

St. Patrick School

Student/Parent Handbook
2021-2022



St. Patrick School
Nursery through Eighth Grade
Montauk Highway
Bay Shore, NY 11706

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“Visions for the Future.... Values for a Lifetime”

Pastor: Fr. Seàn Gann
Principal: Mrs. R. Petruccio

Mission Statement

We are a Parish School located in Bay Shore that was founded in 1921, that follows the tradition of the Sisters of Mercy which helps each child reach his or her highest potential academically and spiritually. We believe that, by mastering the fundamentals in all areas of the curriculum, our students will possess the strong foundation necessary to support all future learning. Guided by the gospel's message we encourage the student's development of respect, courtesy, understanding, compassion and moral character through work and action.

Philosophy

Saint Patrick School is a parish community dedicated to our Catholic faith in which we teach, live and practice our gospel values in our everyday lives. We have created a caring atmosphere of love, respect and support through word, worship, community and service to others. The faculty of St. Patrick School views knowledge as the foundation that fosters the intellectual, social, personal and physical development of all students, nurturing their talents and abilities. It is our belief that each student has the potential to learn, the ability to meet our high standards and expectations, and the opportunity to experience success.

We believe that, by mastering the fundamentals in all areas of the curriculum, our students will possess the strong foundation necessary to support all future learning. The curriculum is both challenging and developmentally appropriate. By assuming personal responsibility for their educational success, the children become partners with the greater school community. We provide enrichment in the areas of art, music and technology, while fostering personal and academic talents. Recognizing that children have varying degrees of ability and academic preparation, we are committed to ensuring that all students achieve their full potential. By identifying students with special needs we strive to remediate, support and enrich their academic experience so that all students can reach their maximum potential.

As educators, we recognize that relationships are an integral part of the student's school experience. Guided by the gospel's message we encourage the student's development of respect, courtesy, understanding, compassion and moral character through word and action. By encompassing these ideals we serve as positive Catholic role models for students in hopes that they pursue these ideals in their social interactions with each other. The faculty members of St. Patrick School share common beliefs and goals and a sense of community. In a cooperative, respectful atmosphere, we work as a team to support and inspire each other. We are also dedicated to respectfully communicating and collaborating with parents for the maximum benefit of the child.

*Be it known to all who enter here
that Christ is the reason for this school.
He is the unseen but ever-present teacher in its classes.
He is the model of its faculty and the inspiration of its students.
~Author unknown*

Academics

St. Patrick School follows an academic rubric set forth by the Diocese of Rockville Centre. This rubric is utilized on assessments and on cumulative report cards. It is used to monitor student progress to determine overall grades.

Student Assessment

Effort, Conduct and Personal Growth Codes

E – Excellent

S – Satisfactory

I – Inconsistent

N – Needs Improvement

Pre-Kindergarten and Kindergarten Rubric:

3 – Meets age appropriate expectations. Performance on task is **consistently** apparent.

2 – Shows progress in meeting age appropriate expectations. Performance on task is **emerging**.

1 – Does not meet age appropriate expectations. Performance on task **does not meet** expectations.

NA – Not assessed at this time.

/ – Indicates area of concern.

Grades 1 - 5 Rubric:

4 – Student work demonstrates **thorough and consistent** understanding of grade level standards and objectives. Student completes work independently and integrates learned concepts and skills.

3 – Student work demonstrates an **understanding** of grade level standards and objectives. Student completes work satisfactorily and applies expected skills to work.

2 – Student work demonstrates a **partial understanding** of grade level standards and objectives. Student exhibits inconsistent understanding and application of concepts and skills.

1 – Student work demonstrates **minimal understanding** of grade level standards and objectives. Student evidences very limited organizational, reasoning and critical thinking skills; completing independent tasks only with assistance, struggles with grade level standards and objectives, producing less than expected work.

/ – Indicates area of concern.

Grades 6, 7, and 8

The final grade for each trimester will be an average of grades and will be recorded as percentages. Students will also receive a final grade for the school year based on the average of the three trimesters.

Honors

Students in grade 7 and 8 are eligible to qualify for Honor Roll. Honor Roll will commence with the first report card.

Honors are awarded to those students who have demonstrated a thorough and consistent understanding of grade level standards in the 5 major subject areas: religion, math, ELA, social studies and science. It is an honors requirement that students receive a satisfactory mark in effort and conduct in all subject areas, including Specials (Art, PE, Spanish, Music and Computers) and personal growth.

Principal Honors: 96-100 %

First Honors: 90-95 %

Second Honors: 84-89%

Parents are encouraged to check PowerSchool on a consistent basis to monitor student progress. Please give teachers ample time to grade and review all assignments and assessments.

Academic Expectations

Students who demonstrate minimal understanding of grade level expectations by the end of the school year, will need to strengthen their skills over the summer in the subject areas of ELA and mathematics by providing proof of twenty (20) hours of tutoring by a New York State certified teacher and complete a summer packet. Proof of completion is due back to Saint Patrick School by August 15th and a comprehensive assessment will be administered.

Homework/At-Home Assignments

Homework is a natural extension of the daily classroom learning process. The natural degree of home study requirements will vary with each grade level. Homework is defined as written or non-written tasks that are assigned by teachers to be completed by students outside of the classroom. The purposes of homework are to practice newly taught skills, review previously mastered skills, develop independent study habits, or to extend and enrich the curriculum.

For homework to be successful, students should complete homework independently. At the teacher's discretion, any at-home assignment completed by someone other than the student will receive no credit and no makeup assignments will be given.

Reading assignments are to be incorporated into homework time allotments at each grade level, but voluntary reading beyond homework guidelines is encouraged.

For digital learning platform assignments, students must submit fully completed work by the given deadline. Work will be graded as submitted. If the teacher does not receive the assignment, or only receives a blank paper, it will result in a zero.

***When your child is *legally* absent for two days or more, contact your child's teacher for missed assignments.** The school is not obliged to coordinate sibling/office pick-ups of books if a student is absent for one day or leaves school early. If a student leaves school early, he/she is expected to take home all necessary materials. For classes using Google Classroom, students are encouraged to check Google Classroom during this time.

Promotion Policy

In an effort to maintain the scholastic and academic excellence of our school and to encourage each child to develop spiritually, intellectually, physically, and socially, the following Promotion Policy will be followed: A student in grades 1-7 failing two or more major subjects may not be promoted to the next grade. A student in the 8th grade whose academic records indicate in April that there is a strong possibility that he/she is in danger of failing two or more major subjects may receive a Completion of Course Work certificate instead of St. Patrick School diploma. All core subjects must be completed in order to receive a DRVC diploma.

Assessment Program

Diocese of Rockville Centre

We will be utilizing i-Ready for assessments. It is a scientific, online diagnostic tool that provides immediate feedback and designs personalized instruction.

New York State

Grades 4 and 6 English Language Arts and mathematics.

Grades 4 and 8 science tests (performance and written).

We use these tests as a measure of how to improve our curriculum, to ensure the students are receiving a well-rounded education and we expect all students to comply.

Admission Policy

St. Patrick School will adhere to the policy that every person, as a child of God, regardless of race, condition, or age has equal dignity and an inalienable right to an education. Therefore, no qualified students will be denied admission to this school on the basis of sex, race, color, or national origin. All new students/families entering St. Patrick School are on probation for the first year. Continued academic and or behavioral difficulties will be cause for dismissal.

In the event of over-registration the following priorities have been established for accepting a child:

- A. Siblings of students currently attending St. Patrick School
- B. Registered and contributing in St. Patrick's parish by the use of the envelope system
- C. Registered member of another parish
- D. Children of non-Catholics

All new students must submit the following at the time of registration:

Copy of the student's latest report card and standardized test scores; copy of birth certificate; copy of baptismal certificate; Parish that you support and worship at and proof of immunization.

Registration is not complete until the remission of all the required paperwork and a formal interview with the principal. Registration fee is not refundable and is not applied to tuition.

Nursery Program: Child must be 3 years old on or before December 1st of the year entering school.

PreK Program: Child must be 4 years old on or before December 1st of the year entering school.

Kindergarten: Child must be 5 years old on or before December 1st of the year entering school.

Aftercare

Aftercare is provided by St. Patrick School for working families. The program provides a safe and caring environment for students in grades K-8. The Student Code of Conduct applies in the after care setting.

It is suggested that families pack additional drinks/healthy snacks for their child. Students should bring additional supplies such as pens and pencils, so that they can complete their work. Please be advised there is no nurse on duty. Aftercare will not be provided on half days.

During aftercare hours, teachers are on duty to ensure a safe environment for all students. While they are able to help students with homework, aftercare is not an extra help or tutoring session, as teachers must be alert to all students and surroundings. In addition to teachers, students from St. John the Baptist Diocesan High School volunteer to work with our students to provide extra help to our students when possible.

Pick-Up

It is suggested that at the time of pick-up, a parent/guardian picks up all siblings/family members instead of taking one child at a time for appointments or other commitments. A late fee of \$25.00 will be incurred if your child is picked up after 5:30 PM. Parents are **not** permitted to drive into the school parking lot.

Arrival / Dismissal

Arrival to School

Parents who bring their children to school should arrive by **8:10AM**. They should accompany their child only to the gate and encourage their youngster to go the rest of the way by themselves. The doors of the school close at **8:15AM**. After which time, please use 6 N. Clinton Ave. entrance.

School Hours

For the safety of the children, NO child is to be dropped off before supervision begins.

- Nursery: 8:30 am - 11:00 am
- Pre-K: 8:30 am - 1:40 pm
- K-8: 8:15 am - 2:40 pm
- Early Dismissal (Half Day)
 - Walkers 11:10 am

Lateness

Parents cannot drive INTO the parking lot.

The number of tardiness to school	Consequences
5 th tardy	Reminder
10 th tardy	A letter sent to parent. Dean is notified. Referral and lunch detention for each lateness.
15 th tardy	A letter sent to parent. Dean is notified. Referral and after-school detention for each lateness. Meeting with Administration.

***Please refer to our attendance policy with regard to excused and unexcused latenesses. PreK and Nursery- A late fee of \$25.00 will be incurred each time your child is late to school. For the first lateness, a warning letter will be given. Thereafter, a \$25.00 payment must be remitted.**

Dismissal

A note to the homeroom teacher is legally required if there is a change in the student's dismissal routine and the change needs to be made in Pick Up Patrol.

- **No change to dismissal can be made after 2:00PM.**
- Walkers will be dismissed from the "Walker Door."

St. Patrick School releases all liability when students are dismissed from the school grounds.

Walking off St. Patrick School Campus

Please be advised that there are occasions during the school year that the students walk over to St. Patrick Church, MPH, St. Patrick Cemetery, the YMCA, Bay Shore/Brightwaters Library, or Benjamin Beach. The students are always accompanied by certified personnel. Teachers will advise parents if and when additional chaperones are needed.

Attendance

COMPREHENSIVE ATTENDANCE POLICY FOR SAINT PATRICK SCHOOL

- Attendance will be taken at the beginning of each school day prior to the first period of instruction, whether "in person" or remote learning.
- Attendance will be taken at the beginning of each scheduled class period when pupils move freely between classes.
- Attendance will be taken after the students return from lunch.
- Attendance will be taken in class and/or school field trips.
- A pupil is considered absent if not present when attendance is taken.
- A pupil who arrives **after 8:15 AM** is tardy. Therefore, being late more than *five* times to school defies compliance with school policy and will be reflected on the report card.
- A pupil is absent for part of the day if present when attendance is taken and then leaves school.
- Incidents of absence and tardiness will be classified as either excused or unexcused. An excused absence /

tardiness is one recognized by the Education Department and the school administrators as valid and unavoidable. An unexcused absence/tardiness occurs when the reason offered does not show unavoidable circumstances or necessity.

● Truancy is the willful violation by a student of the compulsory attendance provisions of Education Law.

<p style="text-align: center;">Excused</p> <p>The following reasons for absence or tardiness may be considered excused.</p>	<p style="text-align: center;">Unexcused</p> <p>The following reasons for absence or tardiness would ordinarily be considered unexcused.</p>
<ul style="list-style-type: none"> ● sick ● scheduled medical appointments ● sickness or death in family ● day of religious observance ● bad weather; impassable roads ● court appearance ● family emergency ● district bus problem ● funeral ● other school activity 	<ul style="list-style-type: none"> ● music lessons ● take child to work ● high school visits ● family trips ● CYO trips ● didn't have a ride ● truant

ILLEGAL ABSENCE State law distinguishes two types of illegal absence and lateness. These include educational neglect and truancy. All absences, legal or illegal, along with the record of lateness, are placed on the student records. This becomes part of the permanent record and consequently may have implications for the future.

1. Educational Neglect is absence with the knowledge and consent of parents for other than legal reasons. Such excuses as visiting, vacation, needed at home, work, overslept, missed bus, or caring for a sibling fall under the category of educational neglect and are not legal excuses for absence or lateness.

2. Truancy is the willful violation by a student of the attendance provision of the school. A student whose parents expect them to be in school, yet do not attend for reasons other than those legal reasons listed above are said to be truant. Any student considered truant will be suspended. Repeated offenses will result in the truant officer from the home district being sent to the home.

Description of the coding system used to identify the reason for pupil's absence, tardiness or early departure, recorded in the register of attendance.

The following coding will be used. Marginal notations may be made for clarification.

Excused	Code	Unexcused	Code
Sick	S (ES)	Trip/vacation (family, CYO, etc.)	TRP(T)
Medical appointment (limited hours)	MED(EM)	Music lesson	A(UM)
Family sickness/death/emergency	FS (EF)	Take child to Work day	A(UW)
Religious observance	RO (ER)	Visit to high school	A(UV)
Court appearance	EC (EC)	Problem with car/ride	A(UP)
Weather/impassable roads	WE (EW)	Other (not deemed acceptable)	A(UO)
District transportation	ED(ED)		
Other (documented/noted)	OD(EO)		
Other School Activity	OSA(FT)		
College Interview	CI (n/a)		
Funeral	FNRL(EF)		
Medical Abs. Home Tutoring	MABHT (EO)		
Retreat	RE(ER)		
Out of school suspension OSS (OSU)			
In school suspension ISS (ISU)			

Saint Patrick School will identify those incentives and sanctions that will promote regular attendance.

Incentives	Sanctions
<p>Parents of students who are absent or late for ten days of school within a semester will be invited for a conference with the school administration.</p> <p>The school has established a policy to recognize attendance.</p>	<p>The absence/tardiness could preclude participation in extracurricular activities on that day.</p> <p>A parent/student conference would be required.</p> <p>An erratic or irregular attendance pattern puts a student in jeopardy of retention in the grade.</p>

- Parents of a pupil who is absent, tardy, or leaves school early without an acceptable excuse will receive verbal notification from the attendance office.
- When a child has been absent, the school must require a written excuse from a parent. These notes must be

kept on file for one year. If a pupil is absent without an excuse, or if the school has reason to suspect the validity of the excuse, the principal should investigate the situation.

- It is the responsibility of the teacher to make the parents and administration aware of any attendance problems.
- After a child is absent for ten days, parents will be asked to come in for a conference to address attendance concerns.

Identification of the person(s) designated in each school building who will be responsible for: *reviewing attendance records initiating appropriate action to address unexcused pupil attendance according to the comprehensive attendance policy.*

- The principal has full charge of the internal administration of the school.
- The principal may designate a school administrator or teacher to assist with implementation of the comprehensive school attendance policy. Such designee will be identified for the beginning of the school year.
- The principal and/or designee will review attendance data to look for patterns of unexcused absences and will initiate interventions to reduce such unexcused absences.
- The Attendance Secretary is the one responsible to identify and follow up on attendance concerns.
- School policy includes guidelines for teachers, staff and the school nurse.

Whenever a student is absent, he/she misses an important part of the course content. The student is responsible for all work, including all test, study and written materials covered during this absence. Students should have the phone number or email address of a "study buddy" in each class and contact them when absent regarding homework and test dates. Assignments are also available on the teacher's class webpage.

Students who are absent from school are not able to attend any after school event.

This includes but is not limited to sports games, school plays, after-school activities, dances, etc.

Educational Neglect

When the school resources does not remedy the situation, and when a school official has reason to believe neglect by the parent (s) and/or legal guardian (s) is a cause, a school official should refer. The matter to the New York State Central Register at 1-800-342-3720.

Vacation

Our teachers are committed to supporting your children in making up missed work due to any legal absences such as sickness, family bereavement, preplanned medical procedures, or legal proceedings. However, teachers are not permitted to accommodate parent requests for future work due to "unexcused" absences. This includes but is not limited to missing school due to vacations taken while school is still in session. While it is our duty and desire to support all of our children in being successful students when they return from any type of absence, we are not permitted to provide work in advance for students that are planning to be absent for vacation when school is in session. New York State defines this type of absence as an "unexcused absence."

Class Placement

The placement of students each year is a task that our staff takes very seriously. Teachers cannot guarantee a particular placement for any child due to the many variables and delicate balance of each class. Class placements are a team effort and a very time consuming task. Our goal is to create an optimum learning and social environment for all of the students at St. Patrick School.

Please be advised that parent requests will not be honored.

Code of Christian Conduct

The discipline in St. Patrick School reflects the spirit of Vatican II, as expressed in the documents in Christian Education and Religious Liberty. Discipline in a Catholic School is an aspect of moral guidance, not a form of punishment or repression.

In the tradition of our Catholic faith and as a necessity for maintaining a creative, disciplined atmosphere conducive to learning, it is respect and mutual concern for each other that must be the root of all aspects of school life. We provide the proper atmosphere for building a Catholic faith-based community based on each individual's relationship with God, with self, and with others. We also lead and teach by example in displaying our values and making moral choices. We are committed to educating the whole child in a safe, Christian environment.

An integral part of education is for children to be taught the ideals of a good Christian life and that those ideals are put into action every day. One of the most important obligations of the home-school partnership is to help instill self-discipline in the children. Discipline is the foundation for self-control, orderliness, efficiency, and character. It is the key to good conduct and mutual consideration of others. Proper self-discipline ensures that all individuals assume responsibility and accountability for their actions.

We will hold our students accountable for following the Christian Code of Conduct during the following times in the following places: at school, off school property, on school buses and at bus stops, on field trips, beach day, at sports functions, etc.

The most important thing about our education is that we all learn to work together to "build a community" of caring and kind people. We must take responsibility for our own actions. In this light, then, we begin a system that will encourage good behavior and kind actions toward others and deter us from doing things that cause others inconvenience or pain.

It is the St. Patrick School policy to provide consistent and equitable progressive discipline for violations of the Code of Conduct, anti-bullying policy procedures, rules, regulations, and for any other offenses that may occur. Disciplinary action may take the form of a warning, detention, exclusion from school activities, counseling, suspension and/or expulsion.

Code of Conduct - Discipline Policy

St. Patrick School will provide a safe and responsible environment based on the code of conduct enforced with disciplinary procedures. Each situation will be dealt with on an individual basis. However, interpretation and implementation is left to the administration of the school.

We expect all students to exercise the highest degree of self-discipline appropriate for their grade level.

If a student fails to complete work or misbehaves during class, privileges may be taken away at the discretion of the teacher, principal or school designee.

Their actions and attitudes should be appropriate for encouraging the growth of a greater Christian community. Parents and school staff share the responsibility for assisting this growth in each child by providing a good example and encouraging Christian behavior that recognizes the rights of all others.

The following are behaviors that will **not** be tolerated at St. Patrick School:

<ul style="list-style-type: none">● Use of drugs or alcohol● Stealing● Physical Aggression● Vandalism● Plagiarism/ Forgery	<ul style="list-style-type: none">● Harassment● Testing Irregularity● Use of illegal substances● Guns, Knives, Handcuffs (real or toy)	<ul style="list-style-type: none">● Dress Code Violation● Profanity, vulgarity, or inappropriate printed and/or digital materials
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The Principal, discipline designee, teachers and staff have the right to speak with students regarding any incident that may occur and require investigation.

Although a student may have exclusive use of a locker, a student does not have such exclusivity over a locker as against the school's authorities. Lockers, desks, computers, and other such storage spaces remain the exclusive property of the school, and student have no right to privacy with respect to these areas.

The Principal or discipline administration has the power and authority to treat each student individually in determining the appropriate disciplinary action in the most effective manner. The Principal or designee has a responsibility to protect the health and welfare of all students, employees, or visitors. The Principal or designee must take into consideration all factors present at a particular situation, including, but not limited to, the intent, degree of actual or potential endangerment or damage, degree of intimidation or fear, and the age of the student. Whenever possible, the Principal or discipline administration will:

1. Choose a discipline option which is aimed at improving behavior and enhancing academic achievement while maintaining a safe and secure learning environment.
2. Parent/Guardians will be notified via referral form if any disciplinary actions have been taken. Parental signature is required. Detention remains in effect whether the form is signed or not.
3. If the school feels that the issue is beyond the control of the administration, professional assistance will be sought and proper documentation from a medical professional may be requested and required.

Code of Conduct- Student

School-Wide Rules

St. Patrick School has a long-standing set of expectations for conduct on school property and at school functions. These expectations are based on the principles of civility, tolerance, honesty and integrity.

1. Respect the rights, feelings, and property of others
 - A. Be courteous and considerate to all staff and students

- B. Respect school property (building, grounds, playground, restrooms), materials (library books, textbooks), equipment (computers, science equipment)
 - C. Be a good sport – be inclusive, not exclusive
 - D. Be attentive during teacher instruction
 - E. When working as a team in cooperative groups, always give your individual best and encourage the same from your team members
 - F. Keep your hands and feet to yourself; no hitting, kicking, slapping or any inappropriate physical contact
 - G. Use appropriate language at all times; no cursing, teasing, ethnic, racial, or gender slurs
 - H. Respect the feelings and privacy of others
2. Be where you should be at all times
- A. Do not leave the classroom, cafeteria, or playground without permission
3. Conduct yourself in a safe, orderly, and courteous manner at all times inclusive of:
- A. Mass:
- Participate in liturgy at appropriate times –singing, reciting prayers
 - Place music sheets under your chair when not being used
 - Be in full school uniform. Remove coats, jackets, sweatshirts and hats. Putting on outer clothing AFTER the closing song.
 - Absolutely no talking during communion time
 - Please walk quietly when leaving the church, some parishioners may still be in prayer
- B. Assembly
- Listen attentively while others are speaking
 - Be courteous to performers
- C. Night Events, Concerts, and Performances
- Parents are responsible to keep students under their supervision at all times
 - Listen attentively while others are speaking
 - Be courteous to performers; remain seated, stay till the end of the performance
 - Cell phones should be silenced or turned off
- D. Lunch-It is understood to be successful in school, students must have proper daily nutrition.
- Soda, glass containers, gum and candy are not permitted
 - Lunch should be ordered the night before school
 - Snacks and ice cream are available at an additional cost
 - Students may not leave the cafeteria unless accompanied by a member of the staff
 - Use good manners while eating
 - Use indoor voices and stay seated
 - Be sure to clean up your area after eating your lunch
 - Wait for an adult to dismiss your table

- No “Fast Food” (McDonald’s, Subway, Tropical Smoothie, Wendy’s, etc), may be brought into school.
 - Leftover lunch is to remain in lunchbox
- E. Recess
- No consumption of food/drink outside
 - Stay within the grade level area. No playing in the fire zone.
 - Use school issued equipment
 - Walk to play areas

- Place lunch boxes on the line according to class and clear of doors
- Follow game rules using good sportsmanship
- Walk to lines promptly at the conclusion of recess. Line up by class and wait quietly.

4. Foster an educational environment free from distractions

- Trading cards of any kind are not allowed in the building, including but not limited to Pokemon, Yu-Gi-Oh, etc.
- Toys, balls, games, slime, or Beyblades may not be brought in the building.

Bullying Policy

Definition of Bullying:

The definition of bullying is intentional harmful behavior initiated by one or more students and directed toward another student. Bullying exists when a student with more social and/or physical power deliberately dominates and harasses another who has less power. Bullying is unjustified and typically is repeated. Bullying differs from conflict. Bullying involves a power imbalance element wherein one or more students target a student who has difficulty defending him or herself. Bullying can take many forms.

Examples of Bullying (but not limited to):

- Verbal-name calling, teasing
- Social-spreading rumors, leaving people out on purpose, breaking up friendships
- Physical-hitting, punching, shoving
- Cyber bullying-using the Internet, mobile phones, or other digital and electronic technologies to harm others
- An act of bullying may fit into more than one of these groups.

Knowing the Difference: Bullying vs. Conflict

Too often, incidents between individuals are labeled as bullying when in fact they are occurrences of everyday conflict. As children and adults deal with conflict to varying degrees every day, it is important to distinguish between the two. When assessing a situation, remember:

Bullying is intentionally harmful behavior that occurs repeatedly over time. It is characterized by an imbalance of power and has ongoing effects on the target. Bullies are not remorseful for their actions and show no effort to solve the problem.

Normal social conflict will occur among friends occasionally. These are often accidental, not serious, and leave both parties with an equal emotional reaction. Remorse is shown and effort will be put into solving the problem.

St. Patrick School will not tolerate the use of ethnic or racial remarks directed towards anyone, orally, written or on any social media.

Reporting Procedure

Any student who thinks he or she has been a victim of harassment should report the conduct to a teacher, teacher assistant, administrative team member, nurse or principal.

Recommendations for students:

- Walk away from the harasser
- Identify and go to the nearest adult/school official
- Report the harassment

Any person coming forward in good faith will be free from any retaliation. Depending on the offense, the administration team will be responsible for administering disciplinary action.

Communication

St. Patrick School utilizes our web page for the most up to date communication. Kindly check daily. We also use 'School Messenger' for notification via email, telephone call or text message. Please be sure to keep up to date contact information with the office staff.

Please communicate with the class parent in regard to school events. If you have any questions regarding school policies, grades or curriculum, you can email your child's teacher directly between the hours of 8:30AM and 3:00PM.

To access your child's Trimester Report Card, you must have a PowerSchool account. Contact PowerSchoolSupport@spsbayshore.org for support.

Computer and Technology Use Behavior Policy

St. Patrick School (the "school") has established a technology network with access to the Internet for its students. This network has been established for limited educational purposes only. By agreeing to this policy the student(s) and the parents and/or guardians of the student(s) fully agree to the following:

There is **NO RIGHT TO PRIVACY** when using the school's technology resources. Administration, faculty, and other authorized persons have the right to review any and all material saved, transmitted, accessed, or momentarily in use by the student in accord with the policy set by the school's administration.

There is **NO ABSOLUTE RIGHT TO FREEDOM OF SPEECH** when using the school's technology resources, which is viewed by the administration as a limited educational forum; and student behavior is expected to conform to values consistent with the Catholic faith both inside and outside the school setting.

All access to the school's technology resources will be permitted only under the authorization of a member of the school staff.

The student agrees that all information transmitted through the use of the school's technology resources (including email, G-suite (Google)web page publication, or other Internet postings) will be sent or posted only under the direct, immediate supervision of a member of the school's staff and with the explicit permission of that staff member.

The student agrees to stop using any and all of the school's technology resources whenever requested to do so by a member of staff or other authorized person.

The student agrees never to transmit via the school's technology or personal technology resources the personal information (name, age, gender, address, phone number, email address and the like) of himself or herself as well as that of any other person.

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The student agrees never to arrange for a meeting with any person at any time using the technology resources.

The student agrees to notify a staff member immediately if he or she is asked for personal information, views inappropriate materials, or in any other way feels violated, harassed, uncomfortable, or accosted through the school's technology resources.

The student agrees never to access, transmit, or retransmit material which promotes violence or advocates destruction of property, including, but not limited to, access to information concerning the manufacture of destructive devices, such as explosives, fireworks, smoke bombs, incendiary devices, and the like.

The student agrees never to access, transmit, or retransmit any information containing sexually oriented material, which means any pictures or writings that are intended to stimulate erotic feelings by the description or portrayal of sexual activity or nude human form.

The student agrees never to use the school's technology resources for commercial purposes. The student will never buy nor sell anything using the school's technology resources.

The school's system will never be used for political lobbying, although it may be used to communicate with elected representatives to express opinions on political issues.

The student agrees never to tamper with any software and/or hardware including software or hardware that guard the school's network from unmanaged Internet use. The student agrees never to tamper with any security system that protects the school's technology resources.

The student agrees to use only the software and/or hardware permitted by a member of staff for express educational purposes. The student agrees never to use the school's technology resources to gain unauthorized access to another technology network (hacking).

The student agrees never to transmit (download or upload) any computer file, application, or other computer resource to or from the school's technology network. This includes the unauthorized installation of software from a CD-ROM, flash drive, or other media.

The student agrees never to use inappropriate, obscene, profane, rude, inflammatory, threatening, or disrespectful language. The student agrees never to post false information or engage in personal, prejudicial, or discriminatory attacks. Student behavior is expected to conform to values consistent with the Catholic faith.

The student agrees never to harass another person by use of any technology resources. Harassment is defined as any action that distresses or annoys another person. The student agrees to stop immediately any and all behavior that is construed by another as unwelcome.

The student agrees never to use any of the school's technology resources to plagiarize. Plagiarism is defined as taking the idea or writing of others and presenting them as one's own.

The student agrees to respect the right of intellectual property of other people and to respect all copyright laws. The student agrees that if he or she is unsure whether copyright law is being respected, he or she will bring this question immediately to the attention of a staff member.

The student agrees never to participate in illegal activity using the technology resources. The school will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through the school's resources.

The school will not be held responsible for the actions of a student who is in violation of any of the terms of this policy. This responsibility is extended to, but not limited to: loss of data or interruptions of service, the accuracy or quality of information obtained through the school's system, or any financial obligations arising through the unauthorized use of the school's technology resources.

The school reserves the right to establish rules and regulations regarding the use of the school's technology resources, and behavior is expected to conform to values consistent with the Catholic faith both inside and outside the school setting.

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A student found in violation of this policy will be subject to discipline including, but not limited to, temporary removal from the school's system, permanent removal from the system, or other appropriate disciplinary action in accord with the rules and regulations of the school, including suspension or expulsion, and /or legal action.

The student agrees to use his/her G-Suite for Education (Google) account for educational purposes only.

The student agrees not to share his/her password with another student.

The student agrees not to use another student or staff member's account for any reason. The student agrees not to use school technology resources (including the network and student accounts) for unauthorized purposes.

The student agrees not to use his/her G-Suite for Education account for non-school related use or communication.

Social Networking - Student behavior is expected to conform to values consistent with the Catholic faith, both inside and outside the school setting, relating to the use of and participation in social networking.

- Any technology use or use of social networking sites to display any wording or images of any student engaged in any activity which, in the sole discretion of the school administration, is inappropriate, crude, vulgar, or a violation of values consistent with the Catholic faith, or is illegal in any respect, will be subject to disciplinary action, including, without limitation, suspension, expulsion and/or legal action.
- Any technology use by any student, in school or at home, which includes viewing or distributing any images, wording, messages or material which are, in the sole discretion of the school administration, obscene, harassing, racist, inflammatory, malicious, fraudulent or libelous will be subject to disciplinary action, including, without limitation, suspension, expulsion and/or legal action.

Confidentiality

Students must be advised that confidentiality may not be maintained if the matter involves health, life or safety. In which event, staff must report appropriately. Confidential information of the Department of Education must never be transmitted or forwarded to outside individuals or companies not authorized to receive that information. Reasonable care must be taken regarding discussion or disclosure of confidential and sensitive information in non-secure situations, such as messages left on voice message systems, public telephone conversations, and conversations in open areas.

Custody Issues

Unless or until documentation is presented otherwise, both parents have the same rights with regard to their child. Parents should provide any and all court documentation regarding custody. The documents are to be provided to the Principal for appropriate forwarding and review.

COMMUNICATION with PARENTS- It is recommended that parents consult the website on a regular basis. It is our policy to mail communications to only one street address-the address the school has on file (Fact Form). IF parents are separated or divorced, it is the obligation of the parent who lives at the address we have on file to communicate information to the other parent, to the extent required by law. It is suggested that both parents create an email account dedicated exclusively for school and share the username and password.

Dignity For All Students Act

The New York State Dignity for All Students Act (The Dignity Act) was signed into law in September, 2010 and became effective July 2, 2012. All children have the right to attend school in a safe, welcoming, and caring environment free from harassment and discrimination. The Dignity Act ensures this for all New York State public school students. Although religious and private schools are exempt from the dignity law, much of what has been signed into the Dignity Act has been and continues to be the practices in our Diocesan schools.

Codes of Conduct exist for students, staff and volunteers, and policies are in place to create a safe environment in our schools free from harassment, discrimination or any form of abuse. Awareness and prevention training is mandatory for all staff and volunteers in our schools, and all students are provided

with age appropriate instructions that 1) defines abuse, 2) makes clear how to report abuse, and 3) provides training on personal safety skills.

The school curriculum and programs are built on strong Catholic principles that underscore the goal for our students to be more like Christ in their thoughts, words and deeds. Instruction in civility, citizenship and character education is standard curriculum in our schools, with strong emphasis on principles of honesty, tolerance, personal responsibility, respect for others, observance of the laws and rules, courtesy, and dignity and respect for all.

Faculty, staff and student behavior is expected to conform to the values consistent with the Catholic faith.

Dress Code

In choosing to attend St. Patrick School, a student and parent implicitly acknowledge a responsibility to comply with all rules and regulations without exception. If there is any question regarding the appropriateness of attire or appearance, the determination will be made by an administrator. Students are to arrive and remain in uniform throughout the entire school day and leave on the bus in complete school uniform. The Principal in consultation with the Pastor will make the final decision on what is acceptable regarding appearance and behavior.

Parents of students who are not in compliance will be notified.

Uniform Policy

It is important for students to take pride in their appearance. Uniforms should be clean and maintained regularly. All students are expected to be in full uniform. Students wearing unauthorized clothing or incorrect uniforms, will be asked to return to full uniform. Failure to follow the dress code will result in a referral.

Boys (K-5): Gray uniform pants, white dress shirt, uniform tie, uniform shoes with gray or black socks.

Boys (6-8): Gray uniform pants, white dress shirt, blazer, uniform tie, uniform shoes, gray or black socks.

Girls (K-5): Jumper, must be 2 inches above the knee and no shorter, white dress blouse, uniform shoes, forest green anklets, knee socks, or socks.

Girls (6-8): Skort, must be 2 inches above the knee and no shorter, white dress blouse, sweater vests, uniform shoes, green knee socks or tights.

Shoes/Sweaters-All Grade Levels: Uniform black shoes and uniform school sweaters ONLY.

Gym Uniform: Uniform gym attire must be worn on gym days. White socks, anklets or peds. Sneakers with rubber soles and laces are required.

Summer Uniform (Optional)- All Grade Levels

Schedule: First day of school until October 15th and April 1st until the end of the year. Boys/Girls: Green uniform walking shorts, white uniform knit shirt, uniform shoes, green socks.

Grooming:

Boys: Appropriate haircuts as deemed by the administration. Hair must not be touching the collar, no hair hanging in front of eyes, no shaved sides or mohawks, no mullets, no tails, and no dyed or unnatural colored hair, no sculptures. No earrings are permitted. A small chain with a cross, or a medal, or a watch is permitted.

Girls: No dangling or large hoop earrings, no make-up, no nail polish (except clear or light pink), no

fake/acrylic nails, no colored hair. Only one pair of earrings, a small thin chain with a cross or medal, or a watch is permitted. No distracting headbands, head scarves, or excessively large bows. Jewelry of any kind may not be worn during PE class. The school is not responsible for lost jewelry.

Hat: Hats and caps, including baseball, must be taken off when entering the building.

Dress Down Policy

- When using a NUT (No Uniform Today) Pass and all other dress down days;
- You may not dress in a manner that may be considered distracting or objectionable
 - Wearing inappropriate or provocative logos or slogans
 - Length of shorts and skirts must be 2 inches above the knee and no shorter
 - Low cut blouses, midriff tops, and spaghetti straps are not permitted
 - All tops must have at least a 2 inch width strap
 - Beachwear; flip-flops, bathing suits, etc. are not permitted
 - Overly baggy or overly tight clothing are not permitted
 - No cut or ripped jeans
 - Leggings are permissible only with a longer tunic shirt
 - Pants must be belted
 - No distracting headbands, head scarves or excessively large bows

Violation of a Dress Down day or the use of a N.U.T. pass will result in a detention. This may cause the student to forgo participating in any other dress down days for the remainder of the school year.

Family Education Right and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. Parents or eligible students have the right to inspect and review the student's education records maintained by the school.

Field Trip Policy

Field trips are a part of a well-rounded educational program. Field trips are scheduled according to the discretion of the teacher and in accordance with the curriculum being taught

- Chaperones must be Virtus Trained, Background screened and 21 years or older
- If not selected as a chaperone, Parents/Guardians are NOT permitted to attend the trip
- Chaperones are directly responsible at all times for students assigned to them
- A student must be present at school and enrolled in St. Patrick School to participate in a school field trip
- Any student attending a field trip must ride on the school bus at all times
- A student can never be signed out from the site of a trip by anyone, including a parent/guardian
- If you are able to attend a field trip as one of our counted chaperones, please plan on riding the school bus unless other accommodations have been made with the teacher
- Younger siblings/children cannot ride the bus and cannot participate in field trips. A parent chaperone cannot bring younger siblings/children
- A St. Patrick School staff member must be with all groups at field trip locations. A parent chaperone cannot be left alone with a student or group of students
- St. Patrick School code of conduct applies during field trips

- Alcoholic beverages and tobacco products are forbidden and should not be used in the presence of students
- Chaperones should not purchase anything (drinks, treats, souvenirs), for the students

Health Services

School Health Services are provided to students in grades Prek-8 by the Bay Shore School District. The school nurse is Suzanne Grim. She can be reached at spsnurse@spsbayshore.org. The health office phone number is 631-665-5873.

Each student will bring home a **parent locator card**. Please complete this card with phone numbers to be used if your child is sick or injured. Parents are encouraged to have a **definite family plan for handling emergencies. It should include the designation of friends or relatives who can assume responsibility if we are unable to contact parents.**

Attendance: Please call the school health office (631-665-5873) or send an email spsnurse@spsbayshore.org whenever your child is absent from school. Upon return to school, send in a note stating the reason for absence even though a call has been made. **If absence was due to illness, children must be without symptoms, and fever free for at least 24 hours before returning to school.** Please do not send your child to school if there has been vomiting or diarrhea the night before, even if the child feels fine in the morning. Returning too quickly to school may result in the spread of illness as well as delay your child's complete recovery. Students who are sick, coughing, or have fever will not be allowed to remain in school, and parents will be notified and must arrange for their child to be picked up from school immediately. We must strongly enforce these guidelines to protect the health of our students.

Immunizations and Physicals: All students must have proof of immunization. If your child's immunization record is incomplete, you will be notified and must provide evidence of the needed immunization to allow continued school attendance. New York State law requires all new entrants, and students in grades **K, 1, 3, 5 and 7** to have a physical exam. If your child is in a grade requiring an exam, and has not had a physical, please schedule one as soon as possible and have a copy of the exam sent to school.

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Screenings: Vision, hearing, and scoliosis screenings will be done as required by New York State guidelines. Should there be a need for a more complete exam by your physician, you will be notified

Medications: If your child needs to take any medication, even over the counter medications such as ibuprofen, Tylenol, etc., in school on a regular or occasional basis, please contact the nurse to discuss the school's medication policy and to obtain the necessary form for your doctor. If at any time your child needs to take medication during the school day for only a few days, (such as cough medicine or antibiotic), please bring a written request signed by both you and the doctor to the health office with the medication. All medications must be transported to and from school by a parent or other adult. Older students may carry and use their inhalers as needed for asthma **only** if we have written authorization from parent and physician. Students can not at any time use or have in their possession any medication or medical devices without proper authorization. We must strictly enforce these rules for the health and safety of all of our students.

Please get in touch with the school nurse if you have any questions or concerns, or if your child has any medical history, problems, or special needs that we should be aware of.

Insurance

Included in the tuition, all students are covered by the diocesan accident insurance through The Diocese of

Rockville Centre.

Lunch

It is the responsibility of parents to provide lunch for their child. We offer a service through the local deli/pizzeria which can be ordered online using Boonli.com. Make sure you choose the correct date when ordering and be certain you receive confirmation.

Any orders placed through Boonli will be delivered to the school. Kindly pack extra snacks or money to purchase a snack. Refunds will be given to parents by Boonli within twenty-four hours.

Unpreparedness for lunch results in disruptions throughout the school day for both the child and school staff, when lunch is forgotten more than three times, parents must provide 'brown bagged' lunch for the remainder of the school year.

Media

Occasionally, the media requests to interview or photograph children for newsworthy purposes. The Principal will screen all such requests to determine their suitability. Any parent or guardian who does NOT want his/her child to participate in any such activity must notify the school in writing the first week of school. This also includes pictures and articles we submit to all local publications.

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Megan's Law Notice

We are dedicated to the safety of our children. The information in these reports has been discussed with our teachers, staff, and bus drivers. All staff members have been reminded to report anything suspicious to the Principal's Office. We are notifying you so that you can remain alert and take any precautions to enhance the safety of your children. Please remind children not to talk to strangers, accept gifts from strangers, or take car rides with strangers. For additional information, visit the New York State Department of Criminal Justice website, www.criminaljustice.state.ny.us. Thank you for your continued attention to this important matter.

National Junior Honor Society

The purpose of the National Junior Honor Society is to create an enthusiasm for learning and to stimulate a desire to provide service to others, promote leadership and citizenship qualities, and to develop character in middle school students. Candidates will be chosen for application into the National Junior Honor Society based on Scholarship and Character criteria. Then, a Faculty Council of members in Saint Patrick School will decide through a secret ballot vote whether the application successfully meets the criteria. The school principal and chapter moderator are not voting faculty. Membership will be maintained through 8th grade provided members continue to meet the established criteria. Induction into the society is nationally recognized.

Students should exhibit the following qualifications for nomination:

1. Scholarship

- o Students must demonstrate a cumulative GPA of 85 in Math, Science, SS, ELA and Religion
- o Students must demonstrate an understanding in Spanish, Technology, Art, PE and Music.
- o Maintain an E/S in conduct and effort

2. Leadership

- o Demonstrates leadership promoting school activities
- o Is able to delegate responsibilities
- o Exemplifies positive attitudes
- o Inspires positive behavior in others
- o Demonstrates academic initiative
- o Is thoroughly dependable in any responsibility accepted

3. Character

- o Takes criticism willingly and accepts recommendations graciously
- o Is cheerful, friendly, poised, and consistent
- o Upholds principles of morality
- o Cooperates by complying with school regulations
- o Demonstrates the highest standards of honesty and reliability
- o Shows courtesy, concern, and respect for others
- o Is punctual and faithful both inside and outside of the classroom
- o No record of disciplinary referrals

4. Service

- o Is willing to uphold scholarship and maintain a loyal school attitude
- o Participates in some outside school activities
- o Volunteers, is dependable, and offers well-organized assistance
- o Works well with others
- o Is cheerfully enthusiastic
- o Shows courtesy by assisting visitors, teachers, and students

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5. Citizenship

- o Demonstrates mature participation and responsibility
- o Understands civic involvement
- o Has a high regard for freedom, justice, and respect

Eligible candidates who desire to be considered for membership into the National Junior Honor Society, Saint Patrick School Chapter must submit a completed application. No incomplete or late applications will be accepted. Each candidate application will be evaluated by the Faculty Council. The deliberations of the council are confidential and the decisions are final.

A student not inducted into the National Junior Honor Society in 7th grade is eligible for reconsideration in 8th grade. Students honored by selection should view membership into the society as the beginning of new responsibilities rather than a reward for past achievements. They should be aware that they can be dismissed from the society should they fail to maintain their scholastic standings, or their conduct no longer exemplifies the principles on which they were chosen. Membership is not a right, but a privilege.

Notification of Asbestos Re-inspections

In compliance with the U.S. Environmental Protection Agency (EPA) Asbestos Hazard Emergency Response Act (AHERA), the Triennial Re-inspection of our school for asbestos-containing building materials was conducted. The re-inspection was done by an accredited inspector. A copy of the report is available for review at the school for anyone who wishes to read it during school hours.

Notification of Convicted Sex Offenders

Utilize the New York State Department of Criminal Justice Website, www.criminaljustice.ny.gov. Click on Sex Offenders on the blue bar across the top.

- Enter a zip code and click search.
- Click on a name from the list to obtain a picture, description, address, nature of the conviction, and additional information.

Utilize the civilian portal of New York Alert, <https://users.nyalert.gov> to receive alerts about relocation of convicted sex offenders (Level 2 and 3) and other types of alerts such as weather, public health, transportation, etc. Create an account for notifications.

- Enter your name, password, primary email address, and challenge question and answer
- Validate your email address when the notification comes to your email by clicking on the link
- Follow the prompt for “Sign-Up Wizard” to set up an account with additional contact information and locations by county, zip code, or address
- On “My Alerts-Home” click on “Add Notifications”, select “Sex Offender Relocation Alerts”, and follow the prompts.
- Set and Save preferences for how you would like to receive the alert
- Confirm when contacted

Notification of Pesticides

New York State Education Law Section 409-H, effective July 1, 2001, requires all public and non-public elementary and secondary schools to provide a written notification to all personnel in parental relation, faculty, and staff regarding the potential use of pesticides periodically throughout the school year.

St. Patrick School is required to maintain a list of persons in parental relation and faculty and staff who wish to receive a 48-hour prior written notification of certain pesticide application.

NYS Mandated Reporting

In accordance with NYS law, all teachers, school personnel, and volunteers supervising children are mandated reporters. Mandated reporters are required to report suspected child abuse or maltreatment when in their professional capacity, they are presented with reasonable cause to suspect child abuse or maltreatment. If YOU suspect something about a classmate you can report the incident to Child Protective Services. You may wish to visit the NYS Office of Children and Family Services website at ocfs.ny.gov website for additional information.

Parking

Due to the safety of the children, no cars are permitted in the school parking lot from the hours of 8:00 am to 3:00 pm. Please be courteous when parking on neighboring streets by leaving driveways available to

homeowners. Double-parked cars are a hazard and puts the safety of our children in jeopardy. Parking at the YMCA is not permitted at any time.

Plagiarism

Plagiarism is defined as using any material taken directly from books, periodicals or the internet, not properly cited, and claiming said information as the student's work. PLAGIARISM IS ILLEGAL. Homework, school reports, research papers are not to be taken from the original source and turned in as the student's work. The student may read, and paraphrase such material. If using said work, credit must be given to the original author in proper MLA format. If a student plagiarizes work he/she will receive an invalidated score, and no make-up assignments will be given.

Remote Learning for Snow Days

The following policies and procedures will apply:

- Attendance will be taken daily. The student's face should be shown the entire time. Failure to attend Google meets will result in absences and may result in repeating the course as per NYS guidelines or contacting proper agencies.
- Students must report online wearing their uniform, and be prepared to work.
- Students must have a work area (table or desk).
- Students will follow their school schedule 8:30am-2:30pm.
- Students should have their own device.
- Students can eat or take a break during the appropriate lunch time. No eating during lessons.
- Students MUST attend google meets.
- Students must submit work ON TIME to receive a passing grade.
- Submitting blank work will not be accepted after re-submitting.
- No cell phones should be present.

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Security

For security reasons, we ask all visitors to sign in at the school at the 6 No. Clinton Avenue entrance and receive a Visitor's Pass. Visitors are not permitted into classrooms without the permission of the principal. Students and teachers are not permitted to open the doors for any visitors. Students and parents are never permitted, either before school or after dismissal, to enter a classroom for forgotten textbooks, workbooks, etc.

Sexual Harassment Policy

The Education Department of the Diocese of Rockville Centre and all schools within the diocese are committed to a work and learning environment in which all individuals are treated with respect and dignity, free from all forms of discrimination. Sexual harassment, or harassment, directed at a student's or an employee's race, creed, color, religion, national origin, ancestry, age, sex, marital status, military status, sexual orientation, disability or any other personal characteristic protected by law is unlawful and has no place in our schools or our Department and is strictly prohibited. It is our policy that every employee and student has the right to work and learn free of harassment, sexual or otherwise. This policy applies equally to men and women, boys and girls, persons of the same and opposite sexes, students, employees, administrators, supervisors, co-workers, vendors and other visitors. Therefore, it is everyone's responsibility to ensure that immediate and appropriate corrective action is taken as a response to known or suspected incidents of harassment. If a teacher, student, or other individual is responsible to report the situation directly as noted in the Diocesan complaint procedure.

One of the most common misconceptions and mistakes is to believe that if there is no intent to harass, there is no harassment; the law and Diocesan policy do not address intent. Both prohibit gender-based

conduct which is unwelcome and would be offensive to a reasonable person. Severe conduct, or even lesser conduct that occurs repeatedly, or after explicit objection, regardless of intent violates Diocesan policy.

Prohibited Harassment:

Examples of harassment which may violate this policy include verbal (including improper joking or teasing) or physical conduct that demeans or shows hostility or aversion towards an individual because of these protected attributes and that

- (1) has the purpose or effect of creating an intimidating, hostile or offensive working or learning environment as defined by law,
or
- (2) has the purpose or effect of unreasonably interfering with an individual's work or educational performance; or
- (3) otherwise adversely affects an individuals' employment or educational opportunities.

Sexual Harassment Prohibited:

Conduct, which constitutes sexual harassment, will not be tolerated. While it is not easy to define precisely what type of conduct could constitute sexual harassment, examples of prohibited behavior include unwelcome sexual advances; requests for sexual favors; obscene gestures, displaying sexually graphic magazines, calendars, or posters; sending sexually explicit email or voice mail, and other verbal or physical conduct of a sexual nature, such as uninvited touching of a sexual nature or sexually-related comments. Depending upon the circumstances, the conduct can also include sexual joking, vulgar or offensive conversation or jokes, commenting about another person's physical appearance, conversations about the individuals own or someone's sex life, teasing or other conduct directed toward a person because of his or her gender, which is sufficiently severe or pervasive to create an uncomfortable and hostile working or learning environment. The forms of harassment listed are examples for clarity and not to be an all-inclusive list.

Complaint procedure:

Any employee or student who feels he/she is being subjected to or witness to unlawful harassment should immediately speak to the Principal or any school administrator or representative of the Diocesan Department of Education with whom the individual feels comfortable. If the teacher or student is unsure of whom to raise an issue of harassment, or if the individual has not received a satisfactory response within seven (7) calendar days after reporting any incident of what he/she perceived to be harassment, the individual should immediately contact the Superintendent of Schools.

Every report of perceived harassment will be promptly and fully investigated and corrective action will be taken when appropriate. Confidentiality will be maintained to the maximum extent when possible. In addition, Diocesan policy prohibits any form of retaliation against individuals who report unwelcome conduct or who cooperates in the investigation of such reports in accordance with this policy. The law and Diocesan policy protects these employees from dismissal, demotion, suspension, or negative performance evaluation. Any acts or retaliation should be reported immediately and will be promptly investigated.

Special Education

Although we try to accommodate all learning styles for our students, we have limited resources at St. Patrick School. Some students are diagnosed with other health impairments, which may require a 504 Plan. A 504 Plan is a plan developed to ensure that a child who has a disability receives accommodations that will ensure their academic success and access to the learning environment. Please note, if your child needs a 504 Plan, St. Patrick School must be consulted BEFORE consulting with your home district, as we can only provide the following accommodations: preferential seating, time extension for standardized tests, extra set of textbooks, and refocusing and redirection (which is good teaching).

If a student is two years below grade level in reading, a recommendation for Special Education will be requested by the classroom teacher, administration, or parent/guardians. To obtain an IEP (individual education plan), your child will need to be tested by the Psychologist in the school's home district (Bay Shore) and IF he/she qualifies for services, he/she will receive Resource Room to work on goals presented on the IEP.

Technology

Absolutely **no photography or audio recording is permitted on school premises or when wearing the school uniform.** The use of any electronic device during the school day is prohibited. Telephone calls will be accepted in the office from a parent/guardian for a student under emergency conditions. Cell phones are to be turned off and kept in book bags. Cell phones that are visible in hallways, classrooms, school yard, cafeteria, Field Day, Beach Day and Field Trips will be taken away from the student and returned only when a parent or guardian comes to pick it up. Repeat offenders will have their cell phones taken and held by Administration and returned to the student in June. Parents are requested to recognize our obligation to interrupt classes as little as possible. In an effort to develop personal responsibility and independence in our students, we will NOT permit the students to call home for forgotten items. The school is not responsible for any lost or stolen cell phones. **Apple watches/ recording devices are not permitted in school or school events, and/or the bus at any time for any reason.**

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Ownership

- Through Tomorrow's Hope Foundation, CARES Act Grants and St. Patrick School, we are fortunate to provide Chromebooks to many students. Some grants are written to enable a student to take a Chromebook home.
- Chromebooks are issued to individual students for educational purposes only and should be used only by the student to whom it is issued.
- **The Chromebooks are the property of Tomorrow's Hope Foundation, St. Patrick School and school districts.**
- Stickers and other markings on the outside of the Chromebook are not permitted.

Monitoring

- St. Patrick School administrative staff and faculty retain the right to collect and/or inspect Chromebooks at any time, including via electronic remote access and to alter, add or delete installed software or hardware.
- Users of school technology have no rights, ownership, or expectations of privacy to any data that is, or was, stored on the Chromebook, school network, or any school issued applications and are given no guarantees that data will be retained or destroyed.
- Students have no expectation of confidentiality or privacy with respect to any usage of a Chromebook, regardless of whether that use is for school related or personal purposes, other than as specifically provided by law. The school may, without prior notice or consent, log, supervise, access, view, monitor, and record use of student Chromebooks at any time for any reason related to the operation of the school. By using a Chromebook, students agree to such access, monitoring, and recording of their use.

Outside of School Use

- If a student receives a Chromebook that is granted use at home, it is used only for educational purposes (homework, projects assigned by SPS teaching staff)

- A WiFi internet connection will be required for the majority of Chromebook use.
- Students are required to abide by the SPS Acceptable Use Policy and Student Handbooks, local, state and federal laws.

Protect the Chromebook by following these rules:

The Chromebook screen can be damaged if subjected to rough treatment. Chromebooks are particularly sensitive to damage from excessive pressure on the screen.

- Close the Chromebook screen before moving it, unless directed to do so by a teacher.
- Do not lean on the top of the Chromebook when it is closed.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not poke the screen.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, or disks).
- Clean the screen with a soft, dry cloth or anti-static cloth.
- Do not bump the Chromebook against desks, walls, car doors, floors, etc. as it will eventually break the screen.
- Chromebooks must remain free of any writing, drawing, stickers, or labels that are not the property of SPS.
- Chromebooks must never be left in an unlocked car or any unsupervised area
- Students may be selected at random, by teachers or administrators, to provide their Chromebook for inspection for damages or misuse.

Chromebook Check-In

- Chromebooks will be returned to the Technology Department during the last two weeks of school.
- If a student transfers out of SPS during the school year, the Chromebook must be returned at the time of withdrawal.
- If a student's Chromebook and/or AC power adapter have been damaged or defaced, the student will be billed, either for the repair or replacement of the Chromebook, the adapter, or both during the year-end check out, or when the student withdraws from the SPS.
- If a student Chromebook is not returned during year-end check-in or upon transferring out of the school, the administrator will ensure that it is returned in a timely manner. If the administrator is unable to obtain the student's Chromebook, the student will be billed for the replacement of the Chromebook, the adaptor, or both by adding the cost of the equipment to the student's school fees. Failure to pay fees in a timely manner will have consequences that could result in the student's inability to participate in graduation ceremonies and graduate.

Chromebook Costs

- Students are responsible for all physical damage done to their Chromebook. The cost will be what the school has to pay for the replacement parts.

Consequences for Violations:

- Violations of these Acceptable Use Policy rules may result in disciplinary action. Consequences may include, but not be limited to, the loss of a user's privileges to use the school's information technology resources. Further disciplinary actions may be imposed in accordance with the Code of Conduct up to and including suspension, or expulsion, depending on the degree and severity of the violation.

Disclaimer of Liability

- Use of any information obtained via the Internet is at a student's own risk. St. Patrick School specifically denies any responsibilities for accuracy or quality of information obtained through its services.

- St. Patrick School makes no warranties of any kind, implied or expressed, that the services and functions provided through St. Patrick School technology devices, digital resources and network infrastructure, along with information technology will be error free or without defect.
- St. Patrick School, along with any persons or organizations associated with the school department internet connectivity, will not be liable for the actions of anyone connecting to the internet through the school network infrastructure.
- All users shall assume full liability, legal, financial or otherwise for their actions while connected to the internet.
- St. Patrick School assumes no responsibility for any information or materials transferred or accessed from the Internet.
- St. Patrick School cannot be responsible for inappropriate or offensive material students encounter on the Internet.
- Parents and guardians agree to accept financial responsibility for any expenses or damages incurred as a result of their student's inappropriate or illegal activities on the St. Patrick School network.
- Parents and guardians agree to reimburse St. Patrick School for any expenses or damages incurred in the use of school owned devices.
- St. Patrick School shall not be liable for users' inappropriate use of electronic resources or violations of copyright restrictions, users' mistakes or negligence, or costs incurred by users.

Please note that, unless specifically directed to do so, students are never required to bring in personal devices to school. All students will continue to be able to utilize the school technology equipment for educational purposes, and will not be left out of the instruction practice.

Termination

The termination of the Educational Relationship Due to a Parent and/or Legal Guardian Behavior: The educational relationship between the school and a student is also an educational relationship with a student's parent and/or legal guardian. Where, in the discretion of the school, the behavior, attitude or conduct of a parent and/or legal guardian is of such an uncooperative, destructive, or disruptive nature that the ability of the school to manage the relationship with the student's parent and/or legal guardian is significantly impaired, a parent and/or legal guardian may be required to withdraw his/her child or children from the school.

Transgenderism

Transgenderism: School Guidelines for Gender Identity

Rationale:

At the heart of a Catholic school's unique educational charism is integral formation of the whole human person. The Church instructs us:

Since true education must strive for complete formation of the human person that looks to his or her final end as well as to the common good of societies, children and youth are to be nurtured in such a way that they are able to develop their physical, moral, and intellectual talents harmoniously, acquire a more perfect sense of responsibility and right use of freedom, and are formed to participate actively in social life. [1]

Because a child's formation includes the integrity of body, spirit, and moral development, Catholic schools have a proper concern for each student's behavior and development in the complex area of human sexuality. As a Catholic institution, we believe that human bodies are gifts from God and temples of the Holy Spirit. [2] All men

and women are called to a life of chastity appropriate to their vocation as single, married, or consecrated religious. The Church defines chastity as "the successful integration of sexuality within the person and thus the inner unity of man in his bodily and spiritual being." [3]

All members of the school community are expected to strive to live a life of virtue guided by the teachings of the Catholic Church in accord with God's plan for us in all aspects of their lives. Our school's pastoral and policy practices are written in fidelity to the moral guidance and teachings of the Catholic Church in all areas that touch on human life and dignity. Our school establishes an environment of encouragement, mercy, healing, and love to accompany its members as we journey on the path toward holiness.

As such, the proper understanding of human sexuality requires personal integrity and full integration of body and soul as created male and female by God. According to the Church, "the chaste person maintains the integrity of the powers of life and love placed in him. This integrity ensures the unity of the person; it is opposed to any behavior that would impair it." [4]

Guidelines

1. Behaviors that are contradictory to Catholic morality and the expectations of our school includes expressing a gender that is discordant with one's biological sex. Our school will interact with students, faculty, and staff according to their biological sex as based upon physical differences at birth. A member of the school community who wishes to express a gender other than his or her biological sex is understood as operating outside of the "reality deeply inscribed" within." [5] Assisting the person in his or her disconnect with this reality, however sincerely experienced, by agreeing to participate in any efforts to change natural gender expression is contrary to the pursuit of truth. Authentic love, a gift of the self for the good of the other, requires that we compassionately dwell in the truth and assist those we love to do the same.

Our school recognizes that occasionally there may be instances where young people experience dissonance between their biological sex and the roles and norms advocated by society. [6] Some young people might feel drawn to dress, act, and even manipulate their physical bodies in ways contrary to God's plan. Our school advocates that young people, working with their parents, bring these types of issues to their pastor as well as to other trained professionals who might best assist them in clarifying and defining issues of self (and sexual) identity in accord with Catholic teaching and God's natural plan. Schools' pastoral and counseling services are available to all members of the schools' communities. All school administrators, faculty, staff, counselors, and volunteers will, as ministers of the Church, pastorally and appropriately represent the teachings of the Catholic Church in conformity with the Catechism of the Catholic Church and the Code of Canon Law as interpreted by the Diocesan Bishop.

2. A Pastoral Response

We encourage a pastoral approach that seeks to find a balance between recognizing the person and staying true to the mission of the Church. This calls us to learn how to communicate with parents, students, and the public in a way that is respectful while at the same time being clear about our teachings about human sexuality, creation, and the human person. Therefore:

Our schools will identify where reasonable accommodations can or should be made as well as where they cannot for non-conforming persons.

Our school acknowledges the need to address both the Church's embrace of those who struggle with gender dysphoria and same-sex attraction while at the same time articulating ever more clearly a Christian anthropology of the human person. Our institution should be a place where people are "accompanied" in difficult situations while being led to live their lives in complete union with Christ.

3. Conclusion

Our school recognizes the inherent value and dignity of all members of the human family and value

equal opportunity for all members of all races, cultures, and ethnicities.

While our school prohibits discrimination on the basis of race, color, national origin, sex, age, disability, or status as a veteran or disabled veteran, we reserve the rights and protections granted in the areas of admissions and employment practices by applicable laws and constitutional provisions to act in furtherance of its religious objectives.

[1] Liberia Editrice Vaticana, Code of Canon Law Canon 795

[2] Cor 6:19

[3] Catechism of the Catholic Church #2337

[4] ibid

[5] Letter to Bishops of the Catholic Church on the Collaboration of Men and Women in the Church and the World, #8.

[6] Pontifical Council for the Family, Family. Marriage and 'De Facto' Unions, 2000, #8.

Transportation

Buses are provided by the child's home school district. At NO TIME is a child allowed to travel on a bus other than the one that they are assigned to. St. Patrick School conducts at least three (3) Bus Safety Drills throughout the school year to ensure the students are aware of and following Bus Safety Procedures and Protocols. Students are expected to follow all rules and regulations:

1. Go directly to your seat and fasten your seatbelt.
2. Sit on the bus in age order.
3. Be courteous and cooperative.
4. Keep hands and head inside the bus.
5. Remain seated until the bus stops.
6. No food or beverages may be consumed.

Behavior that is disruptive to the driver or other students will result in a verbal warning. If the problem persists, disciplinary action at school or suspension from the bus may result.

If problems arise on the school bus, a parent's first responsibility is to address the concern to the bus driver. If not satisfied, address your concerns to the Director of Transportation in your home district.

St. Patrick School can only investigate and begin disciplinary actions when it receives a written bus report from your home district transportation department.

At no time is a parent permitted to board a school bus to speak to or discipline any other students. All students are subject to their school districts bus policies.

If you are having a problem with busing, please call the transportation department of your local school district.

Amityville - 589-6518	Bay Shore - 968-1118	Babylon - 893-7915
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Brentwood- 434-2492	Central Islip- 348-5004	Connetquot- 244-2201
Deer Park - 274-4060	East Islip- 224-2032	Fire Island- 583-5626
Islip - 581-5578	Islip Terrace - 224-2032	Lindenhurst- 226-6510
South Country- 730-1619	West Babylon - 321-3063	West Islip- 893-3300

Tuition Policy

St. Patrick School admits students of any and all races and affords all students, regardless of race, all rights, privileges, and opportunities to participate in all programs and activities generally afforded and made available to students at the School. The School does not discriminate on the basis of race in the administration of its education policies, scholarship and loan programs, and athletic and other school-administered programs.

At St. Patrick School, we are committed to the long term growth and improvement of our school. One of the ways we have been seeking to improve is the area of financial stability. The overall expense in providing quality education is surely a major challenge for all Catholic Schools. Over the years, tuition has increased each year at least 1.5% to help meet increased operating expenses. Tuition represents approximately 66% of the total revenue needed for School expenses. We realize that increases to tuition impact all our families. This policy has been established to help families familiarize themselves with the School's policy on tuition payments, fair share, and available resources for tuition assistance.

I. Tuition Payments

In order to meet the operating costs of our school, it is necessary that tuition be remitted in a timely manner via our tuition management program, FACTS Management Company. The link to enroll is <https://factsmgmt.com/signin/3FLXN>

Families have the option of remitting tuition in one of three ways:

Option 1 - Payment in Full-via ACH or Check; Payment due on or before July 15, 2021. This option entitles the responsible party to a 2% discount.

Option 2 - Payment in full-via Credit Card; Payment due on or before July 15, 2021. There is no discount with the option.

Option 3 - 10 Monthly Payments beginning JULY: Automatic Bank/ACH (checking or savings account) or Credit Card may be made on either the 5th or 20th of each month. There is a \$40 Annual FACTS Enrollment Fee with this option.

The automatic payment process is strictly controlled by banking regulations to be confidential and limited to what YOU have authorized. If your family should experience an unexpected financial crisis and be unable to meet the financial payment schedule you selected, please contact the Business Office at 631-665-5184 as soon as possible. The FACTS plans are very flexible and can be adjusted as necessary.

If FACTS is unable to collect the tuition payment due to insufficient funds in your account, a second attempt will be made on the next scheduled FACTS due date. For example, if you choose the 20th of the month as your payment day, FACTS will re-attempt collection of your payment on the following 5th of the month. If again

FACTS is unable to collect the tuition payment due to insufficient funds, a third attempt will be made on the following 20th of the month. After three attempts at collection your account will be considered "at risk" and "in arrears". You will be contacted by the ueines Office to set up a revised, acceptable payment plan.

- Families in arrears during the Registration process will not be able to re-register until their account is brought current or an acceptable payment plan has been established.
- Families in arrears with students in 8th grade will be required to have their tuition balance paid in full or an acceptable payment plan established by April 30th in order for their child to participate in Graduation and related festivities.
- Families in arrears at the end of the school year will not receive their final academic record, i.e. report card, until their balance is paid in full.

Again, we understand that emergent situations arise. We ask that you contact us to work out an agreeable payment plan.

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II. Tuition Assistance

Tuition Assistance is available for families who want to send their children to St. Patrick School, but have limited financial resources and find it difficult to pay the full cost of the tuition. The following programs are available to families based on need.

A. Tomorrow's Hope Foundation

"The mission of Tomorrow's Hope Foundation is to ensure the excellence as well as the continuance of Catholic Schools on Long Island by increasing awareness and by providing scholarship and program funding for the needs of students and schools."

-Mission Statement, Tomorrow's Hope Foundation

Tomorrow's Hope Foundation helps families with need based scholarships to help with the cost of Catholic Elementary education.

How to Apply for Assistance:

Families who wish to be considered for need based scholarships must complete an application. Applications are available in English and Spanish, and can be obtained online at www.tomorrowshopefoundation.org or on our school website.

The applications are available in February and must be submitted by **April 1st**. The application requires a copy of your current Federal Tax return and a small fee.

Applications are not to be returned to the School. Each student chosen to receive aid will receive their Scholarship *for one year only and you must reapply each year.*

B. St. Patrick School Assistance

St. Patrick School has established a Scholarship Assistance Fund to help families who may experience a financial crisis during the year. Like Tomorrow's Hope, assistance is need based and for **one year only**.

How to Apply for Assistance:

Families who wish to be considered for Scholarship Assistance must first apply to Tomorrow's Hope and provide a copy of your reward or rejection and then complete an application. Applications can be obtained online at www.stpatrickbayshore.org, Business Office page or by contacting the Business Office-(631) 665-5184.

In order to be considered for assistance, a copy of your last Federal tax return must be submitted along with your completed application. Completed applications should be returned to:

**St. Patrick Church
Attn. Business Manager
9 N. Clinton Avenue
Bay Shore, NY 11706**

All information obtained for consideration will be kept in the strictest confidence. Assistance is based on information obtained on application. All families who receive assistance through the St. Patrick School Scholarship Assistance are **required to apply for Tomorrow's Hope Scholarship for the following school term.**

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Please keep this policy available during the year for reference. We know that unexpected situations can occur. It is important to contact us as soon as possible so that we can help you. The sooner we can respond, the more options we will have to offer.

We realize that families are making financial sacrifices to give their children the gift of a Catholic Education. We appreciate the opportunity to serve your family in the spiritual, academic and social development of your children.

Unscheduled Closing

The following procedures are in place for unforeseen school cancellations or unscheduled early dismissals.

St. Patrick School follows the school cancellation policies of the Bay Shore School District. The Bay Shore School District understands that a decision to close or delay the opening of school during inclement weather is a challenge for families; however, our main concern is the safety and well-being of our students and staff.

Please check our school website. In addition, information regarding closings can be found on the following media outlets:

WALK 97.5 FM	News 12 Long Island	www.cancellations.com
WBAB 102.3		www.spsbayshore.org

When the Bay Shore schools are closed, St. Patrick School is closed, and if Bay Shore schools dismiss early, St. Patrick will also dismiss early. In the event of early dismissal, students will be sent home as soon as the buses arrive at school. Also note, the YMCA will NOT accept students on days when there is early dismissal, whether planned or unplanned.

A two (2) hour delayed school opening means bus schedules will also be delayed two (2) hours. For example, if your child's bus is normally scheduled to arrive at the bus stop at 6:30 a.m., a two (2) hours change will change it to 8:30 a.m. Due to road conditions, the exact bus pick up time may be slightly different than the revised times. For a two hour delay school opening, Nursery will be canceled.

It is the responsibility of all school families to have a plan in place so the student knows where to go if there is an unscheduled early dismissal. In the case of inclement weather, parents need to follow school closing information throughout the day to see if students will be dismissed early. **PLEASE DO NOT CALL THE SCHOOL.**

Since we have the capability to learn remotely, we will not be utilizing snow days.

On snow days, check with your school district in reference to Transportation.

Volunteers

All school parents/guardians must complete the following:

- Background Check Release form
- VIRTUS training (completion certificate required)
- Signed Volunteer Code of Conduct Form

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ADDENDUM

Based on the recommendations of the CDC, AAP, and the intentions of our incoming governor, we will be starting the year mandating indoor mask usage and the with masks optional for all outdoor and physical education activities.

Saint Patrick School Bay Shore 2021-2022

Student/Parent Handbook Acknowledgment

Saint Patrick-Bay Shore Grammar School is operated in full accord with the teachings of the Roman Catholic Church (the "Church"), subject first and foremost and at all times to the Church's moral, ethical, canonical and religious precepts as interpreted by the parish pastor, subject to the Diocesan Bishop of the Roman Catholic Diocese of Rockville Centre (the "Diocesan Bishop") and applied by the school administration. The Diocesan Bishop is the final arbiter of the interpretation and application of such precepts to all aspects of school life. These precepts shall be the guiding principles and law upon which the entire life of the school shall be understood.

Print Name of Parent/ Guardian _____

Parent/ Guardian Signature _____

Date _____

Student Name _____ Grade _____ Homeroom Teacher _____
Student Name _____ Grade _____ Homeroom Teacher _____
Student Name _____ Grade _____ Homeroom Teacher _____
Student Name _____ Grade _____ Homeroom Teacher _____