

St. Mary School 2025 - 2026 Parent-Student Handbook



“Building Faith & Minds for the Future”

Academics & Policies

16 HARRISON AVENUE

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ST. MARY PARISH MISSION STATEMENT

Centered in the word of God and the gift of Jesus in our midst, the mission of St. Mary's Parish Family is to be a welcoming community which proclaims through word and action the dignity of every person.

SCHOOL MISSION STATEMENT

The community of St. Mary School is dedicated to nurturing students in the Catholic Faith as they pursue academic excellence. We strive to empower our students to discover their unique abilities and achieve their full God-given potential.

PARENTS' ASSOCIATION MISSION STATEMENT

The mission of the St. Mary Parents' Association is to provide a spirit of community within our parish school. It is a support group comprised of all school parents that are dedicated to working together to create a social atmosphere, fostering family unity, and encouraging volunteerism to assist with the financial obligations of St. Mary School.

ST. MARY SCHOOL BELIEFS

In light of our mission, our Beliefs are that St. Mary School will:

- Help students build a personal relationship with God.
- Enable students to experience the Gospel-centered message through service and prayer.
- Create a Catholic climate that contributes to the formation of students as active participants in the parish and school communities.
- Engage students to pursue their own intellectual development through critical thinking, innovation, and rigorous curricular standards in order to become problem solvers.
- Create learning experiences with the uniqueness of each student in mind.
- Partner with parents to support students in their learning, as they search for knowledge, meaning, and truth.
- Develop mutually respectful relationships by providing opportunities for ethical, intellectual, and social growth within the curricular areas as well as extracurricular activities.
- Provide a wide range of activities that support social interaction, physical interaction, physical development, and creative expression.

Academics

It is the philosophy of St. Mary School to educate the whole child in a Catholic atmosphere that is both academically rigorous and faith-centered.

CURRICULUM

St. Mary School provides a developmental program which aims to service the needs of the individual child in accordance with the New York State Standards, and those put forth by the Diocese of Rockville Centre.

<u>Core Subjects Grades 1-8</u>	<u>Special Area Classes</u>
Religion	Art
English Language Arts	Library (Grs. K-4)
Mathematics	Music
Algebra I Regents option (Gr. 8)	Physical Education
Science	Spanish
- Physical Science (Gr. 6) - Earth Science (7-8) with Regents option (Gr. 8)	Technology- taught by Homeroom Teacher
Social Studies	Health- taught by Homeroom Teacher (K-5) taught by Phys. Ed. Teacher (6-8)

EARLY CHILDHOOD EDUCATION

Nursery & Pre-Kindergarten Programs

The Nursery and Pre-Kindergarten programs are designed to foster a love of learning in a safe and enriching environment. Rooted in the teachings of Jesus, these programs use a thematic approach to creative learning that supports the cognitive, social, and emotional development of the child. Emphasis is placed on developing independence and self-esteem through fine and gross motor activities, arts and crafts, music and movement.

Kindergarten Program

The Kindergarten program is designed to develop the intellectual, psychological, social, and spiritual growth of each child. Students are nurtured in knowing and loving God through activities that develop the Catholic faith.

The curriculum is aligned with New York State Standards. The curriculum incorporates hands-on activities that utilize manipulatives, real life experiences, and projects that incorporate the fine arts. Students are encouraged to develop both cognitively and socially through the use of differentiated learning centers, as well as whole group and small group activities.

ASSESSMENT CARDS

The assessment card reflects the program objectives that have been specifically defined as learning tasks for your child's grade level. It provides the parent and student with information about strengths and needs as related to the learning tasks in each subject area. The report is meant to encourage the development of student potential so that the pupil can become an attentive, intelligent, reasonable, responsible, and loving individual. Assessment cards are issued three times a year for grades Pre K-8.

STUDENT PROGRESS CODES

Pre-Kindergarten & Kindergarten Rubric:

- 3 – Meets age appropriate expectations. Performance on task is **consistently** apparent.
- 2 – Shows progress in meeting age appropriate expectations. Performance on task is **emerging**.
- 1 – Does not meet age appropriate expectations. Performance on task **does not meet** expectations.
- NA – Not assessed at this time.
- / – Indicates area of concern.

Effort, Conduct and Personal Growth Codes (Kindergarten Report Card)

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

Grades 1 - 5 Rubric:

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

Effort, Conduct and Personal Growth Codes

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

Grades 6, 7, and 8

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

Principal's Honor Awards

Students in grades 6-8 are eligible to qualify for Principal's Achievement Honors. The Honors will be presented each trimester with Assessment Cards.

Principal's Gold-This honor is earned by a student who receives an average of 96-100% in the 5 major subject areas of Religion, Math, ELA, Science, and Social Studies. They must have a minimum grade of 90% in every subject area, including the 5 major subjects. This honor requires that students receive an E or S in effort, conduct, and personal growth in all subject areas, including specials.

Principal's Silver-This honor is earned by a student who receives an average of 90-95% in the 5 major subject areas of Religion, Math, ELA, Science, and Social Studies. They must have a minimum grade of 85% in every subject area, including the five major subjects. This honor requires that students receive an E or S in effort, conduct, and personal growth in all subject areas, including specials.

Principal's Bronze-This honor is earned by a student who receives an average grade of 85-89% in the 5 major subject areas of Religion, Math, ELA, Science, and Social Studies. They must have a minimum grade of 85% in every subject area including the 5 major subjects. This honor requires that students receive an E or S in effort, conduct, and personal growth in all subject areas, including specials.

ASSESSMENT PROGRAMS

Diocese of Rockville Centre

i-Ready Benchmark Assessments Grades K - 8

- i-Ready is an online diagnostic tool and instructional program that supports students in achieving proficiency in reading and math.

New York State Assessment Program

Grade 4 ELA and Math

Grade 6 ELA and Math

Grade 5 & Grade 8 Science

NYS Regents Grade 8 Algebra 1 and Earth Science

PARENT-TEACHER CONFERENCES

The first assessment card is given to every parent of students in grades Pre-Kindergarten-8 at the conferences in December. As per Diocesan policy, all guardians need to meet with their child's teacher at the first trimester assessment card conference. The second assessment card conference is made at either teacher or parent request.

Nursery parents are afforded the opportunity for conferences during the first and second trimester conferences.

Other conferences with teachers are made on an individual basis initiated by either teacher or parent. An appointment should be made for a conference. Teachers will not leave class to discuss a student's progress.

STUDENT PROGRESS

Parents will have access to student progress by going on the Parent Portal of PowerSchool. Detailed instructions and individual codes will be given to parents at the start of each school year. Progress Reports will be sent home to students in Kindergarten through Grade 3 on scheduled dates during the school year. Please refer to the calendar for these dates.

INTERIM REPORTS

In Grades 4-8, Interim Reports are sent home three times a year, midway through each trimester, indicating the student's improvement or need for improvement during that trimester.

SCHOOL RETENTION POLICY

Kindergarten students will be required to demonstrate a mastery of both academic and social skills before being recommended for promotion to Grade 1. If teacher evaluation suggests the possibility of retention, parents will be notified at the time of the March assessment card.

Grades 1-7: Retention may be warranted if a significant deficit is evident in a major subject area. Parents will be notified no later than April 1.

TRANSFERS

Any request for a transfer from St. Mary School will require a written request of transfer sent to the main office at least three days before the student's last day. Parents requiring duplicate copies of student information must submit a written request to the school office administrator.

ACADEMIC SUPPORT SERVICES

HORIZONS

Horizons is a research-based reading program that is appropriate for students in the primary grades who are performing average to below average in overall reading skills. Students are recommended for Horizons by their classroom teacher.

SPECIAL EDUCATION

The Special Education program services students classified with special needs. Special education services are provided by the East Islip School District, in our school building. Teachers in the special education program work collaboratively with classroom teachers in order to meet the needs of each student. The special education program includes resource room and other related services.

RESOURCE ROOM

The Resource Room at St. Mary School is designed to service students with a variety of learning needs. Students who meet the requirements for classification by district will receive an I.E.S.P. The students who are recommended for small group instruction and a placement in resource room are eligible to attend the resource room program. A teacher from the East Islip School District provides resource room service in our school building.

RELATED SERVICES

The East Islip School District provides related services in our school building (occupational and physical therapy, speech, etc.) for recommended students.

HOMEWORK

Homework assignments are an extension of classroom learning. Assignments completed at home are part of a student's grade and serve a definite purpose in the educational program. Homework should be completed independently by the student. In some classes parents are required to sign all homework.

All school materials will go home each night to complete homework assignments.

All students must come to school prepared for classes.

Daily homework assignments are posted on our school web site or Google Classroom by 6 p.m. (Web address: www.saintmaryschoolei.org)

When a student is legally absent from school for two or more consecutive days, please contact your child's teacher to obtain missed assignments. Students should also check Google Classroom for assignments.

STUDENT RECOGNITION AWARDS

Perfect Attendance Award (K-8)

These awards are given each trimester and at the end of the year to any student with perfect attendance and who has not been late more than two times in a trimester.

All Star Student Award (K-8)

This award is given monthly to a student in each homeroom who exemplifies positive Christian values towards self and others in the school community.

Writing Award (Grades 1-8)

This award is given monthly to a student in each homeroom who exhibits quality, creative written expression.

RECORD CARDS

A personal record card is kept for each student. This record contains academic and test information along with personal information taken from the registration form.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT

A parent or legal guardian may review their child's school records by making an appointment with the Principal's Secretary. The records may be reviewed in the presence of a designated school representative. Should copies be required, there will be a nominal fee.

AFTER SCHOOL ACTIVITIES

There are various after school activities offered for students. Students must be picked up on time from these activities. Pick-up from all after school activities (including Extra Help) will take place in the back parking lot by the Middle School doors. Teachers will bring students out to this area, and wait on the side-walk. All parents must park their car and pick-up students from the side-walk. **The administration reserves the right to remove a student from any after school activity when necessary due to misconduct.** The use of cell phones is not permitted during after school activities. After school activities will require an additional fee.

BAND

A band program is available to students in grades K-8. It is a privately contracted program and therefore a special fee is required. **It is the student's responsibility to complete all missed classwork due to a band lesson.** The student must obtain missed work from the teacher.

GUIDELINES FOR THE CELEBRATION OF SACRAMENTS

Students who are registered parishioners of St. Mary Parish may receive the sacraments of Reconciliation, Eucharist, and Confirmation at St. Mary Church. Preparation for the sacraments will take place in the classroom. If you are not a registered member of St. Mary Parish, you must contact your parish to arrange for your child's reception of sacraments.

Policies

We strive to create an environment which encourages Christian behavior and recognizes the dignity and rights of all.

ADMISSIONS

Registration for St. Mary School begins in February.

Nursery, Pre-Kindergarten, Kindergarten, and Grades 1-8

Nursery students must be three years old by December 1st. Students must be fully toilet-trained by the first day of school.

Pre-Kindergarten students must be four years of age by December 1st. Students must be fully toilet-trained.

Kindergarten students must be five years of age by December 1st. Acceptance is dependent upon kindergarten screening.

In grades 1-8, a student is accepted having satisfactorily completed the previous grade.

After all the following criteria have been met, children of parishioners are accepted first. If space allows, children from other parishes, children instructed in the Catholic faith and non-Catholics will be accepted in that order.

- All children must be adequately immunized for Polio, Diphtheria/Tetanus/Pertussis, Measles/Mumps/Rubella, Varicella (Chickenpox), and Hepatitis B.
- Copies of the original baptismal and birth certificates are required for children registered.
- Every child admitted to Grades K-8 will be tested for grade placement soon after registration.

SCHOOL HOURS

The school day begins for grades K-8 at 7:50 a.m. and ends at 2:05 p.m.

The parking lot in the back of the school building where the buses drop off the students and the parking lot where cars drop off the students are both supervised beginning with the 7:35 a.m. bell. Students go directly to their homerooms. The second bell rings at 7:50 a.m. Anyone arriving at school after the 7:50 a.m. bell must be dropped off at the Harrison Avenue entrance to the school building. All school doors will be locked.

For the safety of the children, NO CHILD IS TO BE DROPPED OFF BEFORE SUPERVISION BEGINS.

Nursery: (3 Year Old Program)

FULL DAY – Monday through Friday 8:15 a.m. – 2:15 p.m.

3 FULL DAYS – Tuesday, Wednesday, Thursday 8:15 a.m. – 2:15 p.m.

Pre-Kindergarten: (4 Year Old Program)

FULL DAY – Monday through Friday 8:15 a.m. – 2:15 p.m.

3 Day Program-- Tuesday, Wednesday, Thursday 8:15 a.m. – 2:15 p.m.

ARRIVAL AND DISMISSAL

Morning Arrival to School

All students are expected to be in their homerooms by 7:50 a.m., arriving in a quiet and orderly manner.

Arrival by Bus

- Students arriving by bus will be dropped off in the back parking lot.
- Teachers will be present on the sidewalk to welcome and direct students.
- Students must enter the building through designated doors.
- Students are not marked late if the bus is late.

Arrival by Car

- The car drop-off line will be in the parking lot off of Suffolk Lane.
- Cars must drive up to the curb, alongside the school, where a teacher will be present on the sidewalk.
- Do not let your child exit your car before you reach the drop-off zone.
- When the bell rings at 7:50 a.m., the door will be closed. Please bring your child to the front office, located on Harrison Ave.
- Do not drop your child off if a teacher is no longer present on the sidewalk.
- Any car-rider who arrives at school after the 7:50 a.m. bell must obtain a late pass from the front office before going to class.

Dismissal by Bus

- Classroom teachers will accompany students outside for bus dismissal by 2:05 p.m.

Dismissal by Car

- Walkers will be dismissed in the lot off of Suffolk Lane.
- Classroom teachers will accompany students outside for car dismissal.
- Students in grades K-8 being transported home by car will be brought to their car, parked in the assigned row.
- When picking up multiple students, please park in the row designated for the youngest dismissing student.
- If the adult picking up the student(s) is not the legal parent or guardian, the school requires this information to be entered into Pick-Up Patrol by 1:00 p.m.
- Any change in dismissal should be entered into Pick-Up Patrol by 1:00 p.m.

Nursery and Pre-K Arrival and Dismissal

- Nursery and Pre-K students must be dropped off and picked up at the designated doors by a parent or care-taker.
- Morning drop-off is at 8:15 a.m. and afternoon pick-up is at 2:15 p.m.
- Your child's teacher will be at the designated door during drop-off and pick-up.
- Any change in dismissal should be entered into Pick-Up Patrol by 1:00 p.m.

Once students are dismissed at the end of the school day or from any after-school activity to a parent or guardian, supervision of the student is no longer the responsibility of St. Mary School. As per the Pastor and Parish Administrator, once dismissed, students are not permitted to remain on school property for the safety of your child.

EARLY DISMISSAL

10:00 AM Dismissal

Grades K-8 - classes will be in session from 7:50 a.m. to 10:00 a.m.

Pre-Kindergarten and Nursery - classes will be in session from 8:15 a.m. to 10:15 a.m.

12 Noon Dismissal

Grades K-8 - classes will be in session from 7:50 a.m. to 12 Noon.

Pre-Kindergarten & Nursery - classes will be in session from 8:15 a.m. – 12:15 p.m.

On days with 12 noon dismissal, all instructional periods are held. Please check the school calendar for when these dismissal days occur.

OFFICE HOURS

The school office is open from 7:30 a.m. until 3:15 p.m. Monday - Friday.

INCLEMENT WEATHER AND EMERGENCY SCHOOL CLOSINGS

When it is necessary to close school due to extreme weather conditions or other emergencies, announcements will be made on the school website, SchoolMessenger, and on Channel 12.

Whenever school will be closed due to an emergency or if students will be released early, parents will be notified, if possible, at least one day in advance. During inclement weather, if your school district is closed, no transportation will be provided for your child. School will not be closed early for inclement weather unless required by your local school district.

ATTENDANCE

Under New York State regulations all absences, lateness, and time lost by a pupil excused for part of the day, must be recorded and explained. A student is not considered present unless he/she is present for at least one instructional period.

In the event that your child is absent from school, parents of students in grades N-8 are required to contact the school nurse at 631-581-3423 x 140 by 8:30 a.m. of each day your child is absent. Calling the school nurse does not take the place of an absent note.

A written excuse stating the reason for and the dates of the absence, and signed by the parent, must accompany a student on the day of his/her return to school. New York State requires that the absentee notes be kept on record. A doctor's note is required when a student is absent for 3 or more consecutive days.

Should there be a change from your child's regular dismissal procedure, you must notify the school through Pick-Up Patrol. No verbal communication from the child will be accepted.

Please note: Students cannot attend or participate in any after-school activities or scheduled events if they are absent from school that day.

COMPREHENSIVE ATTENDANCE POLICY

St. Mary School has established this policy 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.

- Attendance will be taken at the beginning of each school day prior to the first period of instruction and 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.
- A pupil is considered absent if not present when attendance is taken.
- A pupil who arrives after 7:50 a.m. is tardy.
- A pupil is absent for part of 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 The following reasons for absence or tardiness may be considered excused:	Unexcused The following reasons for absence or tardiness would ordinarily be considered unexcused:
• sick • scheduled medical appointments • sickness or death in family • day of religious observance • bad weather; impassable roads • court appearance • family emergency • district bus problem • high school interviews • funeral • other school activity	• music lessons • take child to work • high school visits • family trips • CYO trips • didn't have a ride • truant

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

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

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.

St. Mary School will identify those incentives and sanctions that will promote regular attendance.

Incentives	Sanctions
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. The school has established a policy to recognize perfect attendance.	The absence/tardiness could preclude participation in extracurricular activities on that day. A parent/student conference would be required. An erratic or irregular attendance pattern puts a student in jeopardy of retention in the grade.

- Parents of a pupil who is absent, tardy, or leaves school early without an acceptable excuse will receive verbal notification from the attendance office.
- When a child has been absent, the school must require a written excuse from a parent. These notes must be kept on file for one year. If a pupil is absent without an excuse, or if the school has reason to suspect the validity of the excuse, the principal should investigate the situation.
- It is the responsibility of the teacher to make the parents and administration aware of any attendance problems
- After 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.

The Administration and School Nurse will be responsible for:

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

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

VACATIONS

The school calendar provides time for vacations. Whenever parents plan vacations or day trips during school days, these days are recorded as illegal absences. The school will not give permission or excuse absences for these days. **Prior to the vacation, teachers will not prepare work for students who are being taken out of school.** Parents should visit the school website for updated assignments during their child's absence.

HEALTH SERVICES

Health services are provided five days a week. Emergency information is kept on file to contact parents in case of illness. If medication is to be taken by a student during school hours, a doctor's note must accompany a parent's request for the nurse to administer the medication. The medicine must be in the prescription bottle and kept locked in the health office with directions for administration.

Students who have suffered injuries requiring a doctor's visit or have had an operation, must submit a note to the school nurse stating when physical education and outdoor activity may be resumed. In an extreme case, if a student is not permitted to participate in outdoor recess, a doctor's note must be sent to the health office.

SNACK AND LUNCH

St. Mary School is Nut Free School. Foods containing nuts of any kind are not permitted due to allergies. This includes Nutella.

It is the responsibility of the parent to provide snack and lunch for their child. Each student should bring his or her own snack to school. Students have the option to bring their own lunch to school or order from our lunch provider. All lunch orders must be placed online using **Boonli**. All lunches must be placed before 9:00 a.m. on the day the food is to be delivered. Go to **<https://secure.boonli.com/login>** in order to register for a free account.

GET STARTED ON BOONLI!

- ☑ Go To: <https://secure.boonli.com/login>
- ☑ Click Create an Account: Password is: SMS495
- ☑ Enter information and click Submit
- ☑ Enter information for your students, Add Profile. Repeat for any additional students
- ☑ Click I'm Done and Sign In

St. Mary School is not responsible for the preparation of food ordered. All lunch items are sold as described on the menu and no alterations to menu items will be honored. All lunch orders are final, students who place a hot lunch order but unexpectedly go home early will not be refunded.

A parent/guardian must inform the school nurse when a child has a serious food allergy. When the nurse has been notified, a letter will be sent home to the class notifying them not to bring in foods that contain nuts (or, where appropriate, other food allergens.)

St. Mary School is not able to provide snack or lunch for students who come to school without snack or lunch.

ELEMENTARY CLASSROOMS, SNACKS, AND PARTIES

Classroom celebrations will be non-food based. Home-baked goods and other foods prepared at home are for individual consumption. Students with food allergies may only eat food brought in from their home.

Ice Cream Birthday Celebration Option

Ice cream for your child's birthday is available for purchase through our school lunch program.

If you would like to arrange an ice cream birthday celebration for your child's class, please contact our School Lunch Director at 631-581-3423 x141 at least two weeks prior to your child's birthday. Ice cream must be purchased through St. Mary School. Ice cream may not be sent in from an outside source for birthday celebrations.

SECURITY

To ensure the safety of all students, security guards are present inside and outside of the school building. School doors are kept locked at all times. Anyone who comes to the school building must use the front door on Harrison Avenue and will be permitted into the vestibule. Also, for the safety of all students, the parking lots must not be used as an alternate route during school hours. **During morning arrival, students must not use the front door on Harrison Avenue unless they are late.**

TELEPHONE CALLS

Students are **not** permitted to use the office phones to have parents deliver something left at home. **NO** items may be dropped off at school for any reason. Students will only be permitted to use the office phone to call home if a student/faculty is unsure if there will be a guardian at home at the time of dismissal. A student is expected to take their usual means of transportation home and no phone calls may be made. **Any changes to your child's usual means of transportation must be made in Pick-Up Patrol.**

CELL PHONES

Cell phones, and other electronic devices, are not permitted to be used in school. If a device is brought to school, including a cell phone, it must be handed in to the classroom teacher upon arrival at school and will be given back to the student at dismissal. **Cell phones are NOT permitted in afterschool activities.** If your child carries a phone to and from school, you will be required to complete a permission note that will be kept on file. If your child fails to comply with the school policy as described on the note, the cell phone will be confiscated by school faculty or staff and must be picked up by a parent or guardian. This policy applies to all students in grades K-8.

SCHOOL VOLUNTEERS

All families are encouraged to volunteer in school activities. Anyone wishing to volunteer in the parish or school in any capacity must submit to a background screening and complete the VIRTUS course mandated by the Diocese of Rockville Centre. Upon completion of this process and approval, the volunteer will be eligible to assist as needed.

DRESS CODE

In attending St. Mary School, students and parents implicitly acknowledge a willingness to comply with all dress code regulations. The dress code and required uniform bears witness that one attends a Catholic school. All students in grades K-8 must arrive and remain in uniform through the entire school day.

The principal reserves the right to deem unacceptable any attire that is questionable. Parents of students who are not in compliance will be notified. No excuses will be accepted.

UNIFORM REQUIREMENTS

No wearable electronic devices are permitted. (Apple Watch, Fitbit, Garmin Watch, etc.)

All uniform items must be purchased from Flynn O'Hara School Uniforms, the school's official uniform company.

The following is an itemized list of the uniform requirements:

Shoe Policy:

School shoes are part of the uniform. Shoes for Kindergarten through Grade 8 students must be navy blue or black, leather or vinyl. No sneakers or canvas shoes are acceptable except on the day a student has Physical Education class.

Boys: The school shoes may be loafers, strap shoes, or tie shoes.
They may not have a heel higher than ½”.

Girls: The school shoes may be loafers, tie shoes, shoes with straps, or flats.
They may not have a heel higher than ½”.

Girls - Kindergarten through Grade 4

Sweater: Only St. Mary school navy crewneck cardigan sweater with embroidered St. Mary School logo may be worn in the classroom.

I. Basic Uniform: (must be worn from September through the end of the school year)

- White Peter Pan collar blouse, short or long sleeves
- Split front plaid uniform jumper with emblem and plaid uniform tie
- Navy knee socks or tights and uniform shoes
- Navy crewneck cardigan sweater

- II. Optional Summer Uniform: (may be worn September through October 30th and April 15th through the end of the school year)
 - White knit short sleeve polo shirt and wrap navy skort
- III. Optional Winter Uniform: (may be worn from October 30th through April 15th)
 - Navy Uniform pants and black uniform belt with white Peter Pan collar blouse and plaid uniform tie
 - Navy crew socks and uniform shoes

Girls - Grades 5 through 8

- I. Basic Uniform: (must be worn from September through the end of the school year)
 - White oxford blouse with button down collar in short or long sleeve
 - Plaid uniform kilt (no shorter than 1" above the knee)
 - Navy V-neck pullover sweater or navy V-neck sweater vest with embroidered St. Mary School logo
 - Navy knee socks, or navy tights or navy opaque stockings and uniform shoes
- II. Optional Summer Uniform: (may be worn September through October 30th and April 15th through the end of the school year)
 - White embroidered, banded bottom shirt
 - Wrap navy skort (no shorter than 1" above the knee)
 - Navy knee socks and uniform shoes
- III. Optional Winter Uniform: (may be worn from October 30th through April 15th)
 - White Oxford blouse in short or long sleeve
 - Navy Uniform pants and black uniform belt
 - Navy V-neck pullover sweater or navy V-neck sweater vest with embroidered St. Mary School logo
 - Navy crew socks and uniform shoes

Boys - Kindergarten through Grade 4

Sweater: Only St. Mary School navy V-neck cardigan sweater with embroidered St. Mary School logo may be worn in the classroom.

- I. Basic Uniform: (must be worn from September through the end of the school year)
 - Broadcloth short or long sleeve white shirt and plaid uniform tie
 - Navy twill pants with black uniform belt
 - Navy crew socks and uniform shoes
 - Navy V-neck cardigan sweater
- II. Optional Summer Uniform: (may be worn September through October 30th and April 15th through the end of the school year)
 - Navy uniform pants or navy Bermuda-style shorts and black uniform belt
 - Short sleeve white knit polo shirt with embroidered St. Mary School logo
 - Navy crew socks and uniform shoes

Boys - Grades 5 through 8

- I. Basic Uniform: (must be worn from September through the end of the school year)
 - White Oxford shirt with long or short sleeves with plaid uniform tie
 - Navy twill pants with black uniform belt
 - Navy V- neck pullover sweater or navy V- neck sweater vest with embroidered St. Mary School logo
 - Navy crew socks and uniform shoes
- II. Optional Summer Uniform: (may be worn September through October 30th and April 15th through the end of the school year)
 - Navy uniform pants or navy Bermuda-style shorts and black uniform belt
 - Short sleeve white knit polo shirt with embroidered St. Mary school logo
 - Navy crew socks and uniform shoes

Girls' Regulations

Jewelry is limited to one simple necklace, one bracelet (including wristbands), and one simple pair of earrings worn on the earlobe. No hoop or hanging earrings allowed. *Simple* headbands or hairclips in the school colors of blue, white or red may be worn. Large bows and faddish headbands (i.e. Jo Jo Bows, cat ear headbands, etc.) and all other distracting head accessories are not permitted. Faddish and trendy hairstyles are not permitted, including unnatural hair color. Nail polish of a clear, light pink, or neutral color may be worn. No body piercing or body art will be permitted. Make-up is not permitted for girls in Nursery-Grade 5. In Grades 6-8, if make-up is worn, it must be subtle. It is up to the discretion of the administration to determine if there is a breach in this policy.

Boys' Regulations

Boys' hairstyles must be appropriate for the school setting. **The hair length must be above the collar and ears.** Faddish hairstyles or unnatural hair coloring are not acceptable. No earrings, body piercing, or body art will be permitted. Boys are not permitted to wear makeup or nail polish.

Grooming Standards

It is expected that all students are to be neat and well-groomed at all times. Uniforms must be kept **clean**. Parents have the responsibility of checking their child's attire before he/she leaves for school.

PHYSICAL EDUCATION UNIFORM REQUIREMENTS

Grades K through 8 (Boys and Girls)

In grades K through 8 students should come to school dressed for their Physical Education classes.

- I. Summer Uniform: (worn from September to October 30th and April 15th through the end of the school year)
 - Navy mesh gym shorts with navy blue gym tee shirt with St. Mary School logo or summer uniform
 - Sneakers and athletic socks

- II. Basic Uniform: (worn from October 30th through April 15th)
- Physical Education Track Suit with official school logo. Students in grades K-2 wear the sweat suit in place of the track suit.
 - Navy gym tee shirt with St. Mary School logo
 - Sneakers and athletic socks

Physical Education provides each child an opportunity to participate in various sports and physical fitness activities.

- All students must wear the proper gym uniform to class.
- All clothing must be labeled with your child's name.
- Velcro fastened sneakers are recommended for those students who do not know how to tie shoes. Shoes with rubber soles, platform sneakers, sneakers with steel bars on the sole or sneakers with wheels may not be worn.
- On Dress Down Day sneakers are required for gym class. Dress down clothes may be worn in place of gym uniform if they are appropriate for physical activity.
- If your child is unable to participate in gym due to injury or illness, a signed explanatory note must be sent to the school nurse.

DRESS DOWN DAYS

Certain dates on the school calendar are indicated as Dress Down Days. On these days the students must bring in a fee (to be announced) in order to come to school out of uniform.

Students must come to school appropriately dressed. Attire should be neat and clean.

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

The following items are considered inappropriate attire for Dress Down Days:

- inappropriate or offensive slogans or logos
- any clothing that allows exposure of the midriff area
- tight, cut, or ripped pants/jeans
- skirts, shorts, skorts, and dresses shorter than 2 inches above the knee
- low cut blouses, tops, midriff tops, and spaghetti straps
- backless shoes, clogs, flip flops
- beachwear, bathing suits, sandals
- pajama pants and yoga pants
- tops with straps thinner than two inches in width

Please Note-leggings are only permitted if accompanied by a long, tunic-style shirt that is not shorter than two inches above the knee.

SCHOOL CONDUCT & DISCIPLINE POLICIES

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

The ability of St. Mary 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 discretion of the faculty and the administration of the school.

GENERAL CODE OF CONDUCT FOR STUDENTS

1. Respect the rights, feelings, and property of others
 - a. Be courteous and considerate to all students and staff
 - b. Respect school property
 - c. Be a good sport—be inclusive, not exclusive
 - d. Be attentive during teacher instruction
 - e. When working as a team be cooperative and do your best
 - f. Keep your hand and feet to yourself; no hitting, kicking, slapping or any inappropriate physical contact
 - g. Use appropriate language at all times; no cursing, teasing, ethnic, racial, or gender slurs
 - h. Respect the feelings and privacy of others
2. Conduct yourself in a safe, orderly, and courteous manner at all times
 - a. Do not leave the classroom, cafeteria, or school yard without permission
 - b. Hallways are quiet zones. Students should walk quietly in the hallways at all times.
 - c. Profanity, vulgarity, or inappropriate printed and/or digital materials will not be tolerated.
 - d. Gum chewing during the school day, during after school activities, or on school property is forbidden.
 - e. Students are not permitted to carry or share any form of medicine, cough drops, etc.
3. Be in uniform at all times, except on specified Dress Down Days
4. Conduct at Mass and Assemblies
 - a. Mass
 - i. Participate in liturgy at appropriate times
 - ii. Please walk quietly when entering and leaving
 - iii. Listen attentively while the priest, or readers are speaking
 - iv. Remain prayerful and respectful
 - b. Assemblies
 - i. Please walk quietly when entering and leaving
 - ii. Be courteous to performers
 - iii. Listen attentively while others are speaking

5. Lunch Conduct
 - a. Please walk quietly when entering and leaving
 - b. Use good manners while eating
 - c. Use indoor voices
 - d. Do not touch anyone else's food
 - e. Stay seated
 - f. Be sure to clean up your area after eating lunch
 - g. Listen attentively and follow directions from teachers and staff
6. Recess Conduct
 - a. Stay within grade level area
 - b. Follow game rules using good sportsmanship
 - c. Keep your hands and feet to yourself; no hitting, kicking, slapping or any inappropriate physical contact
 - d. Walk to lines promptly at the conclusion of recess. Line up by class and wait quietly.
 - e. Listen attentively and follow directions from teachers and staff

DISCIPLINE

St. Mary School is a place of respect and growth in the love of God. All students are expected to follow the codes of acceptable behavior. Any student in grades K-8 who does not adhere to the established school conduct policies may face disciplinary actions.

Disciplinary actions related to all offenses will be left to the discretion of the administration. Consequences and appropriate remedial actions for a student who commits a violation may range from behavioral intervention, infraction, detention, suspension, or expulsion. Consequences for a student who commits a violation shall be unique to the individual incident and will vary in method and severity according to the nature of the behavior, the developmental age of the student, and history of problem behaviors.

The following system of Infractions and Detention will be utilized when students do not adhere to conduct policies of the classroom and/or school.

- An Infraction/Detention may be issued by faculty member or administrator to a student.
- The Infraction/Detention signed by the teacher or administrator will be given to the student to deliver to his/her parents. A copy of the infraction/detention is retained by the office.
- The Infraction/Detention remaining two copies are signed by the parents. The parents keep the yellow copy. **The Infraction/Detention remains in effect signed or not.**
- The white copy is returned to school to the homeroom teacher on the next school day.
- Three infractions of any kind result in a detention. Infractions are cumulative from Sept. to June.
- Student may receive an automatic detention, without accumulating infractions, for serious offenses.
- A detention notice will be given to the student informing him/her of the day and time the detention will be served. This notice must be signed by the parents and returned to school.

- Detention will be served after school on the 1st and 3rd Wednesdays of the month from 2:15 to 3:15 p.m.

The following guidelines include some but not all possible situations a student may incur an infraction:

- Talkative/disruptive behavior during instructional times
- Failure to follow classroom directions
- Use of rude, offensive or vulgar language
- Uniform not complete (tie, belt, vest, sneakers instead of shoes, school sweater)
- Wearing make-up, lipstick, eye make-up, etc. Hair dying and /or highlighting
- Improper gym uniform
- Improper conduct at lunchtime (both in the cafeteria and the school yard)
- Disruptive behavior on the school bus
- Boy's hair should not reach the collar of the shirt, nor extend over the ears or eyebrows. Non-compliance will result in an infraction.
- Unprepared for class, including failure to complete homework assignments (this includes not having the proper books and materials for class).

The following guidelines include some but not all serious offenses that a student may incur an immediate detention, suspension, or expulsion:

- fighting
 - A fight between students (in class, halls, play yard, bus, etc.) no matter how small will be called to the attention of the administration. The administration, in addition to the teacher, will counsel with the involved parties and parents will be notified.
- acts of physical aggression (including pushing, hitting, tripping, etc.)
 - Any act of physical aggression that may cause injury to another student or staff member will be called to the attention of the administration. The administration will counsel the student and advise the parents of the problem.
- disrespect for any member of the faculty, school staff, etc.
 - Acts of extreme disrespect or defiance toward staff members will be brought to the attention of the administration. The administration will counsel the student and advise the parents of the problem.
- bullying or cyber bullying behavior
 - See below regarding bullying and cyber bullying
- stealing or lying
 - An incident in which a student is caught stealing will be called to the attention of the administration. The administration will counsel the student(s) involved, restitution will be enforced, and the parents will be advised of the incident.
- destruction of school property
 - Any act of destruction of school property or vandalism will be called to the attention of the administration. In case of property destruction, the parents will be contacted and restitution for the damage, either by work repair or payment, will be demanded.
- use or possession of tobacco, alcohol, or drugs
 - Any use or possession of these items will be called to the attention of the

administration. The administration, in addition to the teacher, will counsel with the involved parties and parents will be notified.

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

Any parent of a student who receives 3 detentions for behavior will be required to conference with the principal to discuss further action.

Suspension and/or Expulsion

Suspension and/or expulsion from school is employed by the principal for very serious reasons. Some but not all of these are as follows:

- Possession or use of illegal drugs and/or alcohol and/or e-cig/vaping pen
- Possession or use of weapons, or dangerous items, or substances
- Violent behavior directed toward another student and/or teacher
- Direct blatant acts of physical or verbal aggression
- Indirect, hidden acts of aggression, social isolation, and/or excluding.
- Harm through damage or threat of damage to another's physical well being.
- Obvious and hidden acts of aggression towards another student such as threats, putdowns, and name calling (including ethnic, racial or gender slurs)
- Cyber bullying-using the Internet, mobile phones, or other digital and electronic technologies to harm others

Disciplinary actions will only be effective if we have the parents' wholehearted cooperation. Your attitude and respect for school authority and your appreciation of our efforts is reflected in the attitude of your child.

The following are not permitted in school:

- guns, knives, handcuffs, lancets, box cutters, weapons of any type (real or toys) or any sharp or pointed objects
- firecrackers, matches, cigarette lighters

NOTE: Restitution by the student and his/her parent is expected whenever school property is damaged or destroyed. Restitution will be required when purposeful or accidental damage occurs to technology given to students for in-school use (i.e. Chromebooks, iPads, headphones). Students who set off a false fire alarm will be prosecuted to the fullest extent of the law and suspended from school for five school days.

OFFENSIVE BEHAVIORS

Sexual Harassment Policy

Sexual harassment is defined as any behavior of a sexual nature (i.e. intimidating or disrespectful action, word or gesture) that causes undue trouble, worry, or discomfort.

Sexual harassment is illegal and violates state and federal law.

Types of sexual harassment include:

- Verbal sexual harassment (This includes offensive words and/or comments spoken privately to a person or in front of others. Comments about a person's body, name calling, sexual jokes, using sexual orientation as an insult, sexual suggestions, or spreading rumors about a person sexual in nature are considered a form of sexual harassment.)
- Non-verbal sexual harassment (This includes, but is not limited to, making gestures of a sexual nature, writing a person's name along with a sexual remark, facial expressions such as winking or kissing, suggestive looks, leering, staring at another's body, gesturing, displaying sexually suggestive objects, pictures, cartoons, posters, or magazines.)
- Physical sexual harassment (This includes any pats, squeezes, touching, pinching, repeatedly brushing up against another's body, assault, or blocking movement.)

Harassment and Bullying Policy

Harassment or bullying is defined as acts or behaviors repeated over time that involve a real or perceived imbalance of power. Any gesture whether written, verbal, graphic or a physical act (including electronically transmitted acts: i.e. internet, cell phone, wireless hand held device, website or social networking site) will be considered a violation of this policy.

Harassment and bullying behavior is illegal and violates New York State laws. Types of harassing or bullying behaviors include (but are not limited to):

- Behaviors that are intended to harm someone by damaging or manipulating his/her relationships with others.
- Indirect, hidden acts of aggression, social isolation, and/or excluding. (spreading rumors, leaving people out on purpose, breaking up friendships, etc.)
- Direct, blatant acts of aggression, can be physical or verbal.
- Harm through damage or threat of damage to another's physical well being.(hitting, punching, shoving, slapping, etc.)
- Obvious and hidden acts of aggression towards another student such as threats, putdowns, and name calling.
- Cyber bullying-using the Internet, mobile phones, or other digital and electronic technologies to harm others

Parents are not permitted to approach or speak to any student regarding issues that arise in or out of school. Any issue that arises must be brought to the attention of the administration. Administration will determine the necessary actions to be taken.

REPORTING PROCEDURE

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

Recommendations for students:

Walk away from the harasser.

Go to the nearest teacher.

Report the harassment.

Any person coming forward in good faith will be free from any retaliation.

Depending on the offense, the administrative team will be responsible for administering disciplinary action.

TERMINATION OF THE EDUCATIONAL RELATIONSHIP DUE TO PARENT AND/OR LEGAL GUARDIAN BEHAVIOR

The educational relationship between the school and a student is also an educational relationship with a student's parent, and/or legal guardian. Where, in the discretion of the school, the behavior, attitude, or conduct of a parent, legal guardian, or other familial representative 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 guardian may be required to withdraw his/her child or children from the school.

When addressing an Administrator, teacher, employee, or guest of the school and/or parish with violent abusive talk, intimidating behavior, threats, or a lack of civility by a parent, legal guardian, or other familial representative of any student will result in that parent, etc., being barred from the school property and/or their child (children) being asked to leave school permanently. Behavior that is not civil, courteous, respectful, and polite will not be tolerated.

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 website 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, the parents are to provide any and all court documentation regarding custody. The documents should be provided to the Principal for appropriate forwarding and review.

BUS TRANSPORTATION

It is very important that each child and family comply with the transportation laws of the state. The law states that a child is to be transported from his/her home to a school within a 15-mile limit. **Transportation requests must be received annually by the home school district no later than April 1st.** At the end of the school day, he/she will be transported from school to his/her home. Children are not permitted to go to another child's bus stop or to go on another bus. The school has no authority to alter district transportation policies. If the child is not taking the bus home on a particular day, written notification must be given to the homeroom teacher. No verbal communication from the child will be accepted. In order to ensure the safety of all children, the students are given these directives:

1. Every student must remain seated, keep aisles clear, and follow all safety rules.
2. Vandalism or inappropriate behavior will not be tolerated.
3. Each student is expected to show respect to the driver and students at all times.

If problems arise on the school bus, a parent's first responsibility is to address concerns to the bus driver. If not satisfied, concerns should be addressed to the Director of Transportation in the student's home district. Should concerns continue a parent should contact the superintendent of their home district.

St. Mary School can only begin disciplinary actions when it receives a written bus report from the home district transportation department.

Parents are **NOT** permitted to board a school bus for any reason. All students are subject to the bus policies of their home district.

TECHNOLOGY DEVICES IN SCHOOL

No electronic devices are allowed in the classrooms with the exception of school-provided iPads and Chromebooks. Electronic devices will be permitted in Aftercare. If a device is brought to school, including a cell phone, it must be handed in to the classroom teacher upon arrival at school and will be given back to the student at dismissal.

STUDENT TECHNOLOGY USE AND BEHAVIOR POLICY

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

There is **NO RIGHT TO PRIVACY** when using the school's technology resources.

Administration, faculty, and other authorized persons have the right to review any and all material saved, transmitted, accessed, or momentarily in use by the student in accord with the policy set by the school's administration.

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

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

The student agrees that all information transmitted through the use of the school's technology resources (including e-mail, G-Suite (Google) apps, web page publication, or other Internet postings) will be sent, received, or posted only under the authorization of a member of the school's staff 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 technology resources.

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

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

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

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

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

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

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

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

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

The student agrees never to harass another person by use of any technology resources.

Harassment is defined as any action that distresses or annoys another person. The student agrees to stop immediately any and all behavior that is construed by another as unwelcome.

Harassment includes acts of cyberbullying. The student agrees never to participate in acts of cyberbullying against another person.

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

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

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

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

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

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

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

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

The student agrees not to use another student or staff member's account for any reason.

The student agrees not to use school technology resources (including the network and student accounts) for unauthorized purposes.

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

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

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

Artificial Intelligence / Natural Language Processing Tools - The Department of Education (DOE) and schools of the Diocese of Rockville Centre recognize that technology in our global society is ever-changing. Students are expected to use their own knowledge and skills to complete their schoolwork. When students use resources for informational purposes to support their learning, they are expected to give credit to the original source (i.e. bibliographies, quotations, footnotes, etc.) To promote academic integrity and ethical use of technology, students are not permitted to use Artificial Intelligence (AI) and Natural Language Processing (NLP) tools to complete their schoolwork except as outlined below.

Students may use AI/NLP tools in the school setting if they receive prior permission / consent from their teacher(s) for specific lessons, assignments, and activities in the instances stated below:

- Research: students may use AI/NLP tools to learn how to quickly and efficiently research topics and learn how to create search prompts provided students acknowledge use of the AI / NLP tools if any of the information returned is included in their completed assignments.
- Data Analysis: students may use AI/NLP tools for assistance in interpreting data provided students acknowledge the use of such tools when completing and turning in assignments.
- Accessibility: AI/NLP tools may be used by students to help them access and understand written materials in special circumstances.

The DOE acknowledges that, at the principal's discretion, teachers may use AI / NLP tools with their students for additional purposes.

It is important that students recognize that AI/NLP tools do not always return factually accurate information, and it is the responsibility of the student to verify information is correct before including such information in their schoolwork.

It is expected that students will use AI/NLP tools in an ethical manner and that teachers will discuss such with students prior to use of AI/NLP tools in the classroom. Use of AI/NLP tools

by students is expected to conform to values consistent with the Catholic faith, both inside and outside the school setting.

Parents and guardians are expected to monitor their child's use of all technology. Parents and guardians understand that their use of any technology belonging to the school is held to the same standards in this agreement as their child.

I have read, understand, and agree to the terms of this acceptable use policy and I have discussed it with my child/children, who also agree(s) to the foregoing terms. I understand this policy applies to usage of school technology resources both at home and at school.

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 was made 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 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. Catholic principles that underscore the goal for our students to be more like Christ in their thoughts, words and deeds.

Saint Mary School is operated in full accord with the teachings of the Roman Catholic 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 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.

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.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. The Catholic Church strongly holds 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

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 chaste person maintains the integrity of the powers of life and love placed in him. This integrity ensures the unity of the person; it is opposed to any behavior that would impair it."⁴

1. Guidelines

Behaviors that are contradictory to Catholic morality and the expectations of our school includes expressing a gender that is discordant with one's biological sex. Our school will interact with students, 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

¹ Libreria Editrice Vaticana, *Code of Canon Law*, §795.

² Cor. 6:19

³ *Catechism of the Catholic Church*, §2337

⁴ Ibid.

deeply inscribed within.”⁵ Assisting the person in his or her disconnect with this reality, however sincerely experienced, by agreeing to participate in any efforts to change natural gender expression is contrary to the pursuit of truth. Authentic love, a gift of the self for the good of the other, requires that we compassionately dwell in the truth and assist those we love to do the same.

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

2. A Pastoral Response

We encourage a pastoral approach that seeks to find a balance between recognizing the person and staying true to the mission of the Church. This calls us to learn how to communicate with parents, students, and the public in a way that is respectful while at the same time being clear about our teachings about human sexuality, creation, and the human person. Therefore: We acknowledge the need to address both the Church's embrace of those who struggle with gender dysphoria and same-sex attraction while at the same time articulating ever more clearly a Christian anthropology of the human person. Our program should be a place where people are "accompanied" in difficult situations while being led to live their lives in complete union with Christ.

- Our school has identified where reasonable accommodations can or should be made as well as where it cannot for non-conforming persons. These accommodations are as follows:
 - The school will assist in providing spiritual counseling and referrals to supportive professional counseling that is in conformity with Catholic anthropology and Church teaching to those who exhibit such behavior.
 - The school may accept a new name only if the individual's name is legally changed. However, the school will not refer to said individual by any pronoun that does not conform with his or her biological sex.
 - The school will not allow children to wear uniforms that do not conform to their biological sex, nor can one's personal appearance reflect the opposite sex.

⁵ 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.

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

- 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.

Should any issues in regard to student transgenderism arise, the Pastor (or Executive Pastor) and Superintendent of Schools should be contacted immediately.

AMP Annual Notification

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 period 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 main office of each school building.

Contact Information for Facilities Manager: Jim Cullen, 631-581-4266 x102

TUITION RATES, FEES, AND OTHER REQUIREMENTS

2025-2026

1. TUITION:

NURSERY and PRE-KINDERGARTEN: FULL DAY PROGRAMS

5 Day Session -	\$8,671 per year	(\$788 per month for 11 months)
3 Day Session-	\$5,431 per year	(\$494 per month for 11 months)

The Nursery and Pre-Kindergarten Programs are not part of the Family Plan.

KINDERGARTEN THROUGH GRADE 8 (*St. Mary Parish Supporting Families):

1 child	\$7,947 per year	(\$722 per month for 11 months)
2 children	\$13,152 per year	(\$1,196 per month for 11 months)
3 or more children	\$18,772 per year	(\$1,707 per month for 11 months)

St. Mary Parish Families

St. Mary Parish Families are encouraged to continue tithing using their weekly envelopes or by signing up for Push Pay. Your tithe supports the work of the Church in the celebration of the sacraments and outreach to those in need. Thank you for your generous support.

Non - St. Mary Parish Families

Non- St. Mary Parish families will incur a fee of \$600 to be paid in 3 payments (November, January, and March). If you are registered with your home parish this fee will be waived. **We require proof of registration and a Statement of Contributions from your home parish.**

METHOD OF TUITION PAYMENT

<u>*All payments will be billed through Blackbaud Tuition.*</u>
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Tuition is due each month from July through May.

In registering your child for **Nursery through Grade 8** at St. Mary School, you agree to adhere to the policies described in the School Handbook.

RE-REGISTRATION for 2025– 2026 FEE - \$150 per child (non-refundable) will be billed in your Blackbaud Tuition account in your March tuition.

You may pay tuition in 11 payments from July through May through Blackbaud Tuition.

One Payment of tuition for year – **Due July 15th** (Discount of 5%)

Two Payments of tuition for year – **Due July 15th and December 15th** (Discount of 3%)

All payments are to go through Blackbaud Tuition.

The following options are available to you:

- a) Debit your checking account monthly.
- b) Debit your savings account monthly.
- c) Debit your credit card
- d) One payment for the year – Blackbaud Tuition Management
- e) Two payments for the year – Blackbaud Tuition Management

*Payments may be made on the 1st, 10th, or 15th of each month.

<https://enroll.blackbaud.school>

School I.D. 10665

TUITION POLICY

Anyone who falls behind two months in the current school tuition must meet with members of the St. Mary School Board. Failure to meet with the Board may negatively impact your child's/children's ability to return to school for the following trimester.

The Saint Mary School Board is recommending that effective September 1, 2018 students whose families are delinquent five months back (i.e., into the previous year) will not be permitted to start the new school year. Extenuation circumstances may be presented to the Board for review.

PLEASE NOTE: If there are any open balances for tuition, re-registration fee, non-parish family fee, or any other fees at the close of the school year, your child's assessment card and/or diploma will be withheld until all your financial obligations have been met.

MORNING AND AFTER SCHOOL CARE

Morning Care

7:00 AM – 7:35 AM for K-Gr. 8
7:00 AM – 8:15AM for N and Pre-K

After Care

2:05 PM – 5:45 PM

Our programs for the 2025-2026 school year will continue to service children before school hours as well as after school hours. Our qualified staff will conduct the program every school day from Monday through Friday, including days of early dismissal. The program will begin on September 8, 2025 and end June 18, 2026. In the event of a delayed school opening, the **Morning** school program will be **cancelled**. On severe weather days students may be sent home early and the **After** School Program will be **cancelled**.

Nursery through Grade 8 Students Payment Through Blackbaud Tuition	
All Morning & After Care payments will be billed in your Blackbaud Tuition account. Your account will be billed August 2025 through May 2026 on your scheduled tuition payment date.	
Morning and After Care monthly rates are as follows:	
	Monthly Rate
1 child	\$200
2 children	\$225
3 or more children	\$250
In order to appropriately staff our program, After Care will <u>not</u> accept day-of requests for services. If <i>emergency</i> after care services are needed, families will be billed at an hourly rate of \$15 per hour. These payments must be made at time of pick-up on the day that emergency services are provided. Usage of this emergency service more than three times in one month will require a family to enroll in the program on the monthly basis and pay the monthly rate.	
In an effort to provide a safe and quality environment, enrollment in the After Care Program will be capped. Enrollment is on a first-come, first-serve basis. With seats being limited, ALL payments must be made at least one full month in advance. Failure to pay by the first of the preceding month will result in the removal from the program for the month you wish to attend. If paying monthly, re-enrollment each month is subject to space availability and therefore not guaranteed.	
**The After-Care Program is conducted until 5:45 p.m. Any student picked up after 6:00 PM will be charged a \$10 late fee. No students may remain in the building after 6:00 PM.	
Students staying for a club but NOT enrolled in the After Care Program MUST be picked up at the end of the club. Students will not be permitted to stay in After Care without a prior enrollment and received payment	
Morning Drop-off and Afternoon Pickup for Nursery through Grade 8 will be at the front doors of the school located on Harrison Ave.	

