

**Saint Patrick School Handbook  
2022-2023**

**Saint Patrick School  
640 N. Calumet  
Chesterton, IN 46304  
(219) 926-1707  
[www.stpatsparish.org](http://www.stpatsparish.org)**

**Welcome to St. Patrick School. It is important that you read this handbook carefully. It has been written to acquaint the students and families with our school and its rules and policies.**

**Use this handbook throughout the school year as your guide. We ask that students and parents follow these rules and procedures to help us make St. Patrick School a place in which we all can pray, work, and learn together.**

## PHILOSOPHY OF ST. PATRICK SCHOOL

St. Patrick Catholic School seeks to develop the whole child spiritually, morally, intellectually, emotionally, and physically. Through the cooperative efforts of our Pastor, Fr. Jon Plavcan, faculty, parents, and students we 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.

We are committed to:

- Instilling Catholic values
- Creating an environment of academic excellence
- Fostering parent/community involvement in meeting educational goals
- Providing an experience and opportunity to serve each other and our community

## **RELIGIOUS FORMATION**

The most important factor for a child attending St. Patrick School is the development of his/her spiritual life. Opportunity for prayer is part of each school day. Students attend Mass each Wednesday at 9:00 a.m. and on other religious holidays. At these Masses Father Jon instruct the children in liturgy and Catholic faith. The children also participate as lectors, song leaders, and servers at Mass. Parents are encouraged to join with the school at Wednesday Masses when they can, and it is also very important that students attend Mass with their families on Sundays. Regular religion classes are part of the daily curriculum for all students taught by the classroom teacher and the parish priests. The students receive grades for subject matter that is taught. Religion classes include the teaching of Catholic doctrine and tradition, in addition to learning to apply these truths by serving each other and the community.

## **SCHOOL POLICIES, RULES, AND REGULATIONS**

### **ACCREDITATION**

St. Patrick School is fully accredited by the State of Indiana. All classroom teachers are degreed and licensed by the State of Indiana. A full academic curriculum including religion, computers, art, music, physical education, and Middle School Spanish is offered.

### **ADMISSION POLICY**

St. Patrick School gives preference in admission to students in the following order:

1. Returning Students
2. Returning students siblings
3. Students attending our Preschool
4. Parishioners
5. Others (including Choice Scholarship Lottery students)

For students entering grades 1<sup>st</sup> through 8<sup>th</sup>, recent report cards and standardized testing results will be submitted as part of the application process. Due to our staff at Saint Patrick School, who are not trained in special needs education, we are not able to enroll children that have been diagnosed with special needs, who would require an individual aide in the classroom.

In all circumstances regarding the admission of a student to St. Patrick School, it will be in the sole discretion of the pastor and principal whether such student(s) will be admitted to the school.

### **INDIANA CHOICE SCHOLARSHIP**

Saint Patrick Catholic School is an approved Indiana Choice Scholarship School. Indiana residents within the income guidelines set by the state may qualify for the Indiana Choice Scholarship. This scholarship is provided to parents to allow them to make a choice where their child is educated.

Please contact the school office for more details.

### **ATTENDANCE**

Classes begin at 7:50 am for grades 5 thru 8 and at 8:05 am for grades k thru 4. Students who are tardy should be signed in at the office by parents. Students who arrive by bus after starting times will not be marked tardy. A student who is not in attendance on either side of the midpoint of the day is considered absent for half a day. For purposes of this attendance policy the midpoint of the day shall be 11 am. A student who is late, and arrives within 15 minutes or less of the class "start-time," shall be marked tardy, not absent. If such student's tardiness exceeds 15 minutes, then such student shall be considered absent for half a day. If a student is removed from school prior to 2:20 pm, such student shall be absent half a day.

On the day a student is absent, parents need to call and notify the office. Homework may be picked up after 2:50 p.m. If class work is not picked up, it will be sent home with the child upon his/her return to school. It is the responsibility of the child to complete missed work and give it to the teacher. One day is

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allowed for every day absent to complete this work when a student has been ill. We discourage leaving school for vacations because there is a great deal that happens within the classroom each day that cannot be duplicated. Student attendance is also an important part of the school's accreditation process. Any assignments or tests that have been assigned before a student goes on vacation will be due on the scheduled date. Teachers are unable to prepare a daily schedule of school work for vacations. Specific assignments and material covered often varies with the progress of the class, thus teachers are unable to project homework assignments in advance. In addition, any test that is scheduled while a student is on vacation, or otherwise absent from school, shall be administered after the student returns, not prior to such absence. Every effort should be made to schedule appointments outside of school hours so that the student's and the class's routine is not interrupted. Students in grades K-5 missing more than 10 days per semester may jeopardize their passing to the next grade. Students in grades 6-8 missing more than 10 days per quarter may jeopardize their passing to the next grade. After 3 tardy arrivals, students will receive a warning. After 5 tardy arrivals, students will receive a detention. The type of detention given, whether lunch or after school, will be at the discretion of the teacher.

Students may only stay after school for an activity in which they are involved with a teacher or adult supervisor. Extended care will be available before and after school from 6:30 a.m. to 6 p.m. Details are available in the school office.

### **BIRTHDAYS/SCHOOL PARTIES**

In the growing times of food allergies and nutritional concerns for students across the country, including parental concerns, there will be no snacks/treats, or otherwise food types, provided by outside sources in the classroom for the celebration of student birthdays during the school day. Every student shall only bring their own snack from home. At such snack time, the student who is celebrating his/her birthday will be so recognized by their class.

However, treats/snacks provided by third parties will be allowed for special classroom parties on such days as All Saints Day, Christmas, Valentine's Day, Field Day, and other special days of celebration, such as Grandparents Day, Catholic Schools Week, etc. All such snacks/treats provided at such events shall be listed on, and consistent with, the "approved safe listing" contained in the document entitled "St. Patrick Catholic School Food Allergy Policy Update" dated April 15, 2020.

### **CLASSROOM VISITATION**

Parents are encouraged to visit school for functions and programs throughout the school year. During Catholic Schools Week they are invited to take part in planned school activities. All other visits should be scheduled through the office in order to avoid disruption of the teaching process. For the security of all students, we ask that all adults sign in and out at the school office and receive a visitor pass.

### **CONFERENCES AND RECORDS**

Parent -Teacher conferences are available anytime throughout the school year. Parents are encouraged to arrange a suitable time with the teacher(s) to discuss a child's progress. Please do not use social or sports events to ask a teacher to discuss your child's progress. Questions regarding student progress should be directed to classroom teachers or the principal only. Teachers are in the building until 3:15 p.m. each day Monday through Thursday. We ask that teachers not be called at home to allow them time for their own families. Parents have a right to examine their children's records. All records are kept secure.

### **COURTESY**

It is part of our Christian belief that each person should be treated with dignity and respect. All rules are based on common courtesy, safety, and respect for others. Courtesy to all teachers, staff, classmates, and visitors is essential to our philosophy. In keeping with this respect for others, fellow students are not to be excluded from activities at school by unkind comments. Insults disguised as humor cannot be allowed. Party invitations may be brought to school for distribution under the following conditions:

Such invitations will be given to the teacher. The teacher will make certain that either the entire class is invited, OR all the boys in the class are invited, OR all the girls in the class are invited. If all such students are not invited, the invitations will be returned to the student and not be distributed. When in a large group we ask that students stand up to address a guest speaker or to answer a question for an assembly. In the

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lunchroom good manners and conduct are expected, so that students become aware of others around them and of the efforts of those who keep the school clean.

### **DRESS CODE**

Though a great part of modern life now accepts very casual dress, we would like to stress the need for students arriving at school with a sense that there is an important purpose for being here and dressing appropriately. Hats are not to be worn in the building. Only religious chains or scapulars are allowed as jewelry; however, as an exception, girls are allowed to wear one pair of post earrings on the ear lobe. Boys may not wear earrings. No makeup, tattoos, or bizarre hairstyles are allowed to avoid disruption to the learning process. Boys are asked to keep hair cut so it is above the eyebrows, above the ears and above the collar. Girls should have hair pulled back so it does not hang in the face. Students will maintain natural hair color (no coloring, highlighting or streaking). Tights, knee socks, and the like, are acceptable; however they must be solid in color, namely, no patterns. If leggings are worn, they must also be solid in color and extend to the ankle. Skirts and shorts should be “**at the knee**” or “**just above the knee**” in length. Uniform shorts may be worn at Mass. Students will go outside unless the weather is severe; they should come dressed appropriately. Uniforms are required each day of school unless otherwise designated. The clothing in the *Land’s End Uniform Catalog* will be used. The school identification number on the back of catalogs (9000-2965-3) used when ordering is important as it earns a rebate to the school.

**LANDS’ END UNIFORM CATALOG** [www.landsend.com](http://www.landsend.com)

**ST. PATRICK UNIFORM REQUIREMENTS** [www.stpatparish.org/uniforms.htm](http://www.stpatparish.org/uniforms.htm)

- White t-shirts only under uniform shirts.
- No cargo pants, or corduroy pants.
- Athletic shoes are allowed each day; dress shoes may be required for certain activities and occasions.
- Visible socks, solid in color, should be worn each day.
- Shirts are to be tucked in and pants worn at the waist.
- Belts are required for grades 4-8 on pants with belt loops.
- Sandals that wrap around the foot may be worn during the seasons when students wear shorts from August until the end of October and again starting at the beginning of the 4<sup>th</sup> quarter until the close of school. Students will not wear clogs to school for safety.
- If a child comes in inappropriate clothing, after clear instruction about requirements, a lunch detention will be given.
- Teachers will ask students to remove items such as jewelry, fingernail polish or anything that distracts from the concentration in class.
- Students may not have electronic devices, games, and headsets at school.

### **DISCIPLINE**

In order to guarantee a healthy Christian atmosphere at St. Patrick School and in any situation in which the school is represented by its students; and because we believe our students can behave appropriately in our school and elsewhere; and finally because we cannot tolerate disruptive behavior that prevents others from learning in a safe environment, we have prepared the following code of conduct:

- I WILL TREAT ALL OTHERS WITH RESPECT AND KINDNESS.
- I WILL BE PREPARED FOR CLASS EACH DAY AND FOLLOW CLASSROOM RULES.
- I WILL REPRESENT ST. PATRICK SCHOOL WITH DIGNITY AT ALL TIMES.
- I WILL BE HONEST AND TRUTHFUL IN WHAT I SAY AND DO.
- I WILL TREAT THE PROPERTY OF OTHERS WITH CARE.

If a student chooses to break a rule:

- 1st consequence - a warning
- 2nd consequence - a lunch detention
- 3rd consequence - an after school detention

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In cases when behavior warrants it, a teacher may request from the principal an immediate detention for a student's behavior. Suspension and expulsion will be used at the discretion of the principal and pastor. After repeated discussion and fruitless reiteration of the list of consequences, steps one and two will be bypassed.

### **EMERGENCY SCHOOL CLOSING**

You will receive information regarding school cancellations for weather, or other related emergency type situations, through Ren Web/Parent Alert, social media outlets ([www.cancellations.com](http://www.cancellations.com)), and local television and radio stations.

### **FIELD TRIPS**

On the website [www.stpatparish.org](http://www.stpatparish.org) is a copy of the required permission slip for field trips. If a slip sent for a trip is lost, please make a copy of this one and send it for your child's permission. For legal and safety reasons, we must ask that parents who volunteer as field trip chaperones follow guidelines given by the teacher in charge of the students. If cars are used, students should not be taken for treats of fast food if it is not part of the teacher's plan. Younger children cannot accompany chaperones on class trips, so that all adults are able to monitor the students. The school maintains responsibility for students on a school sponsored trip or school events. Chaperones must provide a VIRTUS Training Compliance Form.

### **EXTRACURRICULAR ELIGIBILITY RULES**

Grading Scale: 93 -100 = A; 85-92 = B; 75 – 84 = C; 70 – 74 = D; below 70 = F

In order for a student to participate in any extracurricular activities, he/she must be in good standing in the academic subjects and in conduct.

Good standing is defined as:

- Maintaining a class grade of at least a C or 75% for the average of the seven or eight major subjects: religion, reading/literature, grammar, spelling/vocabulary, math, science, health, social studies.
- Maintaining at least a 2 in all conduct and effort.
- For CYO Sports, in addition to maintaining the standards set forth above, a student may not have any F's and only one D.

If the student does not qualify for good standing status, he/she then is on probation for two weeks. This means he/she is ineligible to participate in extracurricular activities for two weeks. Progress will be re-evaluated after 2 weeks for reinstatement, and the athletic director and coaches will be then informed whether the student is reinstated or not. A participant in any extracurricular activity may be removed by the teacher, coach, athletic director, or principal at any time in the school year for extreme misbehavior or violation of school conduct codes. (Any such students will not be eligible for probation.) Students of all grades who are unable to attend school on a given day should not attend school activities that occur after school.

### **HONOR ROLL**

In order to qualify for the A honor roll, students must have seven A's in the basic subjects with no grade below B in any other subject area and nothing below a 3 in all conduct and effort. In order to qualify for the B honor roll students must have seven A's or B's in the basic subjects with no grade below C in any other

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subject area, and nothing below **3** in all conduct and effort. Basic subjects include religion, mathematics, literature, grammar, vocabulary, science, social studies, and health.

### **KINDERGARTEN ELIGIBILITY**

St. Patrick School accepts children for kindergarten according to the State of Indiana guidelines; a **child must be five years old before August 1.**

### **LIBRARY**

Students are expected to use the same courtesy and respect in the library as in other classes. Books should be returned according to library rules. No fines are charged for overdue books, but parents will be contacted by note or telephone if a book is overdue more than two weeks. Damaged or lost books will be billed at current replacement cost. All fees must be paid in order to receive report cards. To add to our library inventory, donations are encouraged. Either used books in good condition, new books, or monetary donations are accepted. Our "Birthday Book Program" encourages students to donate a book on their birthdays to be inscribed with their names.

### **LUNCH PROGRAM**

The hot lunch program at St. Patrick School is provided through Duneland Schools. Hot lunch is available every day. A computerized program keeps track of each child's account; money needs to be replenished as needed. Milk is available for those bringing their own lunches.

To avoid distraction in the classroom, lunchroom and other campus areas, if a fast food/commercially purchased lunch is brought in by a parent/student, it is to be placed in a lunch box, paper or plastic bag or the like. If it is not camouflaged as set forth above, the lunch will not be delivered to the student and the student will be given hot lunch on that day. We also ask that parents not enter the gym to visit with students at lunch; we need the students to follow school procedures during the school day.

### **NEWSLETTERS & BROWN ENVELOPES**

Each family will receive a brown envelope at registration. This envelope should be returned to the child's teacher with any necessary items to be returned. At the beginning of each month a newsletter and other school information will be sent home in the brown envelope with the oldest child. Please return this envelope each month. Other communications come through RenWeb emails, Facebook, and emergency school closing phone calls.

### **RECESS**

Students in grades K - 3 may have morning and afternoon recess on most days, and all students have a lunch recess outside except in very bad weather. Students need to dress in suitable clothing for recess. Parents are hired by the school to help the principal supervise the lunchroom and the playgrounds.

### **SECURITY**

As part of the accreditation process, St. Patrick School has established and periodically reviews a security plan of the school to be fully prepared for emergencies that might arise.

### **SERVICE AND FINANCIAL OBLIGATION**

Parents help in many volunteer capacities: art docents, chaperones, aides, library, and school events. In order for St. Patrick School to operate and provide excellence in Catholic education, service and financial support from parents is needed because tuition does not cover the cost of a child's education.

### **SIGN OUT POLICY**

All parents and visitors to the school should sign in and out of the school office. Parents arriving to pick up students must sign them out at the office. Teachers will not dismiss any child except to the principal or the secretary. Upon return, the child should be signed in to school. Parents should not go to classrooms during the school day with messages or lunches. Parents picking up students by car are asked to join the car dismissal

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line. For safety and good order, we ask that parents not come into the building or walk into the dismissal line to pick up a child.

### **TRANSPORTATION**

Bus transportation is provided by Duneland School Corporation. Conduct slips are issued by drivers for behavioral and safety offenses. The second offense will make bus transportation unavailable for a given period of time. **Duneland Schools will not allow students to ride a different bus except for an emergency.** A written note to the teacher is required for any changes regarding transportation. Students may ride bicycles to school if written permission from parents has been provided. The drive in front of school is to be kept clear for bus and car dismissal lines should always yield to buses.

Parents or other adults picking up students by car should not step out and call students out of the line or instruct them to walk out of the line to the car. For efficiency, a sign with the family name must be on the visor and used throughout the year as cars approach, so that teachers can have children ready to get into their car. If a family uses multiple vehicles, a name card is needed in each of them. Drivers are asked to avoid making cell phone calls or being out of the car when dismissal begins, so that the process is safely and swiftly accomplished. Cars form a line along the outer edge of the south playground; when the end of the line is even with the painted yellow line, a second inner line should be formed. Cars arriving after the inner line has formed should join it or form a third line if necessary. Dismissal of cars will follow the traffic pattern at St. Patrick Parish; we will not use Grady Street to exit. Cars should exit along the south side of the church and proceed to exit according to the painted arrows. Bike riders and students who are walking will be dismissed after cars. Once the dismissal process has begun, in the discretion of the principal, parents/guardians may not pick up their students through the school office, but rather shall retrieve them through the car line process. Students who are not picked up at dismissal time by car will be sent to the Extended Care Program. **Please observe safe speed for the safety of all staff and students.**

### **VIRTUS/VOLUNTEERS**

VIRTUS is a training program regarding sexual abuse required for all adults who will have contact with our students, or otherwise volunteer in student program. Such VIRTUS Program includes attending a class and completing online bulletins. A Training Compliance Form will be requested from each adult. This form is available under the “My Training” section on the VIRTUS site.

[www.virtus.org/virtus/](http://www.virtus.org/virtus/)

### **AMENDMENTS/DELETIONS/ADDITIONS**

Any and all amendments, additions or deletions made to this handbook by the school administration during the school year are hereby incorporated by reference into such handbook and made a part hereof.

### **INTERPRETATIONS/CLARIFICATIONS**

It is acknowledged by all parties involved that this student handbook has been prepared, drafted, or otherwise written, by the administration of St. Patrick School. Accordingly, the School Administration is best situated to determine the intent of the language and content contained herein. Therefore, any ambiguity, vagueness, or other uncertainty, which may arise as a result of the language contained herein, shall be interpreted, construed, and determined by the administration of St. Patrick School, the drafting party. By registering your student at St. Patrick School, you acknowledge that you have read and understood this handbook, and furthermore agree to abide by the terms and provisions contained herein.

### **SOCIAL MEDIA**

Any and all use of social media, including, but not limited to, Facebook and like-kind media, shall be utilized in the context of the philosophy of St. Patrick School as set forth on page 2 of this handbook. Any use of



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such media which does not reflect the St. Patrick School philosophy, as determined in the sole discretion of the school administration, shall not be tolerated.

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## SAINT PATRICK PRESCHOOL

### **PHILOSOPHY**

Our goal at St. Patrick Preschool is to provide a creative, relaxed, and stimulating atmosphere in which young people can work, play, and discover. We strive to develop in the young child the ability to know him / her, and thus provide the groundwork for each child to develop a positive self-image and become a happy, well-adjusted individual. Through a supportive, loving, and Christian environment, we hope to nurture a love of God and an enthusiasm for learning in each child.

### **GOALS**

In the preschool we give opportunities for children to:

- Nurture a love of God and His creation.
- Build friendships.
- Learn respect and cooperation.
- Develop self-discipline.
- Experiment with a variety of learning materials and practices.
- Broaden his/her exposures and experiences.
- Develop a love of learning.

### **CLASSES OFFERED**

Classes for 3 and young 4 year olds are held on Tuesday and Thursday morning from 8:30 a.m. to 11:00 a.m. or 12:00 noon to 2:30 p.m.

Classes for 4 and 5 year olds are held on Monday, Wednesday, and Friday from 8:30 a.m. to 11:00 a.m. or 12:00 noon to 2:30 p.m.

In addition, for 4 and 5 year olds, a five- day program (Monday –Friday) is available from 8:30 am to 11 am.