

Purpose of Handbook

This handbook exists to foster the efficient operation of St. Mary's Elementary School (the "School"). To meet this objective, the principal is given the ability to exercise discretion and take actions other than those specified in the handbook. St. Mary's Elementary 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. This handbook is subject to change at any time when determined necessary by the school administration. If changes are made to the handbook, parents/guardians will be notified promptly.

Telephone Numbers

Main Office	516-627-0184
School Fax	516-627-3795
Tuition Office Mrs. Yannaco Ext. 1164	516-627-7794
Development Office	516-627-4605
High School Main Office	516-627-2711
Website	www.stmary11030.org

Absences

When a student is unable to attend school, a parent must call the school office between 8:00 and 9:30 a.m. to report the child's absence. The parent is asked to give the student's name, teacher's name, and reason for absence. A call must be made each day the student is absent. New York State requires that a note be sent by the parent upon the child's return to school stating the date and cause of the absence. If a child is sick for three or more days, please call the office to request work. If a child is sick for fewer than three days, please contact a classmate for assignments or check the teachers' websites. If a student is going on vacation, work must be obtained from a classmate.

Admissions

St. Mary's Elementary School does not discriminate on the basis of race, color, creed, national or ethnic origin in the administration of its educational policies, admission policies, scholarships and awards, athletic and other school-administered programs.

By November 30th of the upcoming school year, nursery school students must be three years old, pre-kindergarten children must be four years old, Kindergarten children must be five years old, and first grade students must be six years old. Ages must be verified by a birth certificate; immunization records must be complete. A physical examination is required when a student enters school for the first time.

Transfer students must provide copies of their academic records. A screening or placement test is usually administered to transfer students. All students are admitted on probation for the first two trimesters. If for any reason, it is deemed that there is not an appropriate fit between school and family, the student will be requested to transfer out.

After School Activities

A variety of after-school programs is available for the students each trimester including athletic clinics and extra-curricular activities. Information and permission slips will be sent home so that students may register. Parents are responsible for transportation. A late bus is available for students living in the Manhasset School District. A student who

has been absent from school may not participate in or attend any afterschool activities including sports practices, games, and concerts unless approved by the principal. Participation in after school activities is a privilege and regular school rules apply.

Asbestos Hazard Emergency Response Act (AHERA)

In accordance with 40 CFR §763.84.c, regard this statement as St. Mary's Elementary School's annual notification to all workers, students and or their legal guardians that St. Mary's continues to maintain its Asbestos Management Plan (AMP) which documents all performed or planned asbestos related inspections, response actions, and post-response action activities, including periodic reinspection and surveillance activities within the school campus. A copy of this AMP is available for your review and or inspection at the St. Mary's Parish Office located on the west side of St. Mary's Church building.

Assessment Cards

Assessment cards are distributed at parent-teacher conferences or mailed home at the end of each trimester. The purpose of assessment cards is to provide information to the parents concerning achievement, effort, conduct, and work and study habits. Parents of students in grades K-8 have online access to their children's grades through Gradebook (<https://drvcpowerschool.org>). Parents are assigned a user name and password for each child. Teachers update these grades frequently so that parents can be informed about their child's progress. Parent-teacher conferences are held following the receipt of the report cards. Conferences provide the opportunity for parents and teachers to share the child's educational growth, experiences, attitude, weaknesses and strengths.

Students in middle school (grades 6 through 8) are eligible to make the Honor Roll, and furthermore, the Principal's List. These honorable distinctions are meant to acknowledge those students who have spent the trimester focusing hard on their studies and academic achievement. Please see the criteria for both the Honor Roll and the Principal's List below:

Honor Roll:

- GPA equals 88% or higher in five main courses of study
- A score of 80% or higher in all other special classes
- An 'S' or an 'E' for effort and conduct grades in all classes
- No detention served during the marking period

Principal's List:

- GPA equals 95% or higher in five main courses of study
- A score of 85% or higher in all other special subjects
- An 'S' or an 'E' for effort and conduct grades in all classes
- No detention served during the marking period

Athletics

The Athletic Program serves as an extension of the school's mission to educate holistically. Participation in the Athletics Program is considered a privilege through which individual students are granted the opportunity to flourish beyond the classroom, while representing St. Mary's. This aspect of the program is its central goal and is made possible in part by dedicated players, parents, faculty, and staff.

The Athletics Program is a competitive one which requires commitment to both games and practices. While sportsmanship and camaraderie are a priority, students may be cut

from teams if a coach deems lack of ability or maturity a safety risk.

Attendance

There is a high correlation between academic success and school attendance. Prompt, regular attendance has a marked influence on scholastic achievement. Parents are encouraged to schedule vacation days in accordance with the school calendar.

It is the student's responsibility to make up assignments, projects and tests missed during any absence. If a child is sick for three or more days, please call the office to request work. If a child is sick for fewer than three days, please contact a classmate for assignments. If a student is going on vacation, work must be obtained from a classmate or on the teachers' google classrooms. It is not the teacher's responsibility to prepare assignments for students who are on extended vacation. All work must be completed upon return.

If a student is absent for a state test, trimester or final exam, the student may be required to bring in a doctor's note upon return to school. Trimester and final exams cannot be made up for illegal absences.

Band/Violin

Students in grades 1-8 have the option of taking musical instrument lessons during the regular school day. It is the responsibility of the student to complete missed class work.

Birthdays

Students may bring approved treats to share with their homeroom or grade in order to celebrate their birthdays (or ½ birthdays if their birthday falls during the summer vacation). No toys, goody bags, or drinks should be brought in to school as birthday treats. Please notify the homeroom teacher of birthday celebrations about a week in advance so that the teacher can allow room in the daily schedule as well as give information regarding food allergies in the grade. Invitations to birthday parties may not be distributed in school UNLESS all of the boys or all of the girls are invited.

Bus Conduct

Students are to remain seated with seatbelts fastened, facing the front when the bus is in motion. Heads and arms should not hang out the windows. All litter should be removed when disembarking and nothing should ever be thrown out of the window.

Students residing in the Manhasset School District may ride a different bus within the school district provided a parent sends two notes to school: one for the bus driver which must be signed at the main office, and one for the school files. Students from other districts may not switch buses as the bus companies are not insured for students who do not reside in their school district. Abuse of bus privileges may result in the denial of transportation by the company or by the school. St. Mary's Elementary School has the right to discipline students who abuse bus privileges up to and including dismissal.

Calendar

Calendar updates will be available on the school website. The website calendar will supersede information previously published on the annual calendar.

Cancellation of School

In the event of inclement weather or other emergencies parents will be contacted by School Messenger (the mass communication system) on their home phones, cell phones and e-mail addresses. For any emergency *during* school time, a message will be sent through School Messenger to all telephones numbers and e-mail addresses listed. If the

weather is inclement during the school day, please check telephone messages and e-mail.

Custody Issues

Unless or until documentation is presented otherwise, both parents have the same rights with regard to their child. Upon notification as to custodial issues, parents must provide any and all court documentation regarding custody. The documents should be provided to the principal for appropriate forwarding and review.

Dismissal Procedures

For the safety of the children, each student is assigned a specific place to be at dismissal depending on his/her mode of transportation. Students may not arbitrarily leave with a different teacher or on a different line. *Any* change to a student's regular dismissal plan must be communicated to the Main Office. Dismissal changes attempted after 1:30 pm may not be seen by the main office in which case the child will travel home under normal dismissal procedures.

Electronic Equipment

Cell phones, electronic watches (Apple watches or other similar brands) gameboys, MP3 players, *and any other* electronic devices are not permitted for use during the school day *unless students are given permission by the supervising teacher*. If devices are used without permission during the school day, the device will be confiscated and held by the principal and the device must be picked up by a parent that day. Students will receive an immediate conduct referral. No exceptions will be made to these consequences, even if the cell phone does not belong to the student!

Students who carry a cell phone must comply to the following criteria in school:

- The cell phone must remain **off** during school hours 7:40-2:30, including field trips.
- Parents may not call or text their children and students may not call or text their parents while on school premises. All communication between parents and students during the school day must be done using the Main Office telephone.
- After school (e.g. dances, activities) the student must still receive the permission of the supervising teacher to use the cell phone.

Under reasonable suspicion of cyberbullying or other inappropriate social media use, cell phones may be searched. Desks and lockers/cubbies are subject to random searches.

Emergency Drills

Fire drills, lockdown drills, and bus drills are conducted throughout the school year. Escape routes are posted inside the door of each classroom.

Emergency Evacuation Plan

In the event that St. Mary's Elementary School must be evacuated for any reason, the following evacuation plan will be put into effect. Students will be evacuated from the elementary school facilities to St. Mary's Church (upstairs or downstairs). If the decision is made to send students home, parents/guardians will be contacted through School Messenger. Parents/ guardians will be asked to meet their children in the northwest corner of Macy's parking lot. The lot is located on Northern Boulevard west of the school near the intersection of Community Drive. Faculty members will escort students from the gymnasium to Macy's parking lot and remain with the students until they are picked up by their parents/guardians.

Extended Day Program, or After Care

This after school service is offered only to St. Mary's students from Pre-K through 8th grade. The program includes a snack, time for homework and study, arts and crafts, games and recreation, as well as free play and additional activities. Extended day program starts September 18, 2023 immediately after dismissal, and ends June 14th at

6:00pm. The fee is additional to the tuition. Failure to keep up with bills may result in a child barred from the program.

Failures

If a student fails a course for the year, the course must be retaken and passed in summer school. If the course is not available in summer school, a certified teacher must tutor the child for thirty hours. In August, St. Mary's will give a make-up exam to all students who were tutored. That exam must be passed or the student cannot return to St. Mary's. Students who fail two or more subjects in June may be asked to leave St. Mary's. An eighth grade student who fails any subject for the year must pass the course in an approved program before being granted a diploma.

Field Trips

Two field trips per class to educational points of interest are scheduled by teachers in consultation with the principal during the school year. These trips are designed to supplement aspects of the classroom curriculum. Field trips are privileges afforded to students; no student has an absolute right to a field trip. Students may be denied participation if they fail to meet academic or behavioral requirements. Parents will receive notices of trips in advance; permission slips and a fee to cover transportation and facility use will be required. The class parent works with teacher to equitably determine volunteers for each field trip.

Graduation

Public graduation is a privilege earned by the successful completion of every course taken in 8th grade, and acceptable student behavior. For serious reasons - academic failure, infractions of school and attendance policies - the administration reserves the right to withhold public graduation from any student. Eighth grade students who fail a subject for the year may also not be permitted to attend the graduation dance, and any other events held during graduation week.

History

The Sisters, Servants of the Immaculate Heart of Mary arrived in Manhasset from Scranton, Pennsylvania on February 1, 1926 to staff the newly built elementary school of St. Mary's Parish. Over the years, the school grew and service was extended beyond Manhasset to educate children from several school districts in Nassau County as well as children from the nearby areas of Queens County. Today, many dedicated lay teachers continue to provide an excellent academic, religious and values-based education.

Homework

Homework is an integral part of the school curriculum. While homework is the responsibility of the student, parents can assist by providing a quiet place for their child to work, and by checking assignments. Parents should establish certain hours of the afternoon or evening when assignments can be completed without distractions. Parents should avoid becoming too involved. Students need to learn to work independently, to develop initiative, and work through material diligently. Neatness and accuracy are expected, and students must follow the submission and formatting requirements.

Illness and Injury

Any student who has an accident in school, on the school grounds, or while engaging in any school sponsored activity, must immediately notify the teacher in charge, the principal or the nurse. In case of illness or injury, a student will be cared for temporarily by the school nurse or a member of the school staff. School personnel will render first aid treatment only. If emergency medical treatment is necessary, the parents will be

contacted. If the parents are not available, the student will be taken to the emergency room at the hospital. An incident report will be completed.

Immunizations

The New York State Department of Education requires that all children be immunized against diphtheria, poliomyelitis, measles, German measles and mumps and the Hepatitis B series. All immunizations must be up to date. New students must present written documentation of immunization before they may be admitted to class. According to state legislation passed in spring of 2019, religious exemptions are no longer acceptable. All students must be fully immunized within the first 14 days of school.

Insurance

School insurance is mandated by the Diocese of Rockville Centre. This insurance is *compulsory* for each student in the School and supplements the family's insurance policy.

Internet Use

A student may not use the Internet or contact a web site using the school computers without first submitting a signed AUP. The Acceptable Use Policy will be reviewed by the computer teacher in September. The parent AUP appears at the end of this handbook. Students may NOT access the internet using their own devices.

Lost and Found

Money, jewelry or other articles of value found in the school or on the school grounds should be turned in to the Main Office. Items of clothing and all other articles found on school premises will be displayed on shelves by the Northern Boulevard door. The school does not assume responsibility for lost items.

Lunch

Food and drink items are available in the school cafeteria for grades Kindergarten through 8. Monthly menus are posted on the school website. Lunch bags should have the child's name on the outside of the bag. No glass bottles are permitted. Students with allergies are directed to sit at designated tables in the cafeteria. Friends without allergies who wish to join them must not have any food items that will cause an allergic reaction. In order to expedite the cafeteria check-out process, parents are asked to create an account on the service website. Parents are expected to fill the account with sufficient funds if they do not provide a lunch.

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, log it and report the incident to the Principal. If the Principal is not available, please contact the Nurse. If you prefer, you can call Child Protective Services directly. You may wish to visit the NYS Office of Children and Family Services website at ocfs.ny.gov website for additional information. Students must be advised that confidentiality may not be maintained if the matter involves health, life or safety. In which event, staff must report appropriately. Confidential information of the Department of Education must never be transmitted or forwarded to outside individuals or companies not authorized to receive that information. Reasonable care must be taken regarding discussion or disclosure of confidential and sensitive information in non-secure situations, such as messages left on voice message systems, public telephone conversations, and conversations in open areas.

Nurse

The school nurse's office is located near the Main Office and is open throughout the school day. The nurse is responsible for the maintenance of health records, routine health checks, parent contact concerning health problems, care of minor injuries, assisting in health teaching, and vision, hearing and scoliosis screening. Parents should contact the nurse if a child is absent from school due to a communicable disease. When a student has recovered from a communicable disease, he/she must bring a release slip to the nurse.

If it is absolutely essential that a student receive medication while under school supervision, the parent may:

- Come to the school and personally administer the medication, **or**
- Have a doctor complete and sign an Authorization to Administer Medication Form. The nurse will then administer the medication provided that the medication is in the original pharmacy-labeled container.

Parent-Teacher Organization (PTO)

All parents of children enrolled in the school are de-facto members of the PTO. The purpose of the PTO is two-fold: community-building as well as fundraising. Meetings are held throughout the year. The PTO Executive Committee meets additionally. A PTO family membership fee and student activity fee are billed through the tuition plan.

Parent Volunteers

Parent volunteers are one of St. Mary's most valuable resources. Parents are encouraged to help in the classroom at appointed times, at extracurricular activities, and on field trips. Parents may contact the PTO to volunteer to share their talent and time with our students. Parent volunteers must sign in at the Main Office during school hours. All volunteers must complete the Virtus course and submit a background check before working with the students in any capacity including being a field trip chaperone.

Parish Sacrament Policy

Preparation for First Penance, First Communion and Confirmation will come under the direction of the Parish Religious Education Office. Instruction for the students will take place during the school day in the regular classroom setting. Parent meetings and presacrament activities will be coordinated with the Parish Faith Formation program.

Photo Release

As a parent/guardian, I hereby consent that any still or motion picture film or video images taken of my child during the normal course of his/her activities related to St. Mary's may be used by St. Mary's in whatever way St. Mary's deems it necessary for its communications, publicity, and advertising which may include but is not limited to print media, television, St. Mary's website and St. Mary's advertising. I hereby consent that such photographs and films shall become the property of St. Mary's. St. Mary's shall have the right to duplicate, reproduce and make multiple uses of such photographs and films as it deems necessary for its communications, public relations, publicity, and advertising, free and clear of any claim whatsoever on my part as parent/ guardian.

Recess

Rules regarding recess are read aloud and posted in each homeroom.

Religious Education and Liturgies

As part of its universal mission to serve all students, the non-Catholic student is welcome at St. Mary's School. Parents, however, are expected to understand and agree that the school exists to educate in the framework of Catholic values. All students, therefore, must participate in religion classes and in the liturgical services scheduled throughout the school year. Students take an active part in the planning of liturgical and para-liturgical services. Spiritual life is an integral part of the education of each St. Mary's student; it is the unifying principle that nourishes and enriches our curriculum.

School Hours

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| · Nursery | 8:45 – 11:45 or 1:45 p.m. Monday through Friday |
| · Pre-Kindergarten | 8:45 - 2:30 p.m. Monday through Friday |
| · Kindergarten-8 th grade | 7:52 - 2:25 p.m. Monday through Friday |

Speech Therapist

A speech therapist is available through Manhasset School District. New students and students referred by their teachers may be evaluated by the speech therapist. Sessions are scheduled for students experiencing difficulties in the area of speech or language development. Parents may contact the speech therapist for consultation.

Student Records

The school maintains a cumulative record for each student which includes academic achievement, grade level, attendance, standardized test scores and medical history. Student records are confidential and may not be released without written parental consent. However, a parent or legal guardian has the right to examine his/her child's file and may arrange to do so by contacting the principal.

Summer Assignments

Students going into grades 1-8 are responsible for completing summer assignments in reading and mathematics. These tasks must be completed according to the directions on the school website. Students who transfer into St. Mary's during the summer are also obligated to complete the summer assignments.

Tardiness

Prompt arrival at school is expected of all students. Late arrival disrupts class and causes loss of instructional time. Any student who arrives at school after 8:02 a.m. is considered tardy. Students who are consistently late may receive a demerit. (Students arriving on late buses will not be penalized).

Textbooks

Textbooks are loaned to the students by BOCES or their school district. Textbooks must be covered and carried to and from classes and school in a book bag. If a book is lost or damaged it must be replaced by the student. For safety reasons book bags/backpacks with wheels are not permitted in the school buildings and on school grounds.

Tuition Policy

Tuition and fees are due and payable at the time and in the manner required by the payment plan selected by the parents at registration. Depending upon the amount unpaid and the length of time such amount is outstanding, a parent's failure to pay tuition in a timely manner may result in the student being asked to withdraw from the school. Lesser sanctions which may be imposed include: a student being denied admission to classes,

denied permission to take examinations, denied participation in co-curricular and extracurricular events and activities, withholding of grades and records including being denied copies of immediate and final transcripts needed for transferring or admission for further study, and not being permitted to graduate or receive a diploma.

Uniform

The school uniform is to be worn from the first day of school in September until the final day of school in June (unless otherwise directed by the principal).

Dress Code for Girls

- Girls in grades K-5 must wear a knee-length jumper, and white blouse.
- Girls in grades 6-8 must wear a uniform skirt, white blouse, tie and navy blazer. Skirts cannot be rolled or shortened in any way. The skirt cannot be any shorter than four inches from the floor when a girl is kneeling (please allow room for growth).
- Solid navy knee socks or navy tights must be worn each day.
- No makeup is permitted. Only small earrings in the ear lobe are acceptable. No other body rings permitted. No dyed or shaved heads.

Dress Code for Boys

- Boys in grades K-5 must wear neat, navy trousers, a white shirt and a school tie.
- Boys in grades 6-8 must wear khaki dress trousers, a white shirt, a school tie and navy blazer. Pants must be worn at the waist.
- No earrings, body rings and/or facial hair are permitted.
- Hair must be neat and appropriate (no dyed or shaved heads, no tails or carvings, length of hair should not go past the ear).

Winter Option

- Navy sweater or fleece with the St. Mary logo may be worn in place of blazers.

Black, brown, or navy leather tie shoes, loafers, bucks, or docksiders are the only shoes permitted. **Heels may be no more than 1" in height. Soles must be flat.** Sneaker-like shoes, boots, clogs, sandals and "heelies" are not permitted.

Physical Education Class Uniforms

The PE uniform consists of navy blue shorts, sweatpants and sweatshirts, and gray shirts with the St. Mary's logo. Students are to wear the gym uniform to school on PE class days. The St. Mary's Elementary School gym uniform is the ***only*** acceptable attire for PE class. Proper sneakers and athletic socks must accompany the uniform. Visible undergarments including compression shorts and brightly colored undershirts are not permitted to be worn unless the student has a doctor's note. Students who are out of uniform will receive demerits.

Dress-Down Days

Any time students are given permission by the principal to "dress-down," the following rules are in effect:

- No spaghetti straps, bare midriffs, or visible undergarments
- No inappropriately worded apparel or apparel that depicts ideas contrary to the teachings of the Catholic Church
- No flip flops or backless shoes.
- Boys shorts or pants must be worn at the waist.

Cleanliness and neatness in dress are expected. Students who do not observe the uniform code will be dismissed from class and may not return until parents bring the uniform. Administration reserves the right to have any child change into clothing if their dress down clothes are deemed inappropriate for school.

Visitors

All visitors/parents/volunteers *must* sign in at the lobby upon entering the school building. While parents are welcome and to volunteer, classroom appointments, etc., they

are asked not to interrupt classes. To encourage student responsibility, parents will not be permitted to deliver "forgotten" items. The only exceptions will be eyeglasses and lunch. Unless parents have an appointment in the Main Office, they may leave items with the security guards. Any parent volunteers working with the children need to be VIRTUS trained.

Student Technology Use and Behavior Policy

The School has established Internet access for its students. Access has been established for limited educational purposes only. By agreeing to this policy the student(s) and the parents/guardians of the student 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. The school's right to review is extended to any use by the student's parents and/or legal guardian of the school's computer resources in accord with the school's policy for review of student records and/or work.

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 supervision of a member of the school staff. The student agrees that all information transmitted through the use of the school's technology resources (e-mail, web page publication, or other Internet postings) will be sent or received 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, e-mail 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 Internet. Furthermore, the student agrees to notify a staff member immediately if he/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 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 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 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.

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.

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 as well as the School's technology resources. 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 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. This may include inappropriate use outside of the school building.

Discipline Policy

Discipline provides the modeling, rules, limits and moral framework within which the individual develops his or her sense of adjustment to society. School discipline can play a key role in character education. Students need to be taught that they must abide by the rules if they want to receive the benefits that society has to offer.

St. Mary's Elementary School Discipline Policy is inextricably tied to its behavior curriculum. Character development encompasses much more than teaching children to obey rules and avoid wrongdoing. A major emphasis should always be on nurturing goodness and the contributions that a virtuous life can make to personal happiness and spiritual fulfillment. The roots of positive discipline lie in the way people think about themselves and others and the way they treat each other every day.

In an effort to achieve the good order and respect that is consistent with the values of St. Mary's Elementary School, the following must be emphasized:

- All human beings, because they are sons or daughters of God, share a common covenant with Jesus Christ and are deserving of total respect and kindness.
- Students are expected to be prompt at all times during the school day.
- Students may not leave school property without permission.
- Students are required to wear the full uniform as outlined in the uniform code.
- Students are expected to follow the specific directions given for dismissal.

St. Mary's Elementary School administration reserves the right to take disciplinary action at its discretion. Disciplinary action includes but is not limited to loss of privileges, detention, suspension (in-school and out-of-school) and expulsion. Disciplinary action may be taken for the following, but not limited for the following infractions:

- Disrespect for any member of the faculty, staff, parent volunteer, etc. (i.e. answering in a rude manner, obscene gestures, cursing, etc.).
- The possession, sale or use of weapons, alcohol, drug paraphernalia (including vape pens), drugs or any other controlled substance before, during or after school, on school grounds, buses, or at school sponsored activities.
- Smoking (including vaping) on or adjacent to school grounds and buses.
- Assault or fighting on school grounds, on buses, or on school trips.
- Cheating, stealing, and lying.
- Deliberate destruction of school property or the property of other students.
- Disruptive behavior during class, thereby causing a lesson to be interrupted.
- Inappropriate behavior during recess.
- Tardiness to school or to class (students who take the bus are not considered tardy if the bus is late; students driven to school by parents are considered tardy even if the parent was at fault - engine trouble, alarm didn't go off, flat tire, etc.).
- Violations of the uniform policy, athletics policy, or computer acceptable use policy.
- Chewing gum within the school building or on the school grounds.
- Food or beverage outside the cafeteria.
- Uncovered books or desk/personal property unkempt.
- Unprepared for class (missing notebook, textbook, paper, pen, homework etc.).
- Selling items of any kind to other students.

Certain expectations of student behavior have been listed above. Certain consequences (interventions) have been attached to each of the transgressions listed above:

- Possession, sale, or use of alcohol, drugs, tobacco products (including e-cigarettes) or weapons, assault, fighting, disrespect, stealing, lying and vandalism are all causes for immediate suspension and possible expulsion. In lieu of or in addition to suspension, certain privileges may be revoked (participation in field trips, etc.).
- Students who cheat or plagiarize will receive a zero on the test, quiz, homework or class work. (Plagiarism is defined as taking the writing of others and representing it as one's own. This includes copying information from the internet.)
- Destruction of school or another's property, pushing/shoving in halls or classrooms, rude/discounteous/disruptive behavior, disrespect, inappropriate behavior at recess, etc. may result in a conduct referral being sent home which equals one detention.
- Uniform violations, chewing gum, food outside the cafeteria, abuse of another's property, uncovered books, unprepared for class, unkempt personal property, vulgarity, tardiness, etc. may result in a demerit being sent home.

Detentions will be served after school by all students who have received one conduct referral or three demerits. It is the student's responsibility to have the slips signed by a parent and return them to the Main Office. Detention will be held once a month from 2:25-3:45. Cell phone detentions will be communicated to parents in a separate letter with date and will also run from 2:25-3:45. Parents are responsible for the child's transportation. Lack of transportation, doctor's appointments, babysitting, etc. will **not** excuse a student from serving detention. Only students in grades 4-8 can be assigned detention. Students who receive excessive demerits and serve frequent detentions may lose privileges (e.g. participation in field trips, dress-down days, etc.). In-school suspension may also be a consequence.

Bullying is defined as the repeated and targeted actions of one student against another with intent to cause harm or emotional distress. This goes against St. Mary's expectations of its students to treat one another with respect and kindness. St. Mary's reserves the right to identify student actions as bullying – both in school and outside of school - and discuss incidents with students involved. Further disciplinary action (including, but not limited to, loss of privileges, detention, suspension, or expulsion) may occur.

Disciplinary actions will only be effective if the school has the wholehearted cooperation of the parents. The parents' attitude and respect for school authority and the parents' appreciation for the efforts of the school will be reflected in the attitude of the students. Parents cannot rely on the school alone to build character. Nor should the school expect parents to be solely responsible for character development. We must work together so that virtuous behavior becomes second nature to our children.

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 of children from the school.

Diocesan Transgender Policy

For more information please see the school website.

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

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

Because a child's formation includes the integrity of body, spirit, and moral development, Catholic schools have a proper concern for each student's behavior and development in the complex area of human sexuality. As a Catholic institution, we believe that human bodies are gifts from God and temples of the Holy Spirit. ² All men and women are called to a life of chastity appropriate to their vocation as single, married, or consecrated religious. The Church defines chastity as "the successful integration of sexuality within the person and thus the inner unity of man in his bodily and spiritual being.”³

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

As such, the proper understanding of human sexuality requires personal integrity and full integration of body and soul as created male and female by God. According to the Church, "the chaste person maintains the integrity of the powers of life and love placed in him. This integrity ensures the unity of the person; it is opposed to any behavior that would impair it. “– From *Transgenderism: Guidelines for School Identity* – Diocese of Rockville Centre, NY 2022