

St. Patrick School

Student/Parent Handbook September 2025 - June 2026



Home of the Shamrocks

Nursery through Eighth Grade

Montauk Highway

Bay Shore, NY 11706

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

Phone: (631) 665-4911

www.spsbayshore.org

www.stpatrickbayshore.org

Reverend Seàn Gann, Pastor

Mrs. Christine E. Glynn Neumann, Principal

Dean of Students for Grades K-4: Mrs. Lucy Corrado

Dean of Students for Grades 5-8: Ms. Shannon Whittier

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.

School Policy on Bullying and Harassment

St. Patrick School aims to foster an educational setting wherein all students are treated with respect and dignity. Further, we are committed to providing a positive, safe and supportive learning environment where students are free from bullying, harassment and discrimination. "Harassment" and "Bullying" are the creation of a hostile environment by conduct or by threats, intimidation or abuse, including cyberbullying, that (a) has or would have the effect of unreasonably and substantially interfering with a student's educational performance, opportunities or benefits, or mental, emotional or physical well-being; or (b) reasonably causes or would reasonably be expected to cause a student to fear for his or her physical safety; or (c) reasonably causes or would reasonably be expected to cause physical injury or emotional harm to a student; or (d) occurs off school property and creates or would foreseeably create a risk of substantial disruption within the school environment, where it is foreseeable that the conduct, threats, intimidation or abuse might reach school property. Acts of harassment and bullying shall include, but not be limited to, those acts based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex. For the purposes of this definition the term "threats, intimidation or abuse" shall include verbal and non-verbal actions.

"Cyberbullying" shall mean harassment or bullying as defined above, where such harassment or bullying occurs through any form of electronic communication.

At our school, we acknowledge that bullying and other forms of harassment or discrimination are disruptive and harmful to our students. Because bullying and other forms of harassment or discrimination are detrimental to our learning environment, our sense of community, and an individual's well-being, we do not and will not condone bullying, harassment or discrimination of any kind and strictly prohibits all forms of bullying, harassment and discrimination by employees or students on school property or at school functions, regardless of whether they are conducted on the premises of school grounds.

Any student who believes that he or she is being bullied, harassed or discriminated against, or who has knowledge of bullying, harassing or discriminating behavior should report it. Students may make oral or written reports of the bullying, harassment or discrimination to any staff member. All school personnel are responsible for taking action if they become aware of any bullying, harassment or discrimination against a student.

Staff members must make an "oral report" promptly of all complaints of bullying, harassment, and discrimination that they receive from students or others, whether oral or written, as well as any instances of bullying, harassment or discrimination that they are aware of, to the Principal (or designee) not later than one school day after receipt of a report or witnessing an incident and must file a written complaint form with the Principal of the school when the incident occurred not later than two school days after making the oral report.

Bullying, harassment or discrimination which involves criminal activity, or where there is reasonable belief that criminal activity may occur, must be immediately reported directly to

the Principal. If the Principal of the school believes that any harassment, bullying or discrimination constitutes criminal conduct, he/she shall promptly notify the appropriate local law enforcement agency.

To the extent possible, allegations of bullying, harassment or discrimination will be kept confidential; however, we reserve the right to disclose the identity of the parties and witnesses in appropriate circumstances to individuals with a need to know. The Principal will supervise the investigation of all reports of harassment, bullying and discrimination and will ensure each investigation is completed promptly after receipt of any written report.

All reports of bullying, harassment or discrimination will be thoroughly investigated and prompt action will be taken by the school to address the verified allegations, including the imposition of appropriate disciplinary measures. Actions will be reasonably calculated to end the harassment, bullying or discrimination, eliminate any hostile environment, create a more positive school culture and climate, prevent recurrence of behavior, and ensure the safety of the student(s) against whom the bullying, harassment or discrimination was directed. Actions shall be consistent with school guidelines and in accordance with our Student Handbook.

In accordance with state law, the Principal has designated specific staff members to be designated "Coordinators." The names and contact information of the Coordinators shall be disseminated in accordance with state law. Any staff member, parent, or student may report incidents of bullying by completing a complaint form or by contacting a coordinator directly. A student may also report an incident by contacting any teacher or staff member, who will ensure the information is shared with the appropriate individuals.

We will maintain current versions of this policy on our website. Additionally, at least once during each school year, we will provide school employees, students, and parents with a written or electronic copy of this policy, including the notification process by which students, parents and school employees may report harassment, bullying and discrimination.

The law was passed as Senate Bill S4544 / Assembly Bill A5403A and signed into law (Chapter 480) on October 23, 2025. (New York State Senate).

This school policy was adopted on: January 21, 2026.

Academics

"All your children shall be taught by the Lord, and great shall be the peace of your children."
— Isaiah 54:13

At St. Patrick School, we believe that the pursuit of knowledge is a response to God's call to love Him with our whole mind, heart, and strength (cf. Luke 10:27). Rooted in the tradition of Catholic education, our academic program seeks to form the whole child; mind, body, and spirit by fostering intellectual curiosity, moral character, and a life of faith and service.

St. Patrick School provides a rigorous and faith-centered academic program guided by the curriculum standards and grading rubric established by the Diocese of Rockville Centre (DRVC). The purpose of this rubric is to provide consistency across grade levels, accurately reflect student progress, and ensure that each child is supported in reaching his or her fullest potential. Grades, assessments, and report cards are designed not only to measure achievement but also to cultivate habits of effort, conduct, and personal growth.

Student Assessment: Effort, Conduct, and Personal Growth Codes

- E – Excellent
- S – Satisfactory
- I – Inconsistent
- N – Needs Improvement

Pre-Kindergarten and Kindergarten Rubric

- 3 – Consistently meets age-appropriate expectations; performance on task is evident.
- 2 – Progressing toward meeting age-appropriate expectations; performance on task is emerging.
- 1 – Does not yet meet age-appropriate expectations; performance on task falls below expectations.
- NA – Not assessed at this time.
- / – Indicates an area of concern requiring attention.

Grades 1 – 5 Rubric

- 4 – Demonstrates thorough and consistent understanding of grade-level standards and objectives; completes work independently and integrates learned concepts and skills.
- 3 – Demonstrates solid understanding of grade-level standards and objectives; completes work satisfactorily and applies expected skills.
- 2 – Demonstrates partial understanding of grade-level standards and objectives; shows inconsistent application of concepts and skills.
- 1 – Demonstrates minimal understanding of grade-level standards and objectives; exhibits limited organizational, reasoning, and critical-thinking skills; requires assistance with independent tasks; work is below expectations.
- / – Indicates an area of concern requiring additional support.

Grades 6 – 8 Rubric For middle school students, trimester grades are calculated as a percentage average of classwork, homework, quizzes, projects, and assessments. The final year-end grade is the cumulative average of the three trimesters.

Honors Students in grades 7 and 8 are eligible for Honor Roll recognition, beginning with the first report card. Honors are reserved for students who consistently demonstrate mastery of grade-level standards in the five core subject areas: Religion, English Language Arts, Mathematics, Social Studies, and Science.

Eligibility requirements:

- A satisfactory (S) or higher in Effort, Conduct, and Personal Growth in all subjects, including Specials (Art, Music, PE, and Computers).
- No more than one referral per trimester. Two or more referrals result in disqualification from Honors due to disciplinary probation.

Honor Roll distinctions are awarded as follows:

- Principal's Honors: 96–100%
- First Honors: 90–95%
- Second Honors: 85–89%

Parental Partnership Parents are encouraged to monitor academic progress by accessing PowerSchool regularly. Teachers strive to assess student work thoroughly and fairly; therefore, we ask that families allow adequate time for the grading and review process. Ongoing communication between home and school is essential in supporting each child's academic journey.

Expectations and Promotion Standards In accordance with DRVC Department of Education policy, the passing grade at St. Patrick School is 65% (equivalent to a rubric score of 2). Students who demonstrate minimal understanding of grade-level expectations by the end of the academic year will be required to complete summer reinforcement in English Language Arts and Mathematics. This includes:

- *Documentation of 20 hours of tutoring with a New York State-certified teacher.*
- *Completion of a summer packet provided by the school.*
- *Submission of all documentation and completed work by August 15.*
- *Successful performance on a comprehensive assessment upon return to school.*

These measures ensure that students enter the next academic year with the skills necessary to succeed.

Regents Course Eligibility (Grade 8 Only)

"True education aims at the formation of the human person in the pursuit of his ultimate end and of the good of society, of which he is a member, and in whose obligations, as an adult, he will share."

— *Gravissimum Educationis*, Vatican II

St. Patrick School offers Regents-level courses to qualified 8th grade students as an opportunity for academic challenge and high school readiness. Admission to these courses is selective and based on a combination of academic performance, standardized testing, attendance, and personal conduct.

Eligibility Requirements To be considered for Regents placement, students must demonstrate:

- Strong Academic Performance
 - An 88% average in 7th grade Math and/or Science (final averages).
 - Consistently high achievement in ELA, Social Studies, and Religion.
- Standardized Testing
 - Performance Level of 4 on the NYS Grade 6 Math Test and/or 5th Grade Science Test.
- Attendance
 - No more than 1 absence per month (or 3 per trimester).
 - In accordance with NYS lab requirements, students must maintain 150 instructional hours to qualify for Regents exams. 7th grade attendance records must show no more than 10 absences for the school year.
- Diagnostic Assessments
 - i-Ready Diagnostics reflecting achievement at or above the 8th grade level by the third diagnostic.

Expectations for Regents Students *Regents students are expected to be:*

- Self-motivated and academically focused.
- Consistently high-performing on independent assignments such as homework.

- Committed to full participation in daily instruction and extra help sessions.

Support and Enrichment

- Extra Help: Available daily at 7:45 AM.
- Mandatory Review Course: An 8-week Regents Review program begins after Easter break, providing a comprehensive review of both course areas.

Disciplinary Standards Students must meet Honors eligibility standards to remain in Regents courses. Students who receive two or more referrals in any trimester will not be eligible for placement, or if already enrolled, will be placed on disciplinary probation.

Homework and At-Home Assignments Homework is a vital extension of classroom learning. Assignments provide students with opportunities to practice new skills, review previously mastered concepts, develop independent study habits, and enrich their understanding of the curriculum.

Guidelines

- Homework should be completed independently. Assignments completed by someone other than the student will not receive credit.
- Reading is an essential component of homework. Each grade level incorporates required reading into homework time, and additional voluntary reading is strongly encouraged.
- For digital platforms (e.g., Google Classroom, i-Ready), assignments must be submitted fully and on time. Incomplete, blank, or missing submissions will result in a grade of zero.
- When absent for two or more days, families should contact the teacher for missed assignments.
- For single-day absences or early dismissals, students are responsible for collecting all necessary materials before leaving. Teachers and the office are not responsible for sibling/office pickups.

Promotion Policy St. Patrick School is committed to fostering the spiritual, intellectual, physical, and social growth of every child. Promotion to the next grade is based on mastery of core subjects and evidence of readiness for the next level.

- Students in Grades 1–7 who fail two or more major subjects may not be promoted.
- An 8th grade student at risk of failing two or more major subjects by April may receive a Completion of Coursework Certificate instead of a St. Patrick School diploma.
- To receive a DRVC diploma, all core subjects must be completed satisfactorily.

Assessment Program, Diocese of Rockville Centre

St. Patrick School utilizes i-Ready Diagnostics, a research-based online assessment tool that provides immediate feedback and generates personalized instructional pathways for students.

New York State Assessments

- Grades 4 & 6: English Language Arts and Mathematics
- Grades 5 & 8: Science (Performance and Written)

These assessments help us evaluate curriculum effectiveness, monitor student progress, and ensure that every child receives a well-rounded Catholic education. All students are expected to participate fully in these assessments.

Parent Partnership in Learning Catholic education is most effective when school and home work together. We ask parents to support their children by establishing consistent routines, encouraging responsible study habits, and reinforcing the value of perseverance. In the spirit of faith, families are encouraged to pray with and for their children's learning, so that academic growth is always united with spiritual formation.

Artificial Intelligence (AI) Use

"Test everything; hold fast to what is good."

— 1 Thessalonians 5:21

St. Patrick School recognizes that technology is ever-evolving and offers new opportunities for learning. In keeping with the guidance of the Diocese of Rockville Centre Department of Education, we are committed to teaching students how to use technology responsibly, ethically, and in a manner consistent with the values of the Catholic faith.

General Expectations

- Students are expected to use their own knowledge and skills to complete schoolwork.
- When students use outside resources to support their learning, they must give proper credit through bibliographies, quotations, or citations.
- Artificial Intelligence (AI) and Natural Language Processing (NLP) tools may not be used to generate schoolwork unless specifically permitted by a teacher for approved purposes.
- All use of AI tools must align with Catholic values and promote honesty, integrity, and respect.

Permitted Uses of AI (with Teacher Permission Only)

Students may use AI/NLP tools only when they receive prior consent from their teacher and only for the following purposes:

1. Research – to learn how to conduct efficient searches or develop prompts, provided any information used is properly cited.
2. Data Analysis – to assist with interpreting or organizing data, with acknowledgment of AI assistance in submitted work.
3. Accessibility – to support students in accessing or understanding written materials under special circumstances.

4. Teacher-Directed Lessons – for additional educational purposes, as approved by the principal and classroom teacher.

Responsibilities and Integrity

- Students must recognize that AI tools are not always factually accurate. It is the student's responsibility to verify information before using it in assignments.
- Students are expected to use AI ethically, with guidance from teachers, and always in a way that supports their growth as learners and disciples of Christ.
- Inappropriate or unauthorized use of AI will be considered a violation of the school's technology policy and will result in disciplinary action.

Parent Partnership Parents and guardians are expected to monitor their child's use of technology at home. Use of school technology resources by parents is also held to the same standards as students. Together, school and home will guide children to use technology wisely and responsibly.

Admission Policy St. Patrick School affirms the dignity of every child as a son or daughter of God. Each student has an inalienable right to an education, and therefore no qualified child will be denied admission to our school on the basis of sex, race, color, or national origin.

All new students and families enter on a one-year probationary period. Continued academic or behavioral concerns during this time may be cause for dismissal.

Priority for Admission in the Event of Over-Registration

1. Siblings of students currently enrolled at St. Patrick School.
2. Registered parishioners of St. Patrick's Church who actively contribute through the envelope system.
3. Registered parishioners of another Catholic parish.
4. Children of non-Catholic families.

Registration Requirements Families 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.
- Proof of parish membership and worship.
- Proof of immunizations.

Note: Registration is not complete until all paperwork is submitted, the registration fee is paid (non-refundable and not applied to tuition), and a formal interview with the principal has been conducted.

Age Requirements

- Nursery Program: 3 years old on or before December 1 of the year entering.
- Pre-K Program: 4 years old on or before December 1 of the year entering.
- Kindergarten: 5 years old on or before December 1 of the year entering.

Aftercare Program St. Patrick School provides aftercare for working families in grades K-8, ensuring a safe and caring environment rooted in the values of our Catholic

community. The Student Code of Conduct applies during aftercare hours. Enrollment for this offering, October - June, will be completed in September. Parents will be charged a monthly fee on the first of the month.

Guidelines

- Families are encouraged to pack additional drinks and healthy snacks.
- Students should bring basic supplies (pens, pencils, etc.) to complete homework.
- Aftercare staff provide supervision and homework support but are not a substitute for formal tutoring.
- No nurse is on duty during aftercare.
- Aftercare is not available on half days.

Pick-Up Procedures

- Families are encouraged to pick up all siblings together to avoid repeated disruptions.
- A late fee of \$25.00 will be charged if a child is picked up after 5:30 PM.

School Arrival and Dismissal

Arrival

- Parents should ensure children arrive by 8AM and walk them only to the gate.
- Students are encouraged to walk the remainder of the way independently, fostering responsibility.
- Doors close promptly at 8:15 AM; students arriving after this time will be marked tardy.

School Hours For safety, children may not be dropped off before supervision begins.

- Nursery: 8:30 AM – 11:00 AM Half Days: 8:30 AM - 10:15 AM
- Pre-K: 8:30 AM – 1:40 PM Half Days: 8:30 AM - 10:15 AM
- K-8: 8:15 AM – 2:30 PM Half Days: 8:30 AM - 11:15 AM
- Early Dismissal (Half Day): Walkers released at 11:10 AM

Lateness Policy Punctuality is an important life skill that reflects responsibility and respect for the school community. Families are expected to ensure that students arrive on time each day.

Parking Reminder: Parents may not drive into the parking lot during arrival or dismissal.

Tardy Consequences

- 5th Tardy: Reminder notice sent home.
- 10th Tardy: Formal letter sent to parents; donation requested for the Hospitality Center.
- 15th Tardy: Formal letter sent to parents; referral issued; after-school detention assigned.
- Nursery & Pre-K Late Pick-Up: Families will incur a \$25.00 late fee.

Please refer to the Attendance Policy for distinctions between excused and unexcused lateness.

Early Dismissal Procedures

- Parents/guardians must provide a note to the homeroom teacher and update Pick Up Patrol if there is a change in dismissal routine. Verbal instructions from minors are not suitable notification to alter plans.
- No dismissal changes may be made after 1:50 PM. Students will not be excused early to parents after 1:30 PM.
Walkers are dismissed from the designated Walker Door.
- Once students are dismissed from school grounds, St. Patrick School releases all liability.

- **Early Pick Up:** Please send a note in with your child so their teacher can indicate to the office that they will be leaving early. Be mindful of the bell schedule. Students may be dismissed at 9:10, 9:50, 10:30, 11:10, 11:50, 12:30, 1:10, 1:50, or at dismissal. *On Wednesdays, Students grade 3-8 should be picked up by 11:50 to avoid dismissal during Mass in the Church.

Grade Level Celebrations

When visiting the school for a class or grade-level celebration, parents must:

- Notify both the classroom teacher and the main office prior to arrival.
- If dismissing their child after the event, sign the child out in the main office.
- If including an older sibling in a celebration (e.g., Christmas Pageant, Moving Up Ceremony):
 - The sibling must either be signed into school after the morning event or signed out prior to the afternoon event. This will also require adequate notification. Send a note to the classroom teacher at least one day prior. Without a note being presented- siblings will not be released for such celebrations. Special attention should be made on Wednesdays as the schedule includes Mass. Siblings will not be released from the Church.

This procedure ensures that all students remain under the proper supervision of their parents.

Walking Off Campus Throughout the school year, students may walk off campus for school-related activities at:

- St. Patrick Church
- Monsignor Purick Hall (MPH)
- St. Patrick Cemetery

- YMCA
- Bay Shore/Brightwaters Library
- Benjamin Beach

All walks are supervised by certified personnel. Teachers will notify families in advance and may request additional parent chaperones when needed.

Excused	Code	Unexcused	Code
Sick	S (ES)	Trip/vacation (family, CYO, etc.)	TRP(T)
Medical appointment (limited hours)	MED(E M)	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(E F)		
Medical Abs. Home Tutoring	MABH T(EO)		
Retreat	RE(ER)		
Out of school suspension OSS (OSU)			

In school suspension ISS (ISU)	
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Attendance Policy St. Patrick School places a high priority on daily, punctual attendance as essential to academic success and the formation of responsibility. Parents are expected to support consistent attendance, in compliance with New York State Education Law and Diocesan policy.

Attendance Procedures

- Attendance is taken at the start of the school day (whether in-person or remote).
- Attendance is taken at the beginning of each scheduled class period when students change classes.
- Attendance is taken after lunch/recess.
- Attendance is taken on field trips and at all school-sponsored activities.
- A student is marked absent if not present when attendance is taken.
- A student arriving after 8:15 AM is marked tardy.
 - More than five (5) tardies is a violation of school policy and will be reflected on the report card.
- A student who leaves before dismissal is considered absent for part of the day.

Excused and Unexcused Absences

All absences and tardiness are classified as excused or unexcused and recorded in the student's permanent attendance record.

Excused Reasons Absences/tardiness are excused for the following:

- Illness
- Scheduled medical appointments

- Illness or death in the family
- Religious observance
- Bad weather/impassable roads
- Court appearances
- Family emergencies
- District transportation problems
- Funeral
- School-sponsored activities

Unexcused Reasons The following are ordinarily unexcused:

- Music lessons
- Take-Your-Child-to-Work Day
- High school visits (outside of approved dates)
- Family trips or vacations
- CYO activities or other outside programs
- Lack of transportation
- Oversleeping/missing the bus
- Staying home to care for siblings
- Truancy

Illegal Absence State law distinguishes two forms of illegal absence/lateness:

1. Educational Neglect – Absence with parental consent for non-legal reasons (e.g., vacations, visiting relatives, oversleeping, missed bus, caring for siblings). These are not legal excuses.
2. Truancy – The willful violation of compulsory attendance law. A student is truant if they are expected to be in school but are absent without a valid reason.
 - Truancy results in suspension.
 - Repeated offenses will result in referral to the district truant officer.

All absences, both excused and unexcused, as well as all records of lateness, are entered into the student’s permanent record and may have implications for the future.

Diocesan Policy on Excessive Absences The Diocese of Rockville Centre reserves the right to dismiss or disenroll any student in grades K–8 with 12 or more unexcused absences.

Attendance Coding To ensure accuracy in recordkeeping, the school uses a coding system to classify absences, tardiness, or early departures. Marginal notations may be added for clarification. Parents are encouraged to review their child’s attendance record regularly.

Excused	Code	Unexcused	Code
Sick	S (ES)	Trip/vacation (family, CYO, etc.)	TRP(T)
Medical appointment (limited hours)	MED(E M)	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(E F)	
Medical Abs. Home Tutoring	MABH T(EO)	
Retreat	RE(ER)	
Out of school suspension OSS (OSU)		
In school suspension ISS (ISU)		

Attendance Follow-Up Procedures

- 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, a written excuse note from a parent is required. These notes are kept on file for one year.
- If a student is absent without an excuse, or if the validity of the excuse is in question, the principal will investigate.
- Teachers are responsible for notifying parents and administration of any ongoing attendance concerns.

- After 10 absences, parents will be required to attend a conference to address attendance issues.

Responsibility and Oversight

- The Principal has full charge of internal administration and may designate a school administrator or teacher to help oversee attendance.
- The Principal and/or designee reviews attendance data regularly to identify patterns of unexcused absences and initiate appropriate interventions.
- The Attendance Secretary is responsible for monitoring attendance records and following up on concerns.
- Teachers, staff, and the school nurse all share responsibility for implementing the attendance policy.

Student Responsibility

- Students are responsible for all classwork, tests, and assignments missed during any absence.
- Each student should have a “study buddy” to contact for homework and test dates.
- Assignments may also be posted on Google Classroom depending on your child's grade level and the classroom procedures.
- Students absent from school may not participate in after-school activities, including sports, plays, clubs, dances, or other events.

Educational Neglect If school interventions fail and there is reason to believe a child’s absences are due to parental neglect, school officials are required to report to the New York State Central Register at 1-800-342-3720.

Vacations Teachers support students in making up work from legal absences (illness, bereavement, medical procedures, court, etc.). However, they are not permitted to provide work in advance for students who will miss school due to vacation or other unexcused absences. New York State defines vacations during school sessions as unexcused absences.

Class Placement The placement of students is a serious and careful process undertaken each year by the faculty and administration.

- Class placements are determined by teachers and administrators working together to ensure a balanced academic and social environment.
- Many factors are considered, including academic needs, social-emotional growth, and classroom dynamics.
- Parent input is considered, but no placement is guaranteed.

Our goal is to create the best possible learning environment for every student at St. Patrick School.

Code of Christian Conduct Discipline at St. Patrick School reflects the spirit of Vatican II and the Church's teaching on Christian education. It is understood as an aspect of moral guidance, not merely punishment or repression.

Guiding Principles

- Rooted in our Catholic faith, discipline is built upon respect, responsibility, and mutual concern.
- Students are called to live their faith by making moral choices, practicing self-control, and showing consideration for others.
- Discipline fosters self-discipline, order, efficiency, and character — virtues essential for living a Christian life.

Expectations Students are expected to follow the Christian Code of Conduct:

- At school, in classrooms, hallways, and lunchroom.
- At dismissal areas, bus stops, and on buses.
- During field trips, parish events, beach day, sports events, and other school functions.

- In any setting where they represent St. Patrick School.

Purpose The goal of our conduct policy is to:

- Encourage good behavior and kindness.
- Deter actions that cause harm, disruption, or inconvenience.
- Build a community of caring and responsible disciples of Christ.

Disciplinary Actions St. Patrick School follows a policy of progressive discipline that is consistent, equitable, and rooted in respect. Depending on the severity or frequency of the infraction, disciplinary action may include:

- Verbal warning
- Detention
- Exclusion from school activities
- Counseling intervention
- Suspension
- Expulsion

Code of Conduct and Discipline Policy St. Patrick School is committed to providing a safe, respectful, and faith-filled environment where students can learn and grow as disciples of Christ. Discipline at our school is not merely punitive but is intended to guide students toward self-control, responsibility, and respect for the rights of others.

Each situation is handled on an individual basis and disciplinary action is determined by the administration in accordance with the school's mission. Students are expected to exercise the highest level of self-discipline appropriate to their age and grade level. Parents and school staff share responsibility for fostering this growth by modeling Christian values and encouraging behavior that builds up the community.

At St. Patrick School, discipline is rooted in the Catholic understanding of the dignity of each child and the call to form both character and conscience. We follow the Preventive System of St. John Bosco, which emphasizes reason, religion, and loving kindness as guiding principles. Rather than relying on fear or punishment, St. John Bosco's method focuses on building strong, trusting relationships between teachers and students, fostering an environment where children feel loved, respected, and encouraged to make good choices. Preventative discipline establishes clear expectations, consistent routines, and supportive teacher presence that deters misbehavior before it occurs. When corrective action is necessary, restorative practices invite students to reflect on the consequences of their actions, take responsibility, and seek reconciliation. In this way, discipline becomes not merely corrective, but formative — guiding students to grow in virtue, repair relationships, and deepen their commitment to living as disciples of Christ. Faculty are expected to embody this approach with patience, fairness, and compassion, creating a school environment that is both orderly and nurturing.

Administratively, our goal is to work hand-in-hand with parents to support each child's growth in responsibility and maturity. We recognize that mistakes are natural opportunities for learning, and consequences are intended to guide students toward making better choices in the future. While not all consequences are immediately visible, all students are held accountable for their actions in a manner that fosters integrity and self-discipline. The first step in addressing behavioral concerns is always communication with parents, ensuring that families are informed, involved, and engaged in the process of correction and restoration. Through this collaborative approach, school and home work together to reinforce consistent expectations and values, promoting both accountability and personal growth.

Discipline Philosophy Whenever possible, disciplinary action will be:

1. Corrective in nature – focused on improving behavior and enhancing academic growth.
2. Communicative with parents – guardians will be notified through a referral form if disciplinary action is taken. Parent signatures are required; however, detention remains in effect whether or not the form is signed.
3. Supportive of intervention – if the administration determines that an issue extends beyond the scope of the school, professional assistance may be required, including documentation from a medical or mental health professional.

Behaviors Requiring Disciplinary Action The following behaviors are considered serious infractions and will result in disciplinary measures:

- Use of drugs or alcohol (not excluding vapes)
- Possession or use of illegal substances
- Stealing
- Physical aggression or fighting
- Vandalism or destruction of property
- Plagiarism or forgery “cheating”
- Harassment (including bullying or cyberbullying)
- Testing irregularities (cheating, dishonesty)
- Possession of weapons, dangerous items, or look-alike items (e.g., guns, knives, handcuffs, toys)
- Threats of violence
- Dress code or Phone Use violations
- Profanity, vulgarity, or inappropriate printed or digital materials

Possible Consequences Depending on the severity and circumstances of the infraction, consequences may include:

In-School Disciplinary Actions

1. Recess detention
2. After-school detention

3. In-school suspension
4. Out-of-school suspension
5. Probation or loss of privileges
6. Withdrawal or expulsion

Out-of-School Arrangements (when deemed necessary)

1. Loss of bus privileges
2. Counseling requirement
3. Behavioral therapy enrollment
4. Referral to outside agencies for issue-specific assistance

Note: Disciplinary action taken by the administration is not negotiable. Parents always reserve the right to withdraw their child from St. Patrick School in the event of serious disciplinary concerns.

Authority and Accountability

- The Principal, discipline designee, teachers, and staff have the authority to speak with students regarding incidents and to investigate when necessary.
- Student lockers, desks, computers, and other storage areas remain the property of the school. Students do not have the right to privacy in these areas.
- The Principal or designee is responsible for determining appropriate disciplinary action in each case, considering:
 - Student intent
 - Degree of actual or potential harm or danger

- Impact of intimidation or fear
- Age and developmental level of the student

School-Wide Rules St. Patrick School expects all students to demonstrate behavior that reflects the values of respect, responsibility, honesty, kindness, and faith. These rules apply at all times—in classrooms, hallways, playgrounds, buses, church, field trips, and school-sponsored events.

1. Respect the Rights, Feelings, and Property of Others

Students are expected to treat all people as children of God, created in His image.

- Courtesy and Kindness – Greet teachers, staff, and classmates with polite language. No teasing, gossip, name-calling, or exclusion.
- Respect for Property – Take care of school buildings, furniture, books, technology, and playgrounds. Report damage immediately.
- Sportsmanship – Whether in gym class, recess, or competitions, be inclusive, play fair, and encourage others.
- Attentiveness – Listen actively during instruction, prayer, or assemblies.
- Teamwork – Contribute to group projects with effort and cooperation; celebrate the strengths of others.
- Physical Respect – Keep hands, feet, and objects to yourself; no roughhousing, hitting, or inappropriate physical contact.
- Appropriate Language – Speak respectfully; no profanity, ethnic or racial slurs, or hurtful teasing.
- Privacy and Dignity – Respect the personal space, belongings, and feelings of others.

2. Be Where You Should Be at All Times

- Remain in assigned areas unless you have permission from a teacher or staff member.
- Do not wander hallways, leave class, or exit school grounds without authorization.
- Always check in with staff when moving from one supervised space to another.

3. Conduct Yourself Safely and Courteously

At Mass

- Participate reverently: respond to prayers, sing, and listen attentively.
- Follow church etiquette: sit quietly, handle hymnals respectfully, and place sheets under chairs when not in use.
- Remain in full school uniform with outer clothing removed.
- Maintain silence during Communion and walk quietly as you leave church.

At Assemblies

- Enter quietly, sit attentively, and show respect for presenters.
- Clap politely when appropriate; avoid disruptive talking or behavior.

At Evening Events, Concerts, and Performances

- Parents must supervise children at all times.
- Students are expected to remain seated, listen attentively, and stay until the program concludes.
- Cell phones must be silenced or turned off.

At Lunch

1. Food MAY NOT be shared amongst peers. No exceptions will be made.

2. Nut free tables are utilized in the cafeteria but we are not a nut free school. Students with allergies may get permission for a friend to sit with them if a parent agreement is signed and the regulations are fully followed accordingly.
3. Food Guidelines: No soda, gum, candy, fast food, or glass containers.
4. Nutrition: Families are encouraged to provide healthy lunches; additional snacks may be purchased.
5. Behavior:
 - Use indoor voices.
 - Stay seated until dismissed by an adult.
 - Use good manners while eating.
 - Clean up your area completely.
6. Safety: Students may not leave the cafeteria without staff permission.

At Recess

- Remain in your designated play area; do not enter restricted zones (e.g., fire lanes).
- Walk calmly to play areas and back to lines.
- Use only school-issued equipment; play by established rules.
- Show good sportsmanship: share, take turns, and include others.
- Line up promptly and quietly when recess ends.

4. Foster an Educational Environment Free from Distractions

To protect learning time and community safety:

- Personal items such as trading cards (e.g., Pokémon, Yu-Gi-Oh), toys, slime, games, or Beyblades are prohibited.
- Cell phones and personal electronic devices must remain off and stored during the school day unless specifically permitted by a teacher.
- Classroom focus should always be on learning, cooperation, and respect.

Cell Phone and Personal Device Policy In alignment with the New York State “Distraction-Free Schools” law (effective September 2025), St. Patrick School maintains a

strict bell-to-bell restriction on the use of cell phones and all internet-enabled personal devices, including smartwatches, earbuds, and tablets, during the school day.

Students must store their devices in their lockers, school-issued pouch, or another secure area as directed by the administration and homeroom teachers. Devices may not be visible, powered on, or in use from arrival until dismissal.

Exceptions Personal devices may only be used if: A documented medical need requires device use. A case-by-case accommodation has been granted by the Principal.

Communication Parents/guardians needing to reach a student during the school day must contact the main office, and a message will be relayed promptly. Students are not permitted to call, text, or message during school hours.

Violations of this policy will result in disciplinary measures, including but not limited to: Confiscation of the device (to be returned to a parent/guardian). Referral and possible detention or suspension for repeated offenses.

Rationale This policy fosters a safe, respectful, and distraction-free learning environment, supports student well-being, and encourages face-to-face engagement. As a Catholic school, we emphasize presence, attentiveness, and community—virtues which are best cultivated when students are free from unnecessary digital distractions.

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.
- 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.
- 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.
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Social Media Behavior Policy St. Patrick School expects all students to conduct themselves in a manner that reflects Catholic values both inside and outside of school. This expectation extends to all forms of technology use, including social media platforms, texting, digital messaging, and online posting.

General Expectations

- Student behavior online is held to the same standards as behavior in school.
- There is no right to privacy when using school technology resources. Administrators and staff may review material saved, transmitted, or accessed on school devices at any time.
- Students are not permitted to post, share, or distribute any wording, images, or media that are:
 - Inappropriate, crude, vulgar, obscene, or profane.
 - Harassing, racist, inflammatory, malicious, fraudulent, or libelous.
 - In violation of Catholic values or teachings.
 - Illegal in any respect.

Parent Responsibility Parents are expected to monitor their child's technology use at home and resolve issues that arise with their own child and, if necessary, with the parents of other students involved. Parents also agree that their own use of school technology resources is subject to the same standards as students.

School Responsibility

- Faculty and staff are mandated reporters under New York State law and must report any incident of online abuse, harassment, or suspected danger to the proper

authorities.

- If a situation warrants, the matter may be reported directly to the Suffolk County Police Department (3rd Precinct). Students involved will be subject to suspension until an investigation is complete.
- Any incident that spills over into the school day and impacts academics, social-emotional well-being, or community safety will be addressed according to the school's Code of Conduct.

Consequences for Misuse

- Any student found to be involved in inappropriate online behavior may face disciplinary action, including:
 - Temporary or permanent suspension from technology use.
 - Detention, suspension, or expulsion depending on severity.
 - Loss of privileges, including participation in school activities.
 - Referral to civil authorities if laws are violated.

Special Note on Cyberbullying Harassment and cyberbullying—including repeated messages, targeted posts, or offensive images shared digitally—will not be tolerated. Any student engaging in such behavior will face disciplinary action up to and including suspension or expulsion.

School Representation Any images, videos, or posts showing St. Patrick students in school uniform, on school grounds, or at school-related events that are inconsistent with Catholic values will immediately result in disciplinary action, including possible suspension.

Bullying Policy

Definition of Bullying Bullying is intentional harmful behavior by one or more students directed at another student with less social or physical power. It is unjustified, deliberate, and often repeated, and it differs from ordinary conflict because of the power imbalance.

Examples of Bullying

- Verbal – name-calling, teasing
- Social – spreading rumors, exclusion, breaking up friendships
- Physical – hitting, pushing, shoving
- Cyberbullying – using technology to harass or intimidate

Bullying vs. Conflict

- Bullying is repeated, intentional, and involves a power imbalance. The aggressor shows little remorse.
- Conflict is occasional, often accidental, involves equal power, and is followed by remorse and problem-solving.

Catholic School Stance St. Patrick School does not condone racial, ethnic, or discriminatory remarks in any form. Any such behavior will be reported to guardians and met with disciplinary action.

Reporting Procedures Any student who feels harassed or bullied should:

1. Walk away from the aggressor.
2. Seek out the nearest adult or school official.
3. Report the incident immediately.

Reports may be made to teachers, aides, staff members, the nurse, or the principal.

Protection: Anyone reporting in good faith will be free from retaliation.

Administrative Response

- All reports will be taken seriously.

- The administrative team will investigate promptly.
- Disciplinary action will be taken based on the severity of the offense and in accordance with the school's Code of Conduct and New York State's Dignity for All Students Act (DASA).

Communication Clear and consistent communication between home and school is essential for the success of every child. St. Patrick School is committed to keeping families informed and to fostering open, respectful dialogue with parents and guardians.

Schoolwide Communication

- **Website:** The school webpage is the most up-to-date source of information. Families are expected to check it daily.
- **School Messenger:** This system is used for urgent or general notifications via email, phone call, or text. Parents must ensure that current contact information is kept on file with the school office.
- **Parent Association (PA) & Class Parents:** For school events and parent-run activities, communication may come from class parents or the PA Board. Questions regarding PA-sponsored events may be directed to: stpatpaboard@gmail.com.

Communication Regarding Academics and School Policy

- **Teachers:** Questions regarding classroom policies, grades, or curriculum should be directed first to your child's teacher. Teachers are available via email between 8:30 AM and 3:00 PM.
- **Report Cards:** Trimester report cards are accessed through PowerSchool. For assistance setting up or accessing your account, please contact swhittier5629@spsbayshore.org.
- **Escalation Process:**
 1. Parents should first reach out to the classroom teacher.

2. If concerns remain unresolved, families may request an appointment with the Principal.
 3. The Pastor may be contacted only after school-level channels have been followed.
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Administrative Communication

- Principal / Pastor: Please contact the main office to request an appointment. A 24–48 hour window should be allowed for availability and scheduling.
 - Dean(s) of Students:
 - Communication regarding student discipline may occur by email, phone, or referral slip.
 - Minor issues or warnings will be communicated via a referral slip sent home.
 - If further discussion is required, this will be noted on the form. Parents should then contact the Dean(s) directly to schedule a phone or in-person conference.
 - Please note: Dean(s) also teach classes and may need to arrange a time rather than responding immediately.
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Social Media Behavior Policy St. Patrick School expects all students to conduct themselves in a manner consistent with Catholic values at all times, including their presence online and on social media.

Standards for Online Conduct

- Student behavior online is held to the same standards as behavior in school.
- Students are expected to use technology and social media responsibly, showing civility, honesty, and respect in all interactions.

- There is no right to privacy when using school devices, accounts, or networks. Administration and staff may review any material saved, transmitted, or accessed at any time.
- Students may not use social media or technology resources to:
 - Post, share, or display images or wording that are inappropriate, crude, vulgar, or profane.
 - Harass, bully, intimidate, or target others, including through cyberbullying.
 - Distribute or access obscene, racist, inflammatory, malicious, fraudulent, or libelous content.
 - Misrepresent themselves, post false information, or engage in discriminatory attacks.
- Any social media activity in school uniform, on school grounds, or at school-related events that is inconsistent with Catholic values will result in immediate disciplinary action.

Responsibilities of Parents and Guardians

- Parents are expected to monitor their child's online activity at home.
- Parents understand that their own use of school technology resources is subject to the same standards as students.
- If parents discover inappropriate online behavior, they are expected to address it promptly with their child, with the parents of other students involved, and if necessary, with civil authorities.

School Response and Consequences

- Faculty and staff are mandated reporters under New York State law and must report any instance of online harassment, abuse, or suspected endangerment to the appropriate authorities.
- When necessary, serious matters may be referred to the Suffolk County Police Department (3rd Precinct). In such cases, involved students may be suspended until

an investigation is completed.

- Any incident that spills into the school day, impacting academics, social-emotional well-being, or community safety, will be addressed according to the school's Code of Conduct.
- Disciplinary actions may include:
 - Temporary or permanent loss of technology privileges.
 - Detention, suspension, or expulsion.
 - Referral to outside counseling or professional support.
 - Referral to legal authorities if required.

Cyberbullying Prohibition

- Harassment and cyberbullying are strictly prohibited. Cyberbullying includes repeated or one-time online behaviors that cause harm, fear, or humiliation.
- Students engaging in cyberbullying will face disciplinary action up to and including suspension or expulsion.

Confidentiality St. Patrick School faculty and staff respect the privacy of all students and families. However, confidentiality cannot be maintained in matters involving a student's health, life, or safety. In such cases, staff members are required by law to report appropriately to school administration and, when necessary, to state authorities.

Confidential information belonging to the Department of Education or the Diocese of Rockville Centre must never be transmitted or forwarded to individuals or organizations not authorized to receive it. Reasonable care should always be taken when discussing or handling sensitive information, especially in non-secure situations such as voicemail, public conversations, or open areas.

Custody Issues Unless or until official documentation is provided, both parents are presumed to have equal rights regarding their child. Parents/guardians must provide the

Principal with copies of all legal custody agreements or court orders, which will be placed on file and followed by the school.

Communication will be mailed to the address listed on the FACTS form. If parents are separated or divorced, it is the responsibility of the parent at the primary address to share information with the other parent as required by law. To assist communication, it is recommended that both parents establish a dedicated shared email account for school-related correspondence.

Dignity for All Students Act (DASA) Although religious and private schools are not legally bound by the New York State Dignity for All Students Act (2012), St. Patrick School upholds its principles to ensure a safe, caring, and respectful environment for every child.

- **Safe Environment:** All students have the right to attend school free from harassment, bullying, and discrimination.
- **Codes of Conduct:** Apply to students, staff, and volunteers to maintain respect and civility.
- **Training:** Staff and volunteers complete awareness and prevention programs. Students receive age-appropriate instruction on recognizing and reporting unsafe or inappropriate behavior.
- **Catholic Identity:** All policies and instruction reflect our mission to form students in the image of Christ — fostering honesty, tolerance, personal responsibility, and respect for others.

Dress Code & Uniform Policy Choosing to attend St. Patrick School means committing to the dress code and uniform policy. Students are expected to arrive and remain in proper uniform throughout the school day, including dismissal.

- **General:** Uniforms must be neat, clean, and in good condition. Non-uniform clothing is not permitted unless designated. Shirts should be tucked at all times aside from the gym uniforms.
- **Non-Compliance:** Parents will be notified if a student is out of uniform. On dress down days, parents will be asked to bring new clothing or the student will be given a

uniform from the used bank. Repeated violations will result in a referral.

- Final Authority: The Principal, in consultation with the Pastor, has final discretion on matters of dress and appearance.

See separate Uniform Guidelines for details by grade level.

Boys (K-4): Winter uniform pants, white dress shirt, uniform tie, sweater/sweater vest, black shoes with green or blue dress socks (socks must be at the ankle or higher). Shirts tucked in. Summer uniform shorts or pants with polo shirt, green or blue socks with black shoes (crocs are not permitted). Sweater optional. Shirts tucked in.

Boys (5-8): Winter uniform pants, white dress shirt, uniform tie, sweater/sweater vest, black shoes, green or blue socks (socks must be at the ankle or higher) . Shirts tucked in. Summer uniform shorts or pants with polo shirt, green or blue socks with black shoes(crocs are not permitted). Sweater optional. *Button down shirts may be worn with ties.* Shirts tucked in.

Girls (K-4): Winter uniform jumper, to the knee and no shorter, white dress blouse, and sweater. Forest green or blue ankle socks or knee socks with black shoes. Summer uniform shorts with polo, jumper with blouse, or new polo dress, green or blue socks, and black shoes (crocs are not permitted). Shirts tucked in. Sweater optional in either season.

Girls (5-8): Winter uniform plaid skirt/skort, must be to the knee and no shorter, white dress blouse, sweater/sweater vest, forest green or blue knee ankle/knee socks or tights and black shoes. Summer uniform navy skort with polo, or plaid skirt/skort with polo, Forest green or blue socks with black shoes (crocs are not permitted). Shirts tucked in. Sweater optional in either season.

Shoes, All Grade Levels: Any black dress shoe and uniform school sweaters ONLY. White soles are not permitted. Gray will be considered acceptable.

Gym Uniform: Uniform gym attire must be worn on gym days. White socks, anklets or peds. Sneakers with rubber soles and laces are required. Spirit wear sweatshirts are permitted to be worn on PE class days but not as a substitute for the winter uniform sweater. Shorts should be worn at the knee and not rolled up on the waist.

Summer Uniform (Optional)- All Grade Levels

Schedule: First day of school until October 15th and April 1st until the end of the year.

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. No nail polish. No makeup. Apple Watches (or other electronic devices) are not permitted to be worn. No facial piercings.

Girls: No dangling or large hoop earrings (no larger than a nickel), minimal make-up to conceal blemishes (no mascara, eyeliner, lipstick), blemish patches must be clear, no bold colorful nail polish (clear, beige, light pink are appropriate), no fake/acrylic nails, no unnatural colored hair. Only one pair of earrings, a small thin chain with a cross or medal, 2-3 bracelets on a wrist, 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. Apple Watches (or other electronic devices) are not permitted to be worn. No facial piercings.

Dress Down Policy When participating in a “No Uniform Today” (N.U.T.) day or other dress-down event:

- Clothing must be modest and appropriate (no ripped jeans, short skirts, midriff tops, low-cut blouses, or offensive logos).
- Shorts and skirts must be no shorter than 2 inches above the knee.
- Leggings may only be worn with a longer tunic top.
- Footwear must be safe and appropriate (no flip-flops, Crocs, slippers).

Violation of the dress-down policy may result in detention and loss of future dress-down privileges.

Field Trip Policy Field trips are an extension of the school curriculum and are a privilege, not a right.

- Only parents/guardians selected as official chaperones may attend. Chaperones must be Virtus-trained, background screened, and at least 21 years old.
- Siblings are not permitted on field trips.
- All students must travel with their class by school bus.

- Students may not be signed out at the trip location.
 - Chaperones may not purchase food, souvenirs, or treats for students.
 - All St. Patrick School Code of Conduct policies apply during trips.
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Health Services Health services are provided in partnership with the Bay Shore School District. Our school nurse, Mrs. Suzanne Grim, can be reached at spsnurse@spsbayshore.org or (631) 665-4911 EXT. 146

- Absences: Parents must notify the nurse when a child is absent. A written note is required upon return. Children must be fever-free and symptom-free for at least 24 hours before returning to school.
- Immunizations & Physicals: Required by NYS law for school attendance. Physicals are mandated for new entrants and students in grades K, 1, 3, 5, and 7.
- Medications: All medication, including over-the-counter, requires a written request signed by both parent and physician and must be delivered by an adult. Students may not carry medication unless authorized for asthma inhalers.
- Screenings: Vision, hearing, and scoliosis screenings are conducted as required by NYS guidelines.
- All students are covered by diocesan accident insurance, included in tuition.

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.

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 cannot 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.

Lunch Parents are responsible for providing lunch daily. St. Patrick School offers online lunch service through "EZ School Apps" Orders must be placed in advance with confirmation received.

- Forgotten lunch more than three times will require parents to have a conference with Ms. Glynn regarding an action plan to address such an issue.
- Soda, gum, candy, and fast food are not permitted.

Media The school occasionally submits student photos, names, and activities for

publication in local media and diocesan outlets. Parents who do not wish for their child to participate must submit written notification during the first week of school.

Megan's Law Notice St. Patrick School is committed to the safety of all children. Staff members are reminded regularly of their responsibility to report suspicious activity. Parents are asked to reinforce safety practices with their children (do not talk to strangers, accept gifts, or get into vehicles). For more information, visit: [NY State Criminal Justice Services](#).

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

For 7th & 8th Grade Nomination:

- o Students must have received 1st or Principal Honors for the 1st and 2nd Trimester; with no failing grades
- o Students must have an E/S in conduct and effort, and personal growth for the 1st and 2nd Trimester in all subjects
- o Students must have an 85% in Technology, Art, PE and Music

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
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

Parents are to 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.

Parents are to 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, 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.

Playground The school's playground is to be used during school hours and under the supervision of the school staff, security guards, and/or faculty. Should parents allow their children to use the equipment after school hours they are taking on sole responsibility for any injury that may occur. Participation in this activity may involve some risks despite the best efforts of the school and/or guardians to supervise those playing in the yard. Should any damages be made after school hours to the playground equipment the expectation is for parents to cover the cost. The playground must remain available for students throughout the school day and no parties will be allowed onto the property to utilize the equipment. Pre-K and Nursery students are permitted to play on the playground for 15 minutes after their dismissal time if the playground is not occupied by a class at that time. We reserve the playground for a single grade level at a time. Students will lose access to the playground if not used safely.

Remote Learning for Snow Days The following policies and procedures will apply: All students must log into their homeroom google meet for attendance by 8:15AM

★ Students are expected to be in uniform: gym uniform is appropriate.

Virtual Participation on Snow Days: Teachers may use a variety of methods:

- Synchronous Learning 8:15AM - 11:15AM
- Asynchronous Learning 11:15 - 2:30PM.

- ❖ Attending video conference sessions (Google Meets on Google Classroom)
- ❖ Participating in threaded discussions.
- ❖ Completing and submitting assignments.
- ❖ Taking an assessment online and/or a take-home assessment on paper.
- ❖ Uploading and submitting a video for your teacher(s).
- ❖ 1:1 communication via phone/email/ or Google Classroom with your teacher.
- 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 should have a work area (table or desk).
- Students should have their own device.
- No eating during lessons. Lunchtime should be taken at 11:15AM.
- Submitting blank work will not be accepted after re-submitting.
- No cell phones should be present or visible.

Security For security reasons, we ask all visitors to sign in at the school at the Main Lobby 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 individual's 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 individual's 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, you will be notified by the school district and final decisions will be made at the Committee for Special Education (CSE) meeting.

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.

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. At the end of each month, the business office will place the fee associated with your repair on your account to be paid. When the damage is assessed by Ms. Whittier and Ms. Glynn students will spoken with a paper notification will go home to summarize the damage and the fee that will result for the replacement and/or repair. Repair costs vary and will be provided by Cell Mechanic directly.*

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 materials 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: Catholic School Guidelines for Gender Identity

Rationale: At the heart of a Catholic Education, a unique educational charism is the 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. 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. The Catholic Church

strongly holds that human bodies are gifts from God and temples of the Holy Spirit. 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." Any student who participates in any level of Catholic Education is 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 as they prepare to receive the Sacraments. Our diocesan 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 .St. Patrick 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."

1. Guidelines Behaviors that are contradictory to Catholic morality and the expectations of St. Patrick School includes expressing a gender that is discordant with one's biological sex. Our school will interact with students, volunteers, staff, teachers, and administrators 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." 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. 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. The school's pastoral and counseling services are available to all members of the school community. All school administrators, 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: We acknowledge 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 program should be a place where people are "accompanied" in difficult situations while being led to live their lives in complete union with Christ. Our school has identified where reasonable accommodations can or should be made as well as where it cannot for non-conforming persons. These accommodations are as follows: The school will assist in providing spiritual counseling and referrals to supportive professional counseling that is in conformity with Catholic anthropology and Church teaching to those who exhibit such behavior. The school may accept a new name only if the individual's name is legally changed. However, the school will not refer to said individual by any pronoun that does not conform with his or her biological sex. The school will not allow children to wear uniforms that do not conform to their biological sex, nor can one's personal appearance reflect the opposite sex. Boys are not permitted to wear makeup, earrings, or nail polish, and boys' fingernails may not be longer than 1/4 inch from the end of the fingers. Regarding events where students do not wear a uniform (field trips, school dances, dress-down days, etc.), the following attire guidelines should be followed: Boys/Men: Slacks, non-ripped jeans, and khaki shorts are appropriate bottoms for boys/men. Button-down shirts (long and short sleeved), polo shirts, and neat t-shirts (long and short sleeved) are appropriate tops for boys/men. In the colder weather, a fleece, quarter-zip, sweater, or neat sweatshirt may also be worn. No piece of clothing should have any words or graphics that are distracting, defamatory, or stand contrary to the Catholic faith. Closed shoes, sneakers, or boots should be worn. Hair is to be neatly kept, combed properly without covering the face and length should not touch the shirt collar.

Girls/Women: Skirts, dresses, pants, non-ripped jeans, and appropriate shorts that end no higher than two inches above the knee are appropriate bottoms for girls/women. Blouses (long and short sleeved), polo shirts, and neat t-shirts (long and short sleeved) are appropriate tops for girls/women. In the colder weather, a fleece, quarter-zip, sweater, or neat sweatshirt may also be worn. No piece of clothing should have any words or graphics that are distracting, defamatory, or stand contrary to the Catholic faith. Shoulders should always be covered. Closed shoes, sneakers, or boots should be worn. Hairstyles are to be neat and appropriate. Hair may not be dyed any unnatural color. One earring may be worn in each earlobe. No earrings may be worn on the upper ear cartilage. No expander earrings are permitted. Earrings may not be larger than a quarter. No other facial jewelry is permitted. Make-up must be subtle. If possible, the school may allow the individual to use a private bathroom, such as a nurse's bathroom if necessary. However, said individual may not use a bathroom that does not conform with his or her biological sex.

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. The above policy is to be published in school handbooks and on school websites.

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.
7. No cellphone use unless otherwise directed by the driver.

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 – 631 589-6518	Bay Shore – 631 968-1118	Babylon – 631 893-7915
Brentwood- 631 434-2492	Central Islip- 31 348-5004	Connetquot- 631 244-2215
Deer Park – 631 274-4060	East Islip- 631 224-2022	Fire Island- 631 583-5626
Islip – 631 859-2216	Islip Terrace – 631 224-2022	Lindenhurst- 631 867-3050
South Country- 631 345-9600	West Babylon – 631 376-7780	West Islip- 631 893-3300

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.

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://factsmgt.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.

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. 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 Business 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.

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.

Tomorrow’s Hope Foundation Mission Statement

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.”

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.

As per the Tomorrow’s Hope website, the application process is open from late January through the summer. As funding is limited, awards are granted to those applicants in need on a first come, first serve basis. 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*.

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
6 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.

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.

Administrative Directory

Christine E. Glynn Neumann, Principal

631-665-4911 Ext 144 cglynn5629@spsbayshore.org

Mrs. Beth Diesu, Assistant to the Principal

631-665-4911 Ext 144 bdiesu@spsbayshore.org

Mrs. Lori Gandiosi, Administrative Assistant Main Office

631-665-4911 Ext 145 lcn2007@spsbayshore.org

Mrs. Nicole Montalbano, Administrative Assistant Lobby

631-665-4911 Ext 148 nmontalbano5629@spsbayshore.org

Ms. Shannon Whittier, Dean of Students + Director of Technology

631-665-4911 Ext 144/145 swhittier5629@spsbayshore.org

Mrs. Lucy Corrado, Dean of Students + PREK Teacher

631-665-4911 Ext 144/145 lcorrado5629@spsbayshore.org

Parent Leadership Directory

Ms. Cristina Abreu-Perkins, Principals Liaison Parent's Association

stpatpaboard@gmail.com

Mrs. Vanessa Tatis, Parent's Association New Families Liaison

Mrs. Denise Walker, Parent's Association Logistics & Volunteer Consulting

Mrs. Jenn Raleigh, Parent's Association Newsletter & Hospitality

Mrs. Lauren Makropoulos, Parent's Association Event Support & Board Deputy

Ms. Katie Cobb, Parent's Association Event Support & Board Deputy

Mr. John Dunne, Fathers Guild Coordinator

Mr. Tim Kelchner, Chairman of the School Board

Mrs. Mary Russomanno, Secretary of the School Board

Mrs. Amanda Flynn Campbell, School Board Member

Mrs. Michelle Esposito, School Board Member

Dr. Laura Sheridan Kelchner, School Board Member

Mrs. Laura Blumenauer, School Board Member

Handbook Quick Review: General Philosophy & Mission

St. Patrick School, founded in the Catholic tradition of the Sisters of Mercy, seeks to form students academically, spiritually, and morally. The school emphasizes respect, courtesy, compassion, responsibility, and community, while fostering intellectual curiosity and faith-filled service.

Academics & Promotion

- Rigorous, faith-centered curriculum guided by Diocese of Rockville Centre (DRVC) standards.
- Students are graded on knowledge, effort, conduct, and growth.
- Failure in two or more core subjects may prevent promotion.
- Regents-level courses are offered in Grade 8 for eligible students.

Discipline & Code of Conduct Discipline is rooted in Catholic values, aiming to build character and conscience. St. Patrick follows St. John Bosco's Preventive System of reason, religion, and kindness:

- Expectations: respect, responsibility, honesty, kindness, and safety at all times—classrooms, church, playground, buses, and events.
- Prohibited behaviors: fighting, drugs/alcohol, harassment, vandalism, weapons, cheating, profanity, inappropriate technology use, and bullying (including cyberbullying).
- Consequences: verbal warnings, detention, suspension, or expulsion depending on severity.

Attendance & Punctuality

- Daily, on-time attendance is essential.

- More than five tardies are policy violations. Excessive absences (12+ unexcused) may lead to dismissal under diocesan rules.
- Vacations during the school year count as unexcused absences.

Technology & Social Media

- No privacy rights when using school devices; all use must align with Catholic values.
- Cell phones and smart devices are prohibited during school hours (bell-to-bell).
- AI tools may only be used with teacher permission for specific academic purposes.
- Cyberbullying, harassment, and inappropriate posts, even outside of school, carry disciplinary consequences.

Uniform & Dress Code

- Students must wear neat, proper uniforms; shirts tucked in; only black dress shoes allowed.
- Gym uniform is required on PE days.
- Dress-down days require modest attire (no ripped jeans, short skirts, or offensive logos).
- Grooming rules prohibit unnatural hair colors, excessive jewelry, or distracting accessories.

Health & Safety

- Immunizations, physicals, and screenings required per NYS law.
- Students must be fever/symptom-free for 24 hours before returning to school.
- Medication requires written permission from both parent and doctor.
- Visitors must sign in and wear a pass; security procedures are enforced.

Miscellaneous

- Aftercare: offered until 5:30 PM with late fees for late pickups. Aftercare is not offered on half days.

- Field Trips: privileges, not rights; only approved Virtus-trained chaperones allowed.
- Lunch: healthy options only; no soda, candy, or fast food.
- Bullying: reports are taken seriously and investigated immediately.
- Tuition: families must stay current with payments through FACTS; financial assistance available via Tomorrow's Hope Foundation and school scholarships.

SPS EZ School Apps — Parent Guide

Please create your account between 9/3/25-9/7/25 as school hot lunch begins on 9/8/25 if you wish to utilize this service. *Homeroom teachers will be known after our first day of school 9/3/25.*

At-a-glance

- What it is: A secure parent portal for lunch ordering and school announcements.
- Time to set up: ~10 minutes for first-time registration.
- Where to go: <https://www.ezschoolapps.com> → Parent Login

Tip: Bookmark the login page on your phone or computer for quick access.

What you'll need

- Your parent/guardian email that's on file with the school.
- Your student's name and grade/homeroom.

- A payment method (credit/debit card).

Grade Code → Homeroom Code → Teacher Name

8	207	Mrs. Sheila Douglas
8	206	Dr. Linda Sbarra
7	209	Mrs. Alice Weigele
7	208	Mrs. Hope Pantuliano
6	LL2	Mrs. Kerry Greenaway
6	LL1	Mrs. Jeanne Frenger
5	107	Ms. Danielle Ferruggiari
5	106	Mrs. Lisa Hickey
4	109	Mrs. Darleen Imeri
4	108	Mrs. Christine Dean
3	202	Ms. Lauren Stump
3	203	Mrs. Natalie Reingold
2	205	Ms. Caitlin Gilroy
2	204	Mrs. Pam Fiorillo
1	201	Mrs. Erika Finlay
1	102	Mrs. Jennifer Perez
K	101	Mrs. Monica Scali
K	103	Mrs. Ann Messmer

If your email isn't recognized, contact the school office so we can update your record.

One-time setup

1) Go to the site

1. Open a browser on any device and visit ezschoolapps.com.
2. Click Parent Login → Register.

2) Create your account

1. Enter your name and parent/guardian email (use the email the school has on file).
2. Create a password and submit.
3. Check your email for a verification link and click to confirm.

Can't find the verification email? Check spam/junk and search for "EZ School Apps."

3) Connect to your school

1. Log in, then search for your school by name or ZIP code.
2. Select our school from the results to link your account.

4) Add your student(s)

1. Go to Students or Profile → Add Student.
2. Enter first/last name, grade, and homeroom/teacher (if prompted).
3. Repeat for each child you're enrolling.

5) Preferences & notifications

- In Settings/Profile, confirm your email and turn on any email notifications for announcements and order confirmations.

6) Add a payment method

- Open Payments/Wallet (name may vary) and add a credit/debit card.
- Some schools enable stored balance or auto-reload. Use if convenient for you.

Placing lunch orders (each month/week)

1. Go to Lunch/Order → choose the student and date range (week or month).
2. Click each day to select a meal and any available options.
3. Add to Cart → Checkout. Confirm your total and Submit Payment.
4. You'll receive an email receipt. You can also view past orders under History/Orders.

Order deadlines: Menus close 7AM daily. If the menu is closed, edits aren't allowed in the system. Contact the school office for support.

Helpful routines

- Mark your calendar with the monthly ordering window.
- Review your email weekly for school announcements.
- Keep your profile updated if your email, phone, or address changes.

Troubleshooting

- “Email not found” during registration → Email the office; we'll add/update your email in the student information system.
- Can't find our school → Try searching by ZIP code or alternate spellings; if still missing, contact the office.
- Forgot password → Use Forgot Password on the login page to reset.
- Menu is closed/locked → Ordering window has ended. Reach out to the office about options.
- Duplicate accounts → Use one account per family email to avoid confusion.

Privacy & security

- EZ School Apps uses your information only for school services (ordering and communication).
- Do not share your password. Log out on shared devices.

Need help?

- School office: (631) 665-4911 ext. 145/144
 - School email: lgandiosi5629@spsbayshore.org bdiesu5629@spsbayshore.org
 - Platform support: support@ezschoolapps.com
-

**6 N. Clinton Ave
Bay Shore, NY
St. Patrick School
Grades N - 8TH
2025-2026**



Student + Parent Handbook Acknowledgement

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 _____

Public Release Form

I hereby grant permission, without reservation, to the Diocese of Rockville Centre, the Department of Education, and to those authorized by the Diocese of Rockville Centre, to take photographs and to make recordings of me and to use them in original or modified form in all media now or hereafter known, with or without name or information, solely for the promotion, public education, and/or fundraising activities of the Diocese of Rockville Centre. I understand and agree that I am entitled to receive no compensation for the above.

I release the Diocese of Rockville Centre, the Department of Education, its officers, directors, agents, employees, independent contractors, licensees and assignees from all claims that I now have or in the future may have relating to the above. I further agree that the Diocese of Rockville Centre will be the sole owner of all tangible and intangible rights in the abovementioned photographs and recordings, with full power of disposition.

Name of Student



St. Patrick School, Bay Shore NY

Parent Signature

Date

(Print Name)

E-RATE FAMILY INCOME SURVEY

Effective July 1, 2025 – June 30, 2026

The Telecommunications Act of 1996 offers the opportunity for our schools to receive discounts for Internet access, and some networking technologies. We want to be sure that our school's E-rate discount accurately reflects the income levels of our student population. This information will be used solely for the calculation of E-rate eligibility and will not be used by unauthorized persons. This information is confidential.

(Please print)

Family Name		Town
Street Address		

Circle the number of people in your immediate family on the chart below.

Family Size (circle one)	Annual Income	Monthly Income	Weekly Income
1	\$28,953	\$2,413	\$557

2	\$39,128	\$3,261	\$753
3	\$49,303	\$4,109	\$949
4	\$59,478	\$4,957	\$1,144
5	\$69,653	\$5,805	\$1,340
6	\$79,828	\$6,653	\$1,536
7	\$90,003	\$7,501	\$1,731
8	\$100,178	\$8,349	\$1,927
For each additional family member add	\$10,175	\$848	\$196

Is your family's income equal to or less than any of the amounts listed next to the number you circled? Yes _____ No _____

Please list all students in your household that attend school (Enter grade they will be entering Fall 2025)

Name	Grade	School