GIRL BASKETBALL)

REGISTRATION: begins for the above-referenced sports in mid-September.

Registration forms include: current Physical, CYO Code of Conduct, CYO Cardiac/Concussion, CYO Registration, IRISH ATHLETICS Registration and Medical Release.

Registration is not considered completed until all completed forms and payment are received by the Athletic Department. A student is ineligible to practice/play until registration is complete.

- GAMES: 10 games per sport, played on SATURDAYs, only

- TOURNEY: Boy's basketball participates in a single-elimination tournament which begins mid-January and ends 1st week of February. Girl's basketball participates in a single-elimination tournament which begins end-February and ends in mid-March. Tournament games can/will be played on SUNDAYS.
- ELIGIBLE GRADES: 5 – 8
- PRACTICES: Coaches determine the days/times of practices. Practices are on-site at St. Patrick.
- SEASON: As a general rule of thumb, Boy's basketball practices will begin mid-September, games begin the first week of October. The season will conclude in the first week of February. Girl's basketball practices generally begin end-November, games begin the first week of January. The season will conclude mid-March.
- CYO WINTER-SPRING SPORTS (BOYS VOLLEYBALL and TRACK)
- REGISTRATION: begins for the above-referenced sports in January. Registration forms include: current Physical, CYO Code of Conduct, CYO Cardiac/Concussion, CYO Registration, IRISH ATHLETICS Registration and Medical Release. Registration is not considered completed until all completed forms and payment are received by the Athletic Department. A student is ineligible to practice/play until registration is complete.
- GAMES: Boy's Volleyball will play 10 games per sport, played on SATURDAYS, only. TRACK participates in 2 CYO meets and a few meets at Chesterton Middle School.

TOURNEY:

Boy's Volleyball participates in a single-elimination tournament which begins the first week of March and ends 1st week of mid-March. Track participates in a qualifier meet and a final meet in April. Tournament games can/will be played on SUNDAYS.

- ELIGIBLE GRADES: 5 – 8
- PRACTICES: Coaches determine the days/times of practices. Practices are generally held at Chesterton Middle School but will be determined by the Coach.
- SEASON: As a general rule of thumb, Track begins when the weather is suitable in March and will end late April.
- NON-CYO SPORTS (Cross-Country and Wrestling)
- St. Patrick students Pre-K through 8th may participate in Cross-Country and/or Wrestling. Cross-Country is a Fall sport (generally, mid-August through mid-October) and Wrestling is a Winter sport (generally, mid-November through March). Coaches determine days/times of practice. Registration is complete when the Athletic Department is in receipt of the Irish Athletic Registration and Medical Release forms along with payment.

COACHES: Parents of players are encouraged to volunteer to coach any sports team. Coaches are assigned on a first come, first serve basis. Coaches who have already coached one or more seasons have first right of refusal to continue to coach the next season or relinquish their position before a new coach is assigned. All coaches must be VIRTUS trained and in good standing with their bulletins and background check in order to sit on the bench with their team.

ATHLETIC PARTICIPATION ELIGIBILITY: Any students who attend and are in good standing at St. Patrick school and/or St. Patrick Catholic Community religious education program are eligible to register to participate on a St. Patrick school team. Students who are registered on any other school team will not be eligible to register to play with St. Patrick school.

PARENT PARTICIPATION ON GAME DAY: Parents are expected to perform various duties on HOME game days, duties include but are not limited to, collecting gate monies, scorebook, scoreboard, line judge, recorders, etc. Duties will be assigned by the Head Coach and parent participation in these duties is mandatory. If parents are unable to fulfill

their assigned obligation, the person assigned is responsible for finding their replacement. Training for these duties is available to parents by the IRISH ATHLETICS.

FIELDHOUSE BALCONY: ABSOLUTELY NO ONE is allowed upstairs in the balcony area of the Fieldhouse, at any time, unless given prior permission by the Athletic Director.

ATHLETIC AWARD/BANQUET: IRISH ATHLETICS honors each athlete who participates in any sport for the current season with a sports banquet in May. Athletes will receive recognition of the sports which they participate along with a certificate of achievement. The Sports Banquet is a pot-luck dinner which athletes and their families are welcome to attend. Eighth-graders who participate through their 8th-grade year, will have a sports banner hung in our gym, as well as, a yard sign recognizing the sports they participated in throughout their tenure at St. Patrick school.

INHERENT RISK: Parents assume any and all Inherent Risk, as set for by the current statutes set forth by the state of Indiana, associated with their child participating on any team or practice at St. Patrick school and/or IRISH ATHLETICS. It is the parent's complete responsibility to ensure their child has regular visits with their pediatrician to ensure their health and safety while participating in sports/physical activity on a St. Patrick school team.

ACADEMIC ELIGIBILITY

- All athletes must be conscientious of their academic performance and, therefore, are required to maintain passing marks of at least the Grade of "C" or "pass" in scholarship, and a "SATISFACTORY" in conduct, in every subject, in order to compete without probation.
- At Quarterly Report Card, should the student receive two "D's" or one "F" in any graded subjects, he/she will be suspended from all sports and extracurriculars for the next quarter.

ACADEMIC PROBATION

- At the mid-quarter Progress Report, should the student receive two "D's" or one "F" in any graded subjects, he/she will be placed on academic probation for a two week time period. During this probationary period, the student is required to sign up for tutoring provided by the National Junior Honor Society members, Peer Tutors, or his/her classroom teacher. A student may not participate during this probationary period providing he/she has signed up for and attends all required weekly tutoring. The student may be removed from his/her probationary status, at each grade-check, when the deficiency has been removed. Teachers are not to be asked to provide additional assessments in order to raise a grade. Note: Academic eligibility and probation rules apply to all Non-Athletic Extracurricular activities, as well.

GRIEVANCES

- Parents, players or spectators having a question concerning any facet of the St. Patrick athletic program should:
- FIRST: Speak with the Coach.
- IF NO CLOSURE THEN: Speak with Athletic Director Lori Tarnowski irishathletics@stpatparish.org
- FINAL RECOURSE: Speak with the Principal, Cristina Campos Ed. S. ccampos@stpatparish.org

Parents are urged to attend athletic events, as this is yet another way to assist our children in building self-esteem. Parents are always needed to assist with supervision and demonstrate to our young people proper sportsmanship while watching the competition. Parents are not to "drop off" students without providing appropriate supervision. Athletic Staff are not responsible for supervising children with no parent/guardian present.

Please Note:

If a student is absent from school for any part of the day due to illness, he/she is not permitted to practice, compete, perform, or attend any athletic contest, or school sponsored activity that day. If a student is absent on a Friday, he/she is not permitted to play in weekend games.

Acceptance and Registration in a CYO sport at St. Patrick Catholic School, by that very fact, constitutes an agreement by the parent/guardian to accept and abide by the rules and regulations of the institution and to support its philosophy of education. The parent accepts the responsibility to go over the Handbook with the children attending St. Patrick School. *The Principal of St. Patrick school may, at their discretion, remove a student athlete from a team, or modify his/her participation.*

CYO (SPORTS OR FUNCTION) UNSPORTSMANLIKE CONDUCT GUIDELINES

Any unsportsmanlike conduct by a spectator will be reported in writing to the CYO office within a reasonable amount of time from the date of the incident. The Athletic Director, Field/Gym Supervisor and/or official of a game shall file a written “Unsportsmanlike Conduct” report immediately following the game for any unsportsmanlike technical or conduct shown by a coach, assistant coach, scorekeeper or player.

The Executive Director of the CYO will review any report, make a decision regarding consequences stemming from the report, then contact the parties involved and inform them of his decision. His decision will be based on the following guidelines:

A Coach, Assistant Coach, Scorekeeper, Player or Spectator SHALL NOT:

- Disrespectfully address, bait or contact an official, or gesture in such a manner as to indicate resentment;
 - Disrespectfully address, bait or contact a player, or gesture in such a manner as to indicate resentment;
 - Attempt to influence an official’s decision in any manner;
- Incite undesirable crowd reactions;
- Use profane or inappropriate language or obscene gestures;
- Object to an official’s decision by rising from the bench or using gestures;
- Show disgust with an official’s decision(s) in any manner;
- Display any other unchristian-like behavior before, during, or after a game or function.
- Use any type of artificial noisemaker during the game.

Coach, Assistant Coach, Scorekeeper, Player Technical Foul Suspension Determinants for any CYO Sport

- 1st infraction/technical (coach, assistant coach, scorekeeper or player): The offender is required to remain on the bench during the rest of the game. This will result in a two game suspension.; *if the infraction(s) occur(s) during the last game of regular season play, the penalty shall apply to tournament play; if the infraction(s) occur(s) during tournament play, the penalty shall apply in the next sports season excluding cross country and track.*
- 2nd infraction/technical (coach, assistant coach, scorekeeper or player): Whether the 2nd infraction/technical is in the same game or over two different game periods, it will result in a permanent

suspension for the year. *If the infraction occurs during the last game of regular season play, the penalty shall apply to tournament play; if the infraction occurs during tournament play, the penalty shall apply in the next sports season excluding cross country and track. The Executive Director may, at his discretion, ban from any further or future participation in CYO activities anyone he deems not in keeping with the CYO Code of Ethics.*

I have read in its entirety the ‘CYO Unsportsmanlike Conduct’, the ‘Adult/Child Code of Conduct’ guidelines on the reverse side, and the “General Guidelines’ and fully understand that should I ever choose to disregard any of these guidelines before, during or after a game or function, I will accept the consequences imposed upon me by the CYO and/or it’s representatives.

(Player’s signature) (School) (Grade) (Date)

(Parent’s signature) (Date)

(Coach’s signature) (Date)

ADULT/CHILD CODE OF CONDUCT GUIDELINES

(Please provide a copy to the CYO office.)

Adult evaluation is important and carries a great deal of significance with young people. The attitude shown at games by adults and children towards other children, the opposing teams, the officials, the coaches and their own players, influences a child’s values and behavior immeasurably. Criticism and disrespect for players, officials, and opponents by over-anxious adults, over-protective parents or disrespectful children, more concerned with immediate success than long-term benefits, undermine the purpose of the Catholic Youth Organization program.

This additionally brings into the game stresses beyond those of normal competition. When young people cannot effectively cope with such stresses, it contributes to behavior not in keeping with the

accepted ethical standards of the Catholic Youth Organization. Adults and children should remember the following:

- Children have more need of ‘example’ than ‘criticism’;
- Athletic participation for a child and others should be a positive experience;
- An attempt should be made to relieve the pressure of competition, not increase it;
- Children are easily affected by outside influences, especially adults or other children acting in an un-Christian-like fashion;
- Coaches are volunteers, giving of their personal time and, in many cases money, to provide a recreational activity for children;
- Coaches and officials provide a valuable service to the CYO program and the community with little reward for their dedication;
- Without opponents or opposing teams, a child could not participate in competition;
- Treating others with disrespect reflects on you, your family, and your school;
- Applauding good plays by both teams shows you are there ‘for the kids’ and the ‘fun of competition’, not your own self-gratification;
- Not questioning the judgment of a game official, whether you feel the official was right or wrong, is a symbol of fair play, integrity, and sportsmanship;
- Graciously accepting the results of each play, and each game, shows true sportsmanship;
- No one, in the possession of, or under the influence of, any drug and/or alcoholic beverage is allowed to participate in or attend any CYO games, practices or functions.

Any incident that is witnessed and reported to the Executive Director or any of his/her representatives of disregard for any part of this form will cause for the offender to be dealt with as per the Unsportsmanlike policy found in the CYO General Guidelines.

I have read this form and fully understand the consequences of my actions should I choose not to follow the guidelines listed. I will, to the best of my ability, abide by these ‘Codes of Conduct’ while I am a part of the CYO program in any capacity as attested to by my signature.

SAINT PATRICK SCHOOL

RESPONSIBLE USE OF TECHNOLOGY POLICY

As a student, I am responsible for the choices I make when I use technology. If my choices hurt the ability of others to be successful, hurt others, or cause me to be put in harm’s way, I have broken this contract and there will be consequences for the choices I have made. I understand that using technology effectively is a skill that is essential to my success as a student. I understand that I am responsible when I use technology at school.

Responsible Use: My use of computers, the Internet, and the school network must be in support of education and research within the educational goals of St. Patrick School. Transmission of any material in violation of U.S., state or school regulations are prohibited. The school network includes the use of school computers, computer peripherals, as well as the use of school network services such as the Internet, school email/web service

accounts, and network file folders. Students should have no expectation of computer privacy, as the school may monitor computer, e-mail and Internet use at anytime.

Personal Responsibility: As a member of my school community, I will accept responsibility for proper use of school technology and for reporting any misuse of technology. My use of school technology will meet the guidelines below:

- I will respect the privacy and dignity of students and teachers at all times. I will not use, copy, or delete another user's files, folders, or passwords.
- I will keep my own passwords private and I will not share passwords with a friend. I will use appropriate language by refraining from the use of profanity or insulting language. Offensive messages that originate outside of school, but disrupt the school's educational process may be subject to school consequences.
- I will use technology in ways that do not disrupt others in the classroom.
- I understand that I will think, create, work, share and collaborate with others online and on networks. My work and ideas should reflect my own thinking and effort and represent my best. When I use or adapt the work of others, I will give them credit and acknowledge them.

Internet Safety: the Internet provides opportunities to access new resources, but it also provides unique risks to students. St. Patrick School provides filtered access to the Internet on all school computers, but to ensure my safety on the Internet, I will follow the guidelines below:

- I will not give out on the Internet personal information such as my full name, phone number, or address.
- I will not give out on the Internet personal information about someone else such as his or her name, phone number, or address.
- I will not correspond or meet with someone through the Internet.
- I will only access or download sites appropriate for school classes or activities.
- I will immediately report any technology use that makes me uncomfortable or violates school policies.

E-mail / Communication Safety: E-mail and other online communication services provide opportunities for students, but they require careful use.

- I will follow the guidelines below when using school computers/accounts:
- I will only use an e-mail account at school with the prior permission of a teacher and will get permission from a teacher each time I use e-mail at school. Instant messaging, chat rooms, texting and any form of messaging application are prohibited.
- I understand that online privacy, safety and responsibility are important. I understand that what I

write, say, show, do and communicate online is public, never goes away, and has the ability to hurt myself and others.

- I will adhere to all of the aforementioned guidelines in this Responsible Use Policy when using a school provided e-mail account or other school provided computer service. St. Patrick School may filter or monitor school provided student e-mail accounts or other school provided computer services regardless of whether the account is accessed from school or another location.

As a student, I understand and abide by the above policy and guidelines. I further understand that any violation of the above may result in the loss of my network and/or device privileges as well as other disciplinary action.

Student Signature

Date

As a parent, I understand that my child will be responsible for abiding by the above policy and guidelines. I have read and discussed them with her/him and they understand the responsibility they have in the use of technology at school.

Parent/Guardian Signature

Date

ST. PATRICK SCHOOL BULLYING PREVENTION

While bullying is a fact of life (that is, it does exist), we believe that is behavior that we can identify, educate students about, and, certainly, not tolerate. Especially in a Catholic school, where we believe that all students are members of the Body of Christ and, therefore, all St. Patrick School students belong at our school, we believe it is the responsibility of faculty, parents, and students to work toward eradicating bullying.

We ask, therefore, that you read through the following carefully and pledge your support to do what you can to assist with the goal of eradicating bullying.

Anti-Bullying Pledge

We, the parents of _____, agree to join together to stamp out bullying at our school.

We believe that everybody should enjoy our school equally, and feel safe, secure, and accepted regardless of color, race, gender, popularity, athletic ability, intelligence, and nationality.

Bullying can be pushing, shoving, hitting, and spitting, as well as name calling, picking on, making fun of, laughing at, and excluding someone. Bullying causes pain and stress to victims and is never justified or excusable as “kids being kids,” “just teasing,” or any other rationalization. The victim is never responsible for being a target of bullying.

By signing this pledge, we, the parents, agree to:

1. Keep our children and ourselves informed and aware of school bullying policies.
2. Work in partnership with the school to encourage positive behavior, valuing differences, and promoting sensitivity to others.
3. Discuss regularly with our children their feelings about schoolwork, friendship, and relationships.
4. Inform faculty of changes in our children’s behavior or circumstances at home that may change a child’s behavior at school.
5. Alert faculty if any bullying has occurred.

Signed: _____ Date: _____
(Signature)

(Printed Name)