

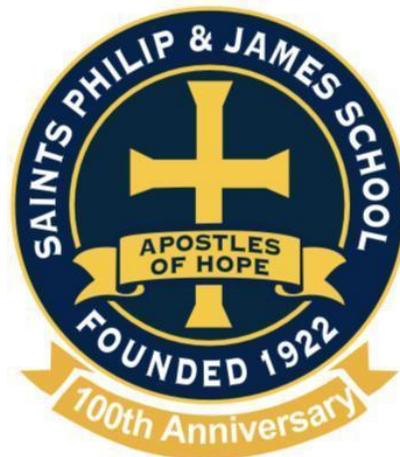
# Saints Philip and James School

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## 2025-2026

# School Handbook

**It is imperative that all students and parents are aware of the policies/procedures here within.**

**Please note, the handbook will be updated as necessary throughout the 2025–2026 school year.**

**Thank you.**

## Table of Contents

Mission and Belief Statement	1
Dignity for All Students Act	2
NYS Mandated Reporting	3
Confidentiality	3
Custody Issues	3
Admissions	4
Health Office Information	5
Attendance	7
Remote Learning Attendance	7
Comprehensive Attendance Policy	8
Tuition	12
Tuition Policy	13
Arrival and Dismissal Procedures	16
Transportation/School Closing/Early Dismissal	18
Dress Code/Free Dress Days	19
Uniform Requirements	20
Homework Policy	21
Lunch/Recess	21
Report Cards	22
Parent Portal – PowerSchool	25
Standardized Assessments	25
Principal’s List/Honor Roll	25
School Lockers	26
School Discipline Policies	26

Character Rating System	26
National Junior Honor Society	27
Physical Education	28
Band	28
Library	28
Birthday Celebrations	28
Movie Policy	29
Field Trip Policy	30
Traditional Yearly School Events	31
Mass/Spiritual Enrichment	32
Sports Program	33
After School Activities	33
Before and After Care Programs	33
Change of Address/Telephone Number	33
Security	34
Volunteers	34
Lunch Program	34
Calendar	34
School Website	35
Telephone Calls	35
Cell Phones	35
Internet Policy	35
School Board	36
School Guild	36
Class Parents	36

Pesticide Notification	37
AMP Notification	37
Transgenderism: School Guidelines for Gender Identity	38

# SS. Philip & James School

## MISSION AND BELIEF STATEMENTS REFLECT THE FUNDAMENTAL CONVICTIONS, VALUES AND CHARACTER OF STS. PHILIP & JAMES SCHOOL

### MISSION STATEMENT

Saints Philip & James School is dedicated to providing a Catholic education that nourishes respect for individual diversity, fosters cooperative learning, promotes global awareness, and instills 21<sup>st</sup> century skills needed in today's society. Our primary commitment is to integrate the Gospel message with the spiritual, intellectual, emotional, social, and physical development of our students, thus enabling them to become the leaders of tomorrow.

### BELIEF STATEMENTS

For our RELIGIOUS IDENTITY we believe. . .

- \* God's gift of life blesses all people with intrinsic worth and the capacity for good.
- \* Because we are created in the image of God, the capacity of individuals to learn, feel, dream, visualize and achieve is limitless.
- \* The learning atmosphere should reflect and teach Catholic values, ethics and morals, which serve as a foundation for continued faith development.
- \* Teaching in a Catholic educational environment is a true vocation, which should be recognized, developed and honored.
- \* Celebrating the Eucharist together with Christian Service teaches our students to live the Gospel commandment, "Love one another."

For our ACADEMIC ENVIRONMENT we believe. . .

- \* Learning is a life-long process and is the most important process that can be taught and nurtured.
- \* All children should be provided the opportunity for spiritual, academic and intellectual growth.
- \* All students have the right to a safe, nurturing and comfortable environment.
- \* Positive self-esteem is vital for the growth of our students.
- \* In a learning process which encourages students to risk failure and demonstrate resilience and perseverance in the pursuit of meaningful growth.
- \* All students are entitled to an academic environment that fosters cooperative learning.
- \* All students will be empowered with skills needed for the Twenty-First Century.

For the GROWTH OF OUR COMMUNITY we believe. . .

- \* Expression and consideration of all ideals is vital to any successful collaborative effort.
- \* Respecting individuality and diversity promotes understanding, compassion and cooperation.
- \* A shared decision-making process provides for successful implementation of our mission goals.
- \* An effective education requires ongoing cooperative relationships between the school, home, parish and community.

## **Dignity for All Students Act**

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

Codes of conduct exist for students, staff, and volunteers and policies are in place to create a safe environment in our schools free from harassment, discrimination or any form of abuse.

Awareness and prevention training is mandatory for all staff and volunteers in our schools, and all students are provided with age-appropriate instruction that (1) defines abuse, (2) makes clear how to report abuse, and (3) provides training on personal safety skills.

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

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

### OFFICIAL NOTICE

Rockville Centre—Ursuline Sister Joanne Callahan, Diocesan Secretary of Education, is recognized as an official with authority to respond to Revenue Procedure

(75-50) which was published in the Internal Revenue Bulletin dated December 8, 1975.

In conformity with the IRS regulation, notice is hereby given that the schools of the Diocese of Rockville Centre admit students of any race to all the rights, privileges, programs and activities generally accorded or made available to students at the schools and that the schools do not discriminate on the basis of race in administration of their education policies, scholarship and loan programs, and athletic and other school-administered programs.

Sister Joanne further explained that the very notion of racial discrimination is diametrically opposed to the concept of Christian communities that our schools strive to be. She also pointed out that our Catholic schools have always welcomed and have been enriched by students from various ethnic groups.

## **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, 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](http://ocfs.ny.gov) for additional information.

## **Confidentiality**

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

## **Custody Issues**

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

## Admissions

Applications for admission may be obtained from the school website. The completed online application must be submitted to the school office together with the required application fee and deposit along with the following required documents (Applications will not be processed until all documents are submitted):

- Copy of student's Birth Certificate
- Student's Baptismal Certificate (if Catholic)
- Recent immunization record certified by child's physician
- Completed Health History form
- Any diagnostic evaluations (academic, psychological, behavioral)
- Grades 1 through 8 enrollment, the most recent report card and most recent achievement test scores should be submitted
- Signed Release of Records (Grades 1 through 8)
- Signed Financial Obligation Contract

Students entering Nursery must be 3 years old by December 1<sup>st</sup> of the applying school year. Students entering Pre-K must be 4 years old by December 1<sup>st</sup> of the applying school year. Students entering Kindergarten must be 5 years old by December 1<sup>st</sup> of the applying school year. All students applying for admission must be fully toilet trained – pull-ups are not permitted.

Parents must register with FACTS Tuition Management Company.

Parents must submit a request for private school transportation to their local school district before April 1<sup>st</sup> for the upcoming school year. Please reach out to your home district transportation office for information.

New Family mandatory Technology fee of \$150.00 will be added to tuition if payment is not made at time of registration.

Only students whose parents/guardians have completed the application process and submitted all required documents will be considered for enrollment.

**Education works on a relationship between the school and home; when in the view of the school that relationship is no longer viable, parents and/or legal guardians are required to withdraw his/her child or children from the school.**

**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.**

## **Health Office Information**

**Immunizations:** Prior to admission to school, every child must be properly immunized according to New York State Law. The dates of immunization must be documented by a licensed physician and provided to the school at the time of registration.

**Physical Examinations:** Examinations are required for students entering Grades K, 1, 3, 5, 7, and all new students. Reports must be current and no older than one year from the day after school began the previous year. Physical examination forms can be obtained in the Health Office or on the website. They must be signed and stamped from a health care provider licensed by the State of New York. Forms are accepted in the Health Office throughout the school year and are due no later than September 30. Students who do not present a completed physical examination form will be seen by the school doctor.

**Dental Certificates:** Students in Grades K, 1, 3, 5, 7 and all new students entering K-8 are required to submit a Dental Certificate from their private dentist. These are due September 30.

**Yearly Health Survey/Blue Sheet:** In order to update your child's health information and his/her emergency numbers and contacts, a Blue Sheet is required each school year. This sheet is handed out at the beginning of the school year and must be returned by the first full day of school. If any information needs to be updated during the school year please send a note to the Health Office with the new information.

**Medications:** All medications (including over the counter drugs) must be accompanied by specific written instructions from your child's doctor as well as your parental permission to administer them. Students involved in Middle School sports need to have permission to self-administer medications while off campus. Both of these forms can be obtained from the Health Office. Medications should be delivered to the Health Office by an adult. ALL MEDICATION MUST BE PICKED UP AT THE END OF THE SCHOOL YEAR.

**Activity Restrictions:** A doctor's note is required if your child is to be excluded from physical education. This note must indicate the duration and the reason. Students excluded from physical education are also excluded from recess. If your child is required to use a splint, brace, cast or crutches please report to the Health Office to discuss additional support services that may be necessary.

**Food Restrictions:** If your child has an allergy or any food restrictions, please see the nurse before the beginning of the school year. Any and all food restrictions must be brought to the attention of the homeroom teacher as well as the nurse. Please call for an appointment.

**Special Health Care Needs:** If your child has any additional healthcare needs, kindly call the Health Office and speak to the nurse. If a health problem arises during the school year, please bring this to the nurse's attention.

**Yearly Health Screenings:** Students in Grades K-3, 5, 7 and new entrants have a vision screening completed in the Health Office (if it hasn't been done during their physical examination). Students in Grades K, 1, 3, 5, 7 and new entrants have a hearing screening completed in the Health Office. Students in Grades 5-8 have a scoliosis (a curvature of the spine) screening in the Health Office (if it hasn't been done during their physical examination). If a parent prefers, they can submit a doctor's note with the results of the scoliosis screening done in the doctor's office. Parents are notified only if the student does not pass the screening and if further medical assessment is recommended. If you have concerns regarding your child's vision or hearing during the school year, please call the Health Office.

### **In School Injuries**

Students sustaining injuries during the school day will be cared for by the nurse. Parents will be notified of such injury. If your child requires further follow-up or referral to the doctor, you will be made aware.

**When to Keep your Child Home: Please** keep your child home if he/she develops a fever. ALL STUDENTS MUST BE FEVER FREE FOR 24 HOURS WITHOUT THE USE OF ANY FEVER REDUCING MEDICATION BEFORE RETURNING TO SCHOOL. Any student who has been diagnosed with strep must remain home and on the prescribed antibiotic for 24 hours. Children who have vomited should remain home for 24 hours after the last episode of vomiting. If your child is absent for more than 3 days, a doctor's note is required.

Please encourage your child to wash their hands and cover their coughs and sneezes with their arm not their hands, in order to keep us all healthy.

You may contact the nurse at 631-584-7896. If you wish to fax health forms, medication orders or doctor's notes they can be faxed to 631-584-3258.

## Attendance

Attendance Requirements: New York State requires 180 days of school. Daily and prompt attendance is imperative for every student. Regular attendance is a critical factor in school success. Therefore, both students and their parents must view regular attendance as the most effective way of meeting their academic requirements.

Lateness: Any student who arrives after 8:50 am is considered late. Tardy students should report to the nurse's office before proceeding to class – this includes students in Grades 5- 8.

Early Dismissal: We realize that situations arise where an early dismissal is required. If known in advance, a note should be sent to the teacher stating the time of pick up along with the name of the person who will be picking up. In the case of an emergency, a phone call must be made to the office stating the pertinent information. In both cases, the child(ren) will be called out of class by the office. **For the safety and security of our students any unplanned early dismissals must be phoned in before 2:30 pm.**

Absenteeism: If your child is to be absent, the school nurse must be notified between 8:15 am and 9:00 am. If you leave a message on the nurse's voice mail, please state your child's name, grade, and reason for the absence. Upon your child's return to school, a written note must be submitted to the teacher stating the date(s) of the absence and the reason. If your child is absent from school three (3) or more days, a doctor's note is required. This is required by state law.

**The diocesan elementary schools hold the right to dismiss or disenroll a student in grades K-8 with 12 or more unexcused absences.**

## Remote Learning

Attendance Requirements:

Students in grades Nursery - 8th are required to sign into their Google classroom by 8:50 am.

Students logging in after 9:00 am will be marked tardy.

Students are required to be in proper school uniform and join classroom Morning Announcement Google Meet.

Students' cameras are to be on at all times during scheduled meets.

Students' microphones should be muted unless instructed to unmute or to ask a question.

Students must be seated in a chair at a table/desk.

Students must have all necessary school supplies handy.

Students' workspace should allow for minimal distractions.

Students should conduct themselves in a professional manner, as if sitting in school.

Students are required to complete all posted assignments.

Students will be required to log in throughout the day at assigned times given by the classroom teacher.

## COMPREHENSIVE ATTENDANCE POLICY FOR SS. PHILIP AND JAMES SCHOOL

- Statement of objectives to be accomplished:

SS.. Philip and James School enforces the policy established by the Education Department of the Diocese of Rockville Centre to ensure the maintenance of an adequate record verifying the attendance of all children at instruction in accordance with Education Law Section 3205. The policy is designed to ensure sufficient pupil attendance at all scheduled periods of actual instruction or supervised study activities to permit such pupils to succeed at meeting the State learning standards.

- Description of the specific strategies to accomplish each objective:

- Attendance will be taken at the beginning of each school day prior to the first period of instruction.
- Attendance will be taken at the beginning of each scheduled class period when pupils move freely between classes.
- Attendance will be taken after the pupils return from lunch.
- Attendance will be taken on class and/or school field trips.

- Determination of the kinds of absences, tardiness and early departures that will be excused and those that will not be excused; and a list of excused and unexcused absences and tardiness to illustrate each:

- A pupil is considered absent if not present when attendance is taken.
- A pupil who arrives after the time fixed by school policy for the beginning of the morning or afternoon sessions is tardy.
- A pupil is absent for part of the day if present when attendance is taken and then leaves school.
- Incidents of absence and tardiness will be classified as either excused or unexcused. An excused absence/tardiness is one recognized by the Education Department and the school administrators as valid and unavoidable. An unexcused absence/tardiness occurs when the reason offered does not show unavoidable circumstances or necessity.
- Truancy is the willful violation by a student of the compulsory attendance provisions of Education Law.

Excused	Unexcused
The following reasons for absence or tardiness may be considered excused.	The following reasons for absence or tardiness would ordinarily be considered unexcused.
<ul style="list-style-type: none"> <li>● sick</li> <li>● scheduled medical appointments</li> <li>● sickness or death in family</li> </ul>	<ul style="list-style-type: none"> <li>● music lessons</li> <li>● take child to work</li> <li>● high school visits</li> </ul>

<ul style="list-style-type: none"> <li>● day of religious observance</li> <li>● bad weather; impassable roads</li> <li>● court appearance</li> <li>● family emergency</li> <li>● district bus problem</li> <li>● college interviews (limit 2)</li> <li>● funeral</li> <li>● other school activity</li> </ul>	<ul style="list-style-type: none"> <li>● family trips</li> <li>● CYO trips</li> <li>● didn't have a ride</li> <li>● truant</li> </ul>
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- Description of the coding system used to identify the reason for pupil's absence, tardiness or early departure, recorded in PowerSchool:

The following coding will be used.

<b>Excused</b>	<b>Code</b>	<b>Unexcused</b>	<b>Code</b>
Present		Trip/vacation (family, CYO, etc.)	UT
Tardy	T	Visit to high school	UV
Absent	A	Unexcused Other	UO
Excused Sick	ES	Out of school suspension	OSS
Medical Appointment (limited hours)	EM	In school suspension	ISS
Family sickness/death/emergency	EF		
Weather/impassable roads	EW		
District transportation	ED		

- Description of Sts. Philip and James School's policy regarding pupil attendance and a pupil's ability to receive course credit:

Regular attendance is a critical factor in school success for pupils.

Therefore, both pupils and their parents must view regular attendance as the most effective way of meeting course requirements. Course credit is awarded based on satisfactory completion of course requirements. It is the responsibility of the parent to notify the school administration of an attendance concern.

- Description of:
  - incentives to be used to encourage pupils to attend school
  - disciplinary sanctions to be used to discourage unexcused absences, tardiness and early departures

SS.. Philip and James School will identify those incentives and sanctions that will promote regular attendance.

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

● Description of the notice to be provided to the parents of a pupil who is absent, tardy or leaves school early without an acceptable excuse:

- Parents of a pupil who is absent, tardy, or leaves school early without an acceptable excuse will receive verbal notification from the attendance office.

● Description of the process the schools of the Diocese of Rockville Centre will use to develop specific intervention strategies to address attendance problems:

When a child has been absent, the school must require a written excuse from a parent. These notes must be kept on file for one year. If a pupil is absent without an excuse, or if the school has reason to suspect the validity of the excuse, the principal should investigate the situation.

- It is the responsibility of the teacher to make the parents and administration aware of any attendance problems.
- After ten days, parents will be asked to come in for a conference to address attendance concerns.
- If necessary, an outside agency/proper authority will be notified.

● Identification of the person(s) designated in each school building who will be responsible for:

- reviewing attendance records
- initiating appropriate action to address unexcused pupil attendance according to the comprehensive attendance policy

- The principal has full charge of the internal administration of the school.
- The principal may designate a school administrator or teacher to assist with the implementation of the comprehensive school attendance policy. Such designees will be identified at the beginning of the school year.

- The principal and/or designee will review attendance data to look for patterns of unexcused absences and will initiate interventions to reduce such unexcused absences.
- The Homeroom Teachers and School Nurse are responsible for identifying and following up on attendance concerns.
- School policy includes guidelines for teachers and for the school nurse.
- **Students must be in attendance in order to attend after school events, i.e., dances, concerts, plays, sporting events, etc.**
- **Attendance policies pertain to in school instruction as well as remote learning.**

2025-2026

SUPPORTING & NON-SUPPORTING FEES & OBLIGATIONS

2% Discount on base tuition for full payment made in cash, ACH, or check by August 31, 2025

Returning Supporting Families, \$600 minimum Parish Donation payable by cash, check, SSPJ Faith Direct and/or Parish Envelopes - Due December 31, 2025

Program	Supporting Tuition Rate	Supporting Monthly Payment 10 Months ( Aug-May)	Non-Supportin g Tuition Rate	Non-Supporting Monthly Payment 10 Months ( Aug-May)
Nursery Half Day - 2 Days	\$5,560	\$556	\$6,560	\$656
Nursery Half Day - 3 Days	\$6,090	\$609	\$7,090	\$709
Nursery Half Day - 5 Days	\$6,490	\$649	\$7,490	\$749
Nursery Full Day - 2 Days	\$6,090	\$609	\$7,090	\$709
Nursery Full Day - 3 Days	\$6,820	\$682	\$7,820	\$782
Nursery 5 Full Day - Gr. 8 (1 Child)	\$8,390	\$839	\$9,390	\$939
Nursery 5 Full Day - Gr. 8 (2 Children)	\$13,130	\$1,313	\$14,130	\$1,413
Nursery 5 Full Day - Gr. 8 (3 Children)	\$16,280	\$1,628	\$17,280	\$1,728
Nursery 5 Full Day - Gr. 8 (4 Children)	\$16,280	\$1,628	\$17,280	\$1,728

\*Additional fees & financial obligations apply. Please see below.

Other Fees		All fees are non-refundable
New Student Application Fee	\$50	Payable at time of new student(s) application.
New Student Registration Fee	\$250	Due upon registration. \$100 goes towards tuition.
Re-Registration Fee	\$200	\$100 goes towards tuition.
Material Fee (Per Student)	\$100	Material Fee will be added to monthly tuition payment.
Graduation Fee - 8th Grade Students	\$380	Fee will be added to 8th grade monthly tuition payment.
Technology Fee (New Families Only)	\$150	Fee will be added to monthly tuition payment.
Technology Fee (Per Student Pre-K-8)	\$50	Fee will be added to monthly tuition payment.
Guild Fall & Spring Raffle Tickets (Per Family)	\$260	Fee will be added to monthly tuition payment.

**Payment Arrangements** - All families MUST enroll and schedule payments through FACTS. Payments will be made from August 2025 to May 2026.

**Tuition Policy** - Please read our tuition policy outlined in the student handbook carefully. Tuition or Fees that fall into arrears put your child's enrollment in jeopardy at SS Philip & James Catholic School. Tuition Questions? **Email [info@sspj.org](mailto:info@sspj.org)**

## **Tuition Policy**

### Nursery through Grade 8

*“SS. Philip and James School is dedicated to providing a Catholic education that nourishes respect for individual diversity, fosters cooperative learning, promotes global awareness, and instills 21<sup>st</sup> Century skills needed in today's society. Our primary commitment is to integrate the Gospel message with the spiritual, intellectual, emotional, social, and physical development of our students, thus enabling them to become the leaders of tomorrow.”*

SS. Philip and James School admits students of all races and affords all students, regardless of race, all the rights, privileges, and opportunities to participate in all programs and activities generally accorded or made available to students at the School. The School does not discriminate on the basis of race in administration of their education policies, scholarship and loan programs, and athletic and other school-administered programs.

At Sts. Philip and James 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 understandably a major challenge for all Catholic schools. We realize that tuition increases impacts all of our families and through the efforts of the School Guild, every effort is made for as minimal an increase as possible. Tuition represents approximately 75% of the total revenue needed for School expenses. This policy has been established to assist families familiarize themselves with the School's policy on tuition payments and available resources for tuition assistance.

#### **I. Tuition Payments:**

In order to meet the operating costs of our school, it is necessary to collect tuition in a timely manner. Families have the option of paying their tuition in one of the following ways:

1. **Full payment** of tuition via check or money order, directly to the Business Office by August 1<sup>st</sup>.
2. **Full payment** of tuition, via MasterCard, VISA, or American Express, to the Business Office directly by August 1<sup>st</sup>.
3. **A monthly payment option (August – May)** through FACTS Tuition Payment plan. Please note that there is a fee charged by FACTS to budget through FACTS. In addition, this option allows for the use of credit cards. FACTS accounts are activated July 1st.

If you elect to budget your payments through FACTS, you will authorize a specific payment amount to be paid on a predetermined date each month (5<sup>th</sup> or 20<sup>th</sup>) directly from your checking account, savings account, or credit card. It is important to note that FACTS Management Company and Sts. Philip and James School never have any direct access to your account. The automatic payment process is strictly controlled by banking regulations to be absolutely confidential and limited to what you authorized. **Please note that this is THE ONLY OPTION for monthly payments.**

If your family should experience an unexpected financial crisis and are unable to meet the financial payment schedule that you selected, please contact the Business Office 631-584-5454, as soon as possible. The FACTS plan is very flexible and can be adjusted if 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 date. For example, if you chose the 20<sup>th</sup> as the date to pay your tuition, FACTS will re-attempt on the 5<sup>th</sup>. If again, FACTS is unable to collect payment due to insufficient funds, a third attempt will be made on the 20<sup>th</sup>. If a family's payment is still not made after three consecutive attempts, their account is considered an **“at risk account”** and is **“in arrears”**. **“At risk accounts”** are handled the following way:

1. An email and a letter from the Business Office will be sent, advising of the need to set up a revised tuition plan, referred to as an *acceptable payment plan*. This must be done within five (5) business days of the email or letter. Failure to timely respond may jeopardize student enrollment.
2. Families who are in arrears in January, during the Re-registration process, will not be able to register until their account is brought current, or an acceptable payment plan has been established.
3. Families who have students in the 8<sup>th</sup> grade will be required to have their tuition balance paid in full by May 20<sup>th</sup> or have an acceptable payment plan in place, in order for their child to participate in Graduation festivities.
4. Families who have a balance as of the end of the school year will not receive their final academic record, i.e., report card, until the balance is paid in full and enrollment for the following year may be in jeopardy.

Again, we do understand that emergency situations arise. It is imperative that we hear from you immediately if such a situation occurs.

## II. **Additional Support:**

All families in Nursery through Grade 8 agree to accept the responsibility to participate in and financially support the fundraising activities needed to insure the financial good health and continuation of Sts. Philip and James School. **The Parent Guild fundraising includes two mandatory events for families in Nursery through Grade 8 which is included in tuition:**

**SSPJ Fall Raffle:** Parents will receive \$120 worth of tickets

**SSPJ Spring Raffle:** Parents will receive \$140 worth of tickets

### **III. Tuition Assistance (Kindergarten – Grade 8) – Tomorrow’s Hope Foundation**

Tuition Assistance through Tomorrow’s Hope Foundation is available for families who wish to send their child(ren) to Sts. Philip and James School but have limited financial resources and find it difficult to pay the full cost of the tuition.

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

**– Mission Statement, Tomorrow’s Hope Foundation**

Tomorrow’s Hope Foundation helps families (Kindergarten – Grade 8) with need-based scholarships to help with the cost of Catholic Elementary education.

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](http://www.tomorrowshopefoundation.org).

The applications are available in February. The application requires a copy of your current Federal Tax return and a small fee. **Your completed application must be returned to the address listed on the first page of the application.**

Applications are not to be returned to the school. Each student chosen to receive aid will receive anywhere from \$500 to \$3,500 for the school year. ***These Scholarships are for one (1) year only and you must reapply each year.***

### **IV. Technology Fee –New Families Only**

All new families to Sts. Philip and James School are required to pay a one-time Technology Fee of \$150.00 due upon application submission or included in tuition payment.

### **V. Technology Fee – Returning Pre-K – 8)**

All returning families are required to pay a \$50 Technology Fee per child. Fee will be added to monthly tuition payment.

### **VI. Parish Contribution**

The yearly SSPJ minimum Parish Contribution of \$600 payable by cash, check, SSPJ Faith Direct, and/or the parish envelopes is due by **(DECEMBER 31, 2025)** to continue receiving the Supporting Tuition Rate for the following school year.

## **Arrival and Dismissal Procedures**

### **ARRIVAL:**

Staff members will be stationed at all entrances.

### **Students being dropped off at school:**

- **Nursery and Pre-K arrival:** 8:30 am - 8:50 am, main school **side door**, Clinton Avenue. Caregivers remain in vehicles; students will be escorted into classrooms by staff members.
- **Grades K-4 arrival:** 8:30 am - 8:50 am, main parking lot, follow traffic flow, crossing guard will cross students to main building entrance, students will be directed into classrooms.
- **Grades 5-8 arrival:** 8:30 am - 8:50 am, Monte building, follow traffic flow, students enter via side door by ramp or assigned classroom door.
- No drop offs or pick-ups on Clinton Avenue and/or Carow Place at any time. The main parking lot is the only parking lot to be used.
- At no time are students allowed to walk through the parking lot unsupervised.

### **Students taking the Bus to school:**

- Grades K-4 will be dropped off in the back of the main building and enter through back door.
- Grades 5-8 will be dropped off in front of the Monte Building and enter through assigned door.

### **DISMISSAL:**

### **Students being picked up from school:**

- Nursery Full Day & Pre-Kindergarten dismissal: 2:50 pm, **side door** main building.
- Nursery Half Day dismissal: 12:30 pm, **front door** main building.
- Nursery & Pre-K Early Dismissal: 11:50 am, **side door** main building.

**Parking is not permitted on Clinton Avenue.** Anyone picking up must park in the Main parking lot and walk across to the side door.

- Grades K-4 dismissal: 3:00 pm, students are walked over to main parking lot.
- Grades K-4 Early Dismissal: 12:00 Noon, students are walked over to main parking lot.
- Grades 5-8 dismissal: 2:50 pm, Monte building, side door by ramp.
- Grades 5-8 Early Dismissal: 11:50 am, Monte building, side door by ramp.
- Students in Nursery/Pre-K with siblings in grades K – 4 may be dismissed at 3:00 pm with sibling via main parking lot upon request.

**Students in grades 5 – 8 not picked up at time of dismissal will be walked over to the Main building.**

**Students taking the Bus home from school:**

All students grades K – 8 will be walked over to side parking lot and escorted to his/her bus.

**Early release of students:**

Please send a note to your child's teacher stating the time he/she will be picked up.

**Any unplanned early dismissals must be phoned in before 2:30 pm.**

## **Transportation**

Transportation for grades K-8 to SSPJ is provided by the local public school district in which the student resides. Parents must file an application by April 1st for the upcoming school year. This application must be filed yearly.

There is no transportation for Nursery and Pre-K students.

Students are NOT permitted to switch bus routes or bus stops. Students are to sit in class order, front to back, K-8. **(Assigned seating as per NYS Guidance)**

Courtesy and cooperation must be observed at all times by all children riding the bus. Students must stay in their seats, and wear seat belts when available, and avoid any rowdiness and bad language. If a bus driver has too many complaints about a student, the bus company has the right to suspend the transportation privilege, thus necessitating the parents to provide their own transportation.

## **School Closing/Delayed Opening**

In the event of inclement weather, please note that if Smithtown School District is closed, Sts. Philip and James School Buildings are closed and will operate on a half day Remote Schedule to keep our calendar on schedule.

If Smithtown School District is operating on a delayed opening, Sts. Philip and James School will be delayed. Any school closing/delayed opening will be posted on our school website. In addition, notice will be given via School Messenger to the phone number designated by each family at the beginning of the year as well as e-mail notification. School closing/delayed opening information may also be obtained on News 12 TV and website.

## **Early Dismissal-Unplanned or Inclement Weather**

Please keep in mind that we deal with several school districts and that each district decides independently of the others as to any early dismissal. Immediately upon notification from a district that they have declared an early dismissal – parents will be notified by phone/email as to that particular district. Please note that school will remain open until 3:00 pm despite districts closing; however, **all after school activities will be cancelled – including After Care**. Walkers will be dismissed at 3:00 pm. In the event your district declares an early dismissal and your child normally takes the bus home, he/she will be put on the bus UNLESS YOU NOTIFY THE SCHOOL OTHERWISE. If your child is to be a Walker and you prefer him/her to take the bus home - YOU MUST NOTIFY THE SCHOOL OR YOUR CHILD WILL REMAIN A WALKER.

Thank you for your cooperation.

## **Dress Code**

In choosing to attend Sts. Philip and James School, a student implicitly acknowledges a willingness to comply with all dress code regulations. Parents are asked to support and emphasize these policies with their children. All students are expected to be in complete uniform at all times.

1. Girls are not permitted to wear make-up, long fake nails, dangling earrings, multiple bracelets or multiple earrings, including earrings that give the illusion of multiple piercings (lobe piercing only). No earrings for boys.
2. The hair, for both boys and girls, is to be neatly groomed. The boys' hair should be no longer than collar length in the back, above the eyebrows, and not covering the ears. "Fad" hair styles that entail significant contrasts of longer and shorter hair are not acceptable. Hairstyles that involve design, architecture, or dyes are not permitted for boys or girls.
3. Tattoos are not allowed.
4. All uniforms are to be purchased from Flynn & O'Hara Uniforms. Contact information is on the following page. Shoes are to be plain black loafers or oxfords.
5. No gum chewing in school at any time.
6. On Gym days the students wear their gym uniform to school for the entire day.

***The SS. Philip and James School Administration reserves the right to deem unacceptable any attire not mentioned above that is questionable. Parents of students who are not in compliance will be notified. No excuses will be accepted.***

## **Free Dress Days**

On certain designated days throughout the school year, students are permitted Free Dress Days for a \$5 donation that is used towards a particular charity, event or fundraiser.

On these days, students must come to school properly dressed. Attire should be neat and clean, and appropriate for a school environment.

The following items will be considered *inappropriate* attire for Free Dress Days:

- Any clothing that allows exposure of the midriff area
- Clothing with offensive slogans
- Skirts, skorts, or shorts that are more than mid-thigh
- Flip-flops/Ugg slippers/Shoes with no backing/Any shoe or sneaker without socks
- Cami tops, tank tops or tops with very thin shoulder straps (no exposure of bra straps)
- Low cut blouses or tops

Failure to follow these guidelines will result in lost privileges.

Any clothing deemed inappropriate by school Administration will be dealt with on a case-by-case basis.

FLYNN & O'HARA UNIFORMS  
 131 Sunnyside Blvd., Suite 104, Plainview, NY 11803  
 PHONE: 516-221-3006

[www.flynnohara.com](http://www.flynnohara.com)

<b>Nursery/Pre-K Fall-Winter-Spring September – June</b>	<b>Kindergarten – Grade 8 Fall - Sept. 1<sup>st</sup> – Oct. 11<sup>th</sup> Spring – Apr. 14<sup>th</sup> - June</b>	<b>Kindergarten – Grade 8 Winter - Oct. 15<sup>th</sup> – Apr. 11<sup>th</sup></b>
SSPJ T-Shirt SSPJ Shorts SSPJ Long Sleeve T-Shirt SSPJ Sweatpants SSPJ Sweatshirt	<u>Boys K – 4</u> SSPJ Dress pants or Dress shorts w/ belt SSPJ Polo Shirt Dress Shirt with Tie Navy Socks	<u>Boys K – 4</u> SSPJ Navy Dress pants w/belt SSPJ Dress Shirt with Tie SSPJ V-Neck Sweater Vest SSPJ V-Neck Pullover Navy Socks
	<u>Boys 5 – 6</u> SSPJ Grey Dress pants w/belt SSPJ Dress Shirt with Tie SSPJ Light Blue Performance Polo Navy Socks	<u>Boys 5 – 6</u> SSPJ Grey Dress pants w/belt SSPJ Dress Shirt with Tie SSPJ V-Neck Sweater Vest SSPJ V-Neck Pullover Navy Socks
	<u>Boys 7 – 8</u> SSPJ Grey Dress pants w/belt SSPJ Dress Shirt with Tie SSPJ Navy Performance Polo Navy Socks	<u>Boys 7 – 8</u> SSPJ Grey Dress pants w/belt SSPJ Dress Shirt with Tie SSPJ V-Neck Sweater Vest SSPJ Blazer Navy Socks
	<u>Girls K – 4</u> SSPJ Jumper SSPJ Skort SSPJ Polo Shirt SSPJ Dress Blouse with Tie Navy Socks/Tights	<u>Girls K – 4</u> SSPJ Jumper SSPJ Dress Blouse with Tie SSPJ V-Neck Cardigan SSPJ V-Neck Pullover Navy Socks/Tights
	<u>Girls 5 – 6</u> SSPJ Grey Skirt SSPJ Light Blue Performance Polo SSPJ Dress Blouse with Tie Navy Socks/Tights	<u>Girls 5 – 6</u> SSPJ Grey Skirt SSPJ Dress Blouse with Tie SSPJ V-Neck Cardigan SSPJ V-Neck Pullover Navy Socks/Tights
	<u>Girls 7 – 8</u> SSPJ Grey Skirt SSPJ Navy Performance Polo SSPJ Dress Blouse with Tie Navy Socks/Tights	<u>Girls 7 – 8</u> SSPJ Grey Skirt SSPJ Dress Blouse with Tie SSPJ V-Neck Pullover SSPJ Blazer Navy Socks/Tights

## **GYM UNIFORMS**

Students in Kindergarten through Grade 8 are to wear SSPJ gym shorts and T-shirts and Nylon Jacket and Nylon pants on Gym days with sneakers and socks. SSPJ nylon pants are required to be worn October 16<sup>th</sup> through April 12<sup>th</sup> unless otherwise stated.

### **Uniform Bank**

A uniform bank is available at SSPJ. Any parent who has uniforms which their child(ren) has outgrown, may donate them to the uniform bank so another school child may utilize them. Likewise, any school family may go to the uniform bank in order to find a needed piece(s) of the required uniform. Any item turned into the bank must be in good condition and clean. There is no charge for the clothes obtained through the uniform bank.

### **Homework Policy**

Homework is an integral part of the learning process. Homework assignments are meant to reinforce skills developed in the classroom. They help the students develop self-discipline, independence and a sense of responsibility.

- Students are expected to complete all assignments and hand them in on time. All missed work when a student is absent must be completed and submitted to the teacher.
- During an absence, homework may be accessed from the school's website. Excuses for missed work are not accepted (under serious conditions exemptions may apply).
- Homework is assigned each night. There are occasions when a project may involve work over weekends and/or vacations. Ample time will be given for projects.
- Failure to do homework may result in a lower grade for that subject.

### **Lunch/Recess**

Lunch and recess are scheduled between 11:40 am and 12:15 pm. The school lunch menu is posted on the school website. Lunch is purchased using an online platform - FoodDays. Details can be found in this Handbook under “**Lunch Program**” (page 34) as well as on the school website. Orders must be placed by day’s end on Thursday or the last day school is in session for the following week. All lunch orders **MUST** be placed in advance through FoodDays.

Students are to play in their assigned areas of the playground. Proper respect is to be given to the teacher(s) on duty. Play ceases when the bell rings. Students are then required to walk quickly and quietly to assigned lines.

### **SSPJ Recess Rules**

Parents/guardians: It is your responsibility to go over the following rules with your child/ren. Teachers will reinforce these rules throughout the school year.

- Run on grass only
- No Jumping on Apparatuses: the bridge and all playground equipment
- No Jumping off Playground equipment
- Body stays under control: no pushing, pulling, wrestling

- Nature Stays where it is: no picking up sticks, dirt, grass rocks
- How to properly play on the slide: 1 person on the slide at a time, only going down the slide not up, only going down the slide sitting on your bottom, feet first
- How to properly use the swing: sitting on the swing only, no feet or superman belly swings, swing front and back not side to side, no twisting/turning, no trying to throw the swing over the top, no twisting/turning the swing
- No sitting on top of monkey bars
- No jumping over fence to retrieve balls/items
- Respect all play equipment: no pulling on net or slamming and sitting on playground balls

## **Report Cards**

### Report Card Schedule:

- December
  - Nursery – Teacher created report
  - Pre-Kindergarten through Grade 8 - Diocesan Report Card
- March
  - Nursery – Teacher created report
  - Pre-Kindergarten through Grade 8 - Diocesan Report Card
- June
  - Nursery – Teacher created report
  - Pre-Kindergarten through Grade 8 - Diocesan Report Card

### Progress Report Schedule:

- October – Nursery through Grade 8
- January – Nursery through Grade 8
- May – Nursery through Grade 8

Parent/Teacher Conferences are held in December, March, and June. Scheduling is done via e-mail through Sign-Up Genius.

December Conferences are requested for all.

March Conferences are held at either Teacher or Parent request.

June Conferences are scheduled walk-ins for parents who wish to speak with their child's teacher.

Conferences are scheduled for 10 minutes. If more time is needed, contact your child's teacher to schedule a mutually convenient date/time.

## **STUDENT PROGRESS CODE**

### **Pre-Kindergarten - Kindergarten**

#### **Academic Code**

- 3 - Meets age-appropriate expectations. Performance on task is consistently apparent.
- 2 - Shows progress in meeting age-appropriate expectations. Performance on task is emerging.
- 1 - Does not meet age-appropriate expectations. Performance on task does not meet expectations.

### **Grades 1 - 5**

#### **Academic Code**

- 4 - Student work demonstrates a thorough and consistent understanding of grade level standards and objectives. Student completes work independently and integrates learned concepts and skills.
- 3 - Student work demonstrates an understanding of grade level standards and objectives. Student completes work satisfactorily and applied expected skills to work.
- 2 - Student work demonstrates a partial understanding of grade level standards and objectives. Student exhibits inconsistent understanding and application of concepts and skills.
- 1 - Student work demonstrates minimal understanding of grade level standards and objectives; evidences are limited organizational, reasoning, and critical thinking skills; completing independent tasks only with assistance, struggles with grade level standards and objectives producing less than expected work.

#### **Effort and Personal Growth Codes**

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

## **Grades 6, 7, and 8**

**65% and above is passing**

### **Science**

Tests 30%  
Quizzes 20%  
Labs 20%  
Classwork 15%  
Homework 15%

### **Math**

Tests 50%  
Quizzes 20%  
Classwork 15%  
Homework 15%

### **English**

Tests/Projects: 30%  
Quizzes/Activity Journal: 20%  
Essays//DBQs: 25%  
Participation: 10%  
Homework/Binder Checks: 15%

### **Social Studies**

Tests/Projects: 30%  
Quizzes/Activity Journal: 20%  
Essays//DBQs: 25%  
Participation: 10%  
Homework/Binder Checks: 15%

### **Religion**

Tests/Projects: 30%  
Attention/Participation in Mass: 20%  
Classwork/Notes/Decision Point:  
20%  
Reflections: 15%  
Participation 15%

### **Spanish**

Tests: 30%  
Projects: 25%  
Quizzes: 20%  
Participation: 15%  
Homework: 10%

### **Health**

15% Tests/Quizzes  
35% Classwork/Participation  
25% Homework  
25% Projects/Performance Task (Journal)

### **Physical Education**

40% Skills and physical abilities  
35% Social skills and behaviors  
25% Test/Quizzes

### **Art**

Projects 50%  
Effort 25 %  
Conduct 25%

### **Technology**

Projects 50%  
Effort 25 %  
Conduct 25%

### **Music**

Tests 30%  
Projects 25%  
Quizzes 25%  
Participation 20%

## **PARENT PORTAL - POWER SCHOOL:**

Parents of students in Grade 1 through Grade 8 can log into PowerSchool to view student grades/attendance/report cards throughout the year.

## **STANDARDIZED ASSESSMENT:**

**I-Ready Assessments** – administered 3 times throughout the year – September, January, May

**NY State Assessment Tests:** (All administered in the spring)

- Administered to Grades 4 and 6 in the subjects of Math and ELA
- Administered to Grades 5 in Science
- Results to be sent home upon delivery to school

### **Principal's List/Honor Roll**

Students in 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grade have the opportunity to be on the Honor Roll and Principal's List. High academic standards are required. **A student's conduct grade must also be in good standing: satisfactory and above.**

#### Principal's List

A student must attain a grade of **95%** in all major subjects, e.g., Religion, English Language Arts, Mathematics, Science, Social Studies, and Spanish. Students with less than 100% Character Rating for the current Trimester may forfeit their ability to be considered for this honor.

#### Plus

A grade of no less than a **90%** in all minor subjects, e.g. Art, Health, Music, Physical Education, and Technology.

#### Honor Roll

A student must attain a grade of **90%** in all major subjects, e.g., Religion, English Language Arts, Mathematics, Science, Social Students, and Spanish. Students with less than 100% Character Rating may forfeit their ability to be considered for this honor.

#### Plus

A grade of no less than a **85%** in all minor subjects, e.g., Art, Health, Music, Physical Education, and Technology.

## School Lockers

Each 5<sup>th</sup>, 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grade student is assigned an individual locker for use. Only combination locks provided by Sts. Philip and James School are permitted on lockers. Student lockers are the property of the school; the Administration reserves the right to inspect student lockers at any time.

## School Discipline Policies

The ultimate goal of discipline is that all students at Sts. Philip and James School will exercise the highest degree of self-discipline appropriate for their grade level. Their actions and attitudes should be appropriate for encouraging the growth of a greater Christian community. Parents and school staff both share the responsibility for assisting this growth in each child by providing good examples and encouraging Christian behavior that recognizes the rights of all others. The ability of Sts. Philip and James School to provide a safe and responsible environment is based on general guidelines established and enforced with disciplinary procedures. Each situation will be dealt with on an individual basis; however, interpretation and implementation is left to the Administration of the school.

## Character Rating System

Students in Grades 6 through 8 participate in our Character Rating System Program. Each student begins the academic year with 100 Character Rating Points (CRP). Infractions range from missed homework assignments to deliberate destruction or defacing school property. The following is a list of offenses and Character Rating Points deducted. These offenses include, but are not limited to:

Cell phone use	-1
Disruptive behavior (in class, on school bus, recess)	-1
Breaking School rules (wearing make-up, gum chewing, etc.)	-1
Out of Uniform	-1
Copying homework from another student	-1
Disrespect during Religious ceremonies (Mass, etc.)	-1
Deliberate destruction or defacing School property (desks, books, etc.)	-1
Misbehavior during a Special	-1
Misbehavior or disrespect towards a Substitute Teacher	-1
Fighting	-1
Cheating or forging signature	-1
Inappropriate use of Technology	-1

## Character Rating Consequences

- 1: Parent Signature on Character Point and Student Reflection Paper
- 2: Parent Signature, Student Reflection Paper, Lunch/Recess Detention
- 3: Parent Signature, Student Reflection Paper, After-School Detention 4:15 pm pickup
- 4: Parent Signature, Student Reflection Paper, Parent-Teacher Conference
- 5: Parent Signature, Student Reflection Paper, Loss of Eligibility for Honor Roll/Principal's List that trimester. **May also result in the loss of sports participation, privilege of attending field trips and/or participating in assemblies.**

**Character Points are reset to 100 after each Trimester.**

## National Junior Honor Society

The National Junior Honor Society Apostles of Hope chapter of Sts. Philip and James School is a duly chartered and affiliated chapter of this prestigious national organization. Membership is open to those students who meet the required standards in four areas of evaluation: scholarship, leadership, service, and character. Students are selected for membership by majority vote of a 5-member Faculty Council, appointed by the principal, which bestows this honor upon qualified students on behalf of the faculty of our school each April.

Students in grades 6 - 8 are eligible for membership. For the scholarship criterion, a student must have a cumulative GPA of **90%**. **Students must also maintain a conduct grade of excellent or satisfactory.** Each spring, those students who meet this criterion are invited to complete a Candidate Form that provides the Faculty Council with information regarding the candidate's leadership and service.

To meet the **Service** requirement, participation in **two or more** of the following activities is necessary:

- Altar server, lector, Mass Ministry
- Lunch/recess monitor, club/aftercare monitor
- Visiting a nursing home
- Community cleanup
- Volunteer work at a local charity
- Participating in a charity walk-a-thon/5K run

Organizations such as Boy or Girl Scouts may sponsor service projects that may be considered.

Service is not limited to the above list.

All service must be documented with a description of the project, time, date served and signed by a supervising adult.

To evaluate a candidate's character, the Faculty Council uses two forms of input. First, school disciplinary records are reviewed. Second, members of the faculty are solicited for input regarding their professional reflections on a candidate's service activities, character, and leadership. These forms and the Candidate Forms are carefully reviewed by the Faculty Council to determine membership. A majority vote of the Council is necessary for selection. Candidates are notified regarding selection or non-selection according to a predetermined schedule.

**Leadership** is demonstrated when a student exercises a positive influence on peers by upholding school ideals and exemplifies positive attitudes and academic initiative.

**Citizenship** is demonstrated by mature participation in school activities and community organizations. A student of good **Character** demonstrates Christian values of integrity, behavior, ethics and cooperation with students and faculty.

Students are screened by the Faculty Council and will be notified of eligibility after the 2nd trimester. Following notification, a formal induction ceremony is held at the school to recognize all the newly selected members. Once inducted, new members are required to maintain the same level of performance (or better) in all four criteria that led to their selection.

## **Physical Education**

All students Nursery through Grade 8 take physical education (gym) and must come to school prepared on gym days. Clothing consists of: SSPJ T-shirt, navy shorts (purchased from Flynn & O'Hara Uniforms – See Uniform Policy), sneakers and socks. During periods of cold weather, SSPJ nylon pants and jacket may be worn over the shorts and t-shirt. NO JEWELRY IS TO BE WORN ON GYM DAYS (INCLUDING HOOP/DANGLING EARRINGS).

A doctor's note is required if your child requires exclusion from physical education class. This note should indicate the duration and reason. Children excused from gym class are also excused from recess. Likewise, a doctor's note is required for resumption of physical education class.

## **Band**

Children in grades K through 8 may elect to take music lessons and play an instrument. All fees (including instrument rental) are to be paid directly to "Paul Effman Music Service". Band lessons are given once a week during school hours (every effort is made to work with the child's schedule). Registration forms when available will be posted on the school website.

## **Media/Library**

Library facilities are available to students in Kindergarten through Grade 8. No books may be checked out until the "due" book is returned. All damaged and lost books must be paid for by the person to whom the book is charged.

## **Birthday Celebrations**

In an effort to be more health and safety conscious, SSPJ has established the following policy on birthday celebrations. Due to the potential dangers of life threatening food allergies and exposure to restricted foods, we are adopting a "**no food**" birthday celebration policy.

Optional Birthday “Free Dress” is offered to all students for \$5.00 donation. (Form sent home in September)

Nursery – grade 4 parents are asked to join us in planning alternatives to food sharing for birthdays. Options include fun activities or crafts, reading a book to the class or other activities that are cleared with the teacher.

Please be advised that certain designated celebrations, such as World Culture’s Day, Christmas and end of year celebrations will be planned by teachers and coordinated with parents to possibly include safe and appropriate snacks that can be enjoyed by all students.

- Students in Nursery – grade 4 will be given a “Birthday Bag” immediately after morning announcements to use to collect non-edible prizes from classroom teachers.
- Students in grade 5-8 will have the opportunity to spin the “Birthday Wheel” and win a prize such as a Free Dress Pass, Free Homework Pass, or Free Snack Pass etc.

**All July Birthdays will be celebrated in June and all August Birthdays will be celebrated in September.**

A friendship list for each class is provided at the beginning of each school year. The list will include child’s name, birthday, home address, mother & father names, emails and cell phone numbers. **If you do not wish your child’s name/birthday/address/phone number or any other information to be on the list, you must notify the school in writing and their information will be omitted.**

If you are having a party, invitations may NOT be sent through the school unless the entire class is invited.

## **Movie Policy**

Movies may be used in the classroom as a supplement to the curriculum:

1. To enhance literature.
2. To enhance a thematic unit in the content area.

Movies may be used for recreation:

1. On special days (Craft Day, Student Appreciation Day, etc).
2. During lunchtime on inclement days.
3. With the Principal's approval.

Movie ratings:

1. Only G movies may be used in grades N-5. PG movies must have Principal's approval.
2. Only G or PG movies in grades 6-8.

When a movie is rated PG a letter will be sent home to inform the parents of the movie. This will allow parents the opportunity to preview the movie. If the parent wishes the child to be removed from seeing the movie, the student will be sent to another classroom.

Any PG-13 movies must have Principal's approval and parent permission slip.

## **Field Trip Policy**

Field trips are an important component of the learning experience at SSPJ. Every field trip serves the goal of the school's mission to help "each student to reach his or her potential, and foster the social, emotional, and moral growth through the teachings of the Roman Catholic Church". A field trip is deemed as multipurpose: to provide an "opportunity for spiritual, academic and intellectual growth" in a new and exciting setting specifically chosen by the teacher to complement a particular set of class lessons. To foster that learning, they are fun, not only from the excitement of journeying outside the classroom, but from the variety of new experiences and encounters. As an adventure, they also offer the opportunity to deepen the unity and strengthen the spirit of the class. In order to help ensure the safety of all on each field trip, some class parents may be asked to volunteer as chaperones or monitors. If a child does not attend the field trip and does not attend school that day, he/she will be marked absent as required by law.

Although by nature field trips mean that a class will leave the school grounds, they do not leave behind the school's ethos and learning atmosphere that strives to "reflect and teach Catholic values, ethics and morals, which serve as a foundation for continued faith development" (school mission statement). Indeed, field trips are an occasion for the school to witness to others its Catholic unity, values and ideals. Because of the school's Catholic identity, the school will avoid any venues that explicitly present teachings or values in opposition to Church teaching, including any desecration of the Catholic faith, any denigration of the dignity of the human person, or any violation of Christian morals.

The school offers a diversity of field trips over the course of a student's attendance at SSPJ. They vary in terms of subject areas—e.g., science, social studies, art, music, religion, etc.—and in terms of site, distance, and cost. Generally, each class will make one or two trips per year. As with all learning, care will be given to ensure that the locale, subject, sights and sounds of the field trip are age and grade appropriate.

**Students are NOT permitted to bring cell phones, Smart watches or any similar devices with them on any field trip.**

**Notice will be provided on all permission slips as to dress requirements – either Dress Uniform or Gym Sweat Suit are to be worn on School trips.**

Because their cost is in addition to school tuition, the annual outlay for all class field trips per student is set at a figure deemed affordable to all families, given not only the divergence in family incomes but also the fact that some families have multiple children attending the school. While parents have the right to withhold their child from a field trip, the school encourages that every student participate in each field trip, since they are designed to reinforce classroom learning and build up class unity. Since trips in higher grades are usually of greater distance and thus require greater expenditures for travel, field trip costs increase with the grade level. On those field trips when a parent also attends—either as an invited or required chaperone—the cost to the family will be double. While these costs are generally fixed, SSPJ always seeks the lowest possible cost related to a field trip to ease the burden on all school parents.

Field trip chaperones must have submitted a required background check as well as attended a Virtus training session. This is mandated by the Diocese of Rockville Centre – no exceptions. Field trip chaperones are required to accompany the class on the bus and to aid and assist the classroom teacher.

## **Traditional Yearly School Events**

Below you will find several traditional events held throughout the year in which all parents are invited to attend. Please watch school calendar for dates, times and additional events. If there are any questions please feel free to call the school office.

### School Liturgies/Prayer Services:

Liturgies are held throughout the year at 9:15 am Mass. Special Liturgies are celebrated on the day before a holiday recess: Thanksgiving, Christmas and Easter. Stations of the Cross are held during Lent in the Church. We honor Our Blessed Mother Mary during the month of May with a May Crowning at 9:15 am Mass. The scheduled date will be posted on the school website. School Liturgies with Student Presentations:

Opening School Mass – Monday, first full week of School – 9:15 am

Grade 6 - Saints Presentation

- All Saints Day at 9:15 am Mass.
- The 6<sup>th</sup> grade students dress as their chosen saint and give a presentation about the life of that saint.

All Souls Day Prayer Service/Book Memorial

Grade 1 - Christmas Tableau

- Traditionally the last day of school before Christmas recess at 9:15 am Mass.
- The 1<sup>st</sup> grade students dress up and sing the story of the first Christmas through the eyes of baby animals and the angels watching over the manger.

Grade 8 - Pinning

- Traditionally during Catholic Schools Week at 9:15 am Mass.
- The 8<sup>th</sup> grade students receive their school pins at the Liturgy and celebrate with a breakfast for the 8<sup>th</sup> grade students and their parents.

Grade 8 - Graduates Dinner  
- early in June location TBD.

Grade 8 - Graduation Mass  
- Traditionally held on a weekday afternoon in June at 1:00 pm.  
- Diplomas, academic awards and scholarships are presented.

Concerts:

The Christmas Concert is presented during the month of December at 7:00 pm in the church. The students performing are Kindergarten through Grade 8. Students in the School Chorus will be highlighted.

The Spring Concert is held during the month of May in the evening. Students in the Band, Violin, and Ukulele Program as well as Chorus perform for parents, family and friends.

Special School Activities:

Annual Thanksgiving Celebration is traditionally celebrated the Monday/Tuesday before Thanksgiving.

Annual Giving/Craft Day is traditionally in the middle of December.

Catholic School Week is traditionally held the last week in January. The schedule of events goes home during the first/second week in January and is posted on the school website.

Grade 4 Living Wax Museum

Grade 5 & 6 Science Fair

Grade 6 World Culture Day

Fun Day is traditionally held in June during the school day.

**Mass/Spiritual Enrichment**

Grades 1 through 8 are assigned one day a week to attend Mass.

School Mass days are posted on the School website. Nursery – Grade 8 children will attend. We encourage parents to participate in the celebration of the Mass on those days.

Students in Grades 3 through 8 receive the Sacrament of Reconciliation during the seasons of Advent and Grades 2 through 8 receive the Sacrament of Reconciliation during the season of Lent.

Any additional prayer services will be posted on the school website.

## **Sports Program**

SS. Philip and James School participates in the Catholic Middle Schools Athletic Association (CMSAA). Academics are our primary focus and students must meet their responsibilities to maintain the privilege of participating in the various sports offered. Attitude and effort in the classroom are as important as attitude and effort in the sports program. Students are expected to arrive at school on time and maintain consistent, positive attendance. Students are expected to complete all class assignments and homework on time. In addition, student athletes are expected to maintain a grade of **80%** and above. Students are expected to give 100% effort to academics as well as athletics. If at any time the faculty and/or administration feel that a student is not adhering to the academic and/or attendance requirements, the student will be subject to suspension from the program.

**Students must be in attendance the entire school day in order to participate in scheduled after-school sporting events.**

## **After School Activities**

There are various after-school activities offered for students. Students **must be picked up on time** from these activities. The Administration reserves the right to remove a student from any after-school activity when necessary due to misconduct. **Students must be in attendance during the school day in order to attend any after-school activity.**

## **Before and After Care Programs**

SS. Philip and James School offers a Before Care and After Care Program for its students. The fees for these programs are as follows:

Before Care Program:           7:30 am – 8:30 am  
Daily use fee: \$10.00 per child

After Care Program: on full days of school

	Daily use fee:
3:00 pm – 5:15 pm	\$30.00 per child
3:00 pm – 4:15 pm	\$20.00 per child
4:15 pm – 5:15 pm	\$20.00 per child

## **Change of Address/Telephone Number/Email**

It is imperative that any change of address, telephone number and/or emergency number(s), and email address be sent in writing to the teacher who will in turn submit it to the school office. This information is vital in case of an emergency.

## **Security**

To ensure the safety of all students, school doors are kept locked at all times. Anyone who comes into the school building must use the main entrance. All visitors/volunteers must report to the school office and sign in. No one is permitted to go directly into a child's classroom for any reason.

## **Volunteers**

Pursuant to Diocesan mandate, all volunteers are required to attend a Virtus Training Session and consent to a criminal background check before attending or assisting at any school event (including chaperoning field trips).

Visit the Virtus website to register.

<https://www.virtusonline.org/virtus/index.cfm>

## **Lunch Program**

The School Lunch Menu is selected and posted on the School website in September. Lunch entrees range from \$3.00 to \$6.50. Our local vendors include Seaqua Deli, Rocco's and DelFuego.

All lunch orders are selected and paid for in advance by parents through FoodDays. Families wishing to order lunch must register each child using the following link.

[Fooddays](#)

Lunch orders are selected and paid for on a weekly basis. All orders must be placed and paid for by day's end on Thursday or the last day school is in session for the following week. Exceptions cannot be made. Refunds are not given if a child is absent on the day a lunch order has been placed.

## **Calendar**

A yearly calendar is sent to all school families in June before the end of the school year. This calendar lists all major holidays and school closings. The school calendar may also be viewed online on our school website – [www.sspjschool.net](http://www.sspjschool.net). The school calendar is subject to change.

## **School Website**

The school website is [www.sspjschool.net](http://www.sspjschool.net). The website should be checked regularly by both parent and student. Information relative to school closings and early dismissals due to inclement weather are posted as well as upcoming events and other important information. Forms can also be downloaded, i.e., school lunch menu, fundraising, etc. In addition, homework and class news can be obtained from each class homepage.

SS.. Philip and James School, including faculty, staff, and parents may take appropriate pictures of faculty, staff, and students during school functions, events, field trips, and other school happenings. These pictures/videos may be posted online to display students' work, promote the school and engage parents and the community. Student-created content (pictures, videos, documents) may also be uploaded to the web throughout the year. These pictures, videos, and documents are not to be manipulated or used for inappropriate means by any member of the Sts. Philip and James School community. Because these pictures/videos are online, they may be accessible to any and all persons who visit these sites. A student's last name will never be used in any picture/video.

## **Telephone Calls**

Students are not permitted to use the office phones to call parents regarding items left at home.

## **Cell Phones**

Cell phones, Smart Watches or any similar devices are not permitted in school. Should a student be found with a cell phone, Smart Watch or similar device in their possession, the item will be confiscated. The phone must be picked up by a parent at the school office. In addition, cell phones, Smart Watches or similar devices are NOT permitted on any field trips. While we do understand parents wishing their child to have a phone with them, the phone MUST be kept in his/her backpack at all times during the school day.

## **Internet Policy**

The purpose of technology is to support research and education. Its use must be consistent with educational goals and objectives. Any use of technology which is found to be offensive,

harmful, destructive, or inappropriate by Sts. Philip and James School Administration is forbidden.

The use of technology is a privilege, not a right, and improper use will result in immediate cancellation of that privilege.

The Sts. Philip and James School Administration retains sole and unreviewable discretion to determine proper use.

Parents and students will sign an Acceptable Use of Technology form at the beginning of the school year.

## **School Board**

The SS. Philip and James School Board develops, formulates, and recommends to the Pastor, educational policies for SS. Philip and James School. The Board consists of appointed members, the Principal, the Pastor (in a non-voting position). Parents of SS. Philip and James Schoolchildren are eligible (with the exception of employees of the parish) to be members of the School Board. Members are appointed to a three-year term and may be re-appointed to one subsequent term. The School Board meets once a month during the school year. These meetings are closed meetings; however, an Open School Board Meeting will be held once a year. Watch the school website for the scheduling of such meeting. All parents are encouraged to attend the Open School Board meeting.

## **School Guild**

The SS.. Philip and James School Guild is the organization which is responsible for school fundraisers. ALL school parents are automatically members of the Guild and are encouraged to participate and support all Guild Events. The Guild consists of the following appointed positions: Guild Leader, Guild Leader (Class Liaison), Communications, Social Media/Calendar, Fundraising Efforts and Guild Representatives.

The **Guild Leader** will be a link between the School Principal and School Board. Guild Leader (Class Liaison) will be a link between the School Principal and “Go-to” parents. All appointed Guild members will help organize fundraising events and activities and help chair committees. They will also encourage and organize volunteers on a classroom level.

## **Class Parents- “Go-to” parent**

SS. Philip and James School invites and encourages all parents (stay-at-home moms and dads as well as working moms and dads) to become involved in classroom and school activities. Parents

will be asked to sign-up as a “Go-to” parent at the beginning of the School Year. The “**Go-to**” **parents** will act as a liaison between administration, classroom teachers and our school families.

These parents will help run classroom activities as well as school activities such as the Thanksgiving Celebration, Craft Day, Fun Day, and Catholic Schools Week.

Any parent wishing to participate as a School Board member, Guild Leader, Guild Representative or “Go-to” Parent must have on file a Volunteer Application and Virtus training certificate.

## **Pesticide Notification**

New York State Education Law, Section 409-H requires schools to provide written notification regarding actual or potential use of pesticides throughout the school year. The school is also required to maintain a list of students, parents and staff members who wish to receive a 48-hour prior written notification of specific pesticide applications in the school. This is to advise there have been no additional applications since the last notification.

The school has utilized an integrated pest management program (IPM) in order to restrict or eliminate entirely the use of pesticides in or around the school facilities. The school IPM program includes the use of a contracted firm, expert in conducting integrated pest management programs.

This firm conducts monthly inspections of all facilities and takes appropriate remedial measures to eliminate or reduce the presence of insects or other pests.

While the school does not anticipate any situation where there will be a need to provide notification of a pesticide application 48 hours in advance, **if you would like to receive such notification if one were required, please send a written note to the attention of the School Nurse requesting a pesticide application notification.** In the unlikely event an application of a regulated pesticide application is required; the school would not apply such chemicals unless the school was to remain unoccupied for a continuous 72 hours following the application. In doing so, a 48-hour notification would not be required.

## **Asbestos Management Plan**

In accordance with 40 CFR §763.84.c, regard this statement as the school’s annual notification to all workers, students and or their legal guardians that the school 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. A copy of this AMP is available for your review and or inspection at the Facilities Office and within the school’s parish rectory

## **Updated Transgenderism Policy**

### **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.<sup>1</sup>

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.<sup>2</sup> 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."<sup>3</sup>

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. 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

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<sup>1</sup> Libreria Editrice Vaticana, *Code of Canon Law*, §795.

<sup>2</sup> Cor. 6:19

<sup>3</sup> *Catechism of the Catholic Church*, §2337

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.”<sup>4</sup>

## 1. Guidelines

Behaviors that are contradictory to Catholic morality and the expectations of our school program 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.”<sup>5</sup> 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.<sup>6</sup> 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:

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<sup>4</sup> Ibid.

<sup>5</sup> Congregation for the Doctrine of Faith, *Letter to Bishops of the Catholic Church on the Collaboration of Men and Women in the Church and the World*, §8.

<sup>6</sup> Pontifical Council for the Family, *Family, Marriage and 'De Facto' Unions*, 2000, §8.

- 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.