

# ***St. Patrick School***

## ***Parent & Student Handbook***



284 East Main Street  
Smithtown, New York 11787  
Telephone (631)724-0285  
Fax (631)265-4841  
[www.spssmith.org](http://www.spssmith.org)



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## **VISION STATEMENT**

Christ, the greatest of all teachers, inspires the faculty of St. Patrick School to develop a deeper awareness of our lives as a journey of faith. Inspired by His example, blessed by His teachings, and nurtured by His love, we continue our journey of faith in devotion to our ministry as teachers. Inspired by the Holy Spirit, and supported by our faith, we work with families to nurture faith, to inspire an awareness of the presence of God, to encourage self-esteem, to form Christian values and independence, and to respect the uniqueness of each individual.

## **MISSION STATEMENT**

The Mission of St. Patrick School is to provide for the safety, education, and growth and development of the whole child: spiritually, intellectually, socially, emotionally, and physically. We desire to meet the needs of the individual child within a Christ centered atmosphere of Gospel values. A child's behavior and spirituality are developed by the parents who are the primary educators and models for their child's behaviors. Our responsibility is to reaffirm and enhance Christian Values taught at home. The aim of St. Patrick School is to provide children with a climate where faith, hope, and love are encouraged, lived, and witnessed in their lives. St. Patrick School offers parents assistance in their parenting responsibilities by means of workshops, conferences, and a family life program.

## **STUDENT GOALS**

Students at Saint Patrick School will honor their academic responsibilities by being faithful to their studies on a daily basis and by trying their best to think, speak, and act like Jesus. Students will also be mindful of their Catholic/Christian heritage by being respectful of their teachers, fellow students, and everyone they come in contact with.

## **DIOCESAN NOTICE**

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

## **MASS AND SPIRITUAL ENRICHMENT**

The students of St. Patrick School participate fully in Church rituals and celebrations such as but not limited to First Friday liturgies, special liturgies for the opening and closing of school, blessing of the throat for the Feast of St. Blaise, Ash Wednesday prayer service, attending Mass every Friday during Lent, and the May crowning.

Our 2<sup>nd</sup> grade students prepare for Reconciliation and First Holy Communion, which they receive as a class on the Saturday before Mother's Day. Students in 8<sup>th</sup> grade are prepared for the Sacrament of

Confirmation which will take place in the spring on a date to be announced. Beginning in 5<sup>th</sup> grade, those students who wish may become altar servers.

We welcome our students of different faiths. While they may not receive Communion at Mass or receive Sacraments, they are welcomed and embraced at all Church rituals and celebrations as all families and students are members of our St. Patrick community.

## WEBSITE

St. Patrick School, in an effort to conserve paper and go green, will post valuable up-dates, notices, forms, and events on the St. Patrick School website: [spssmith.org](http://spssmith.org). Please make every effort to view the site weekly.

## ADMISSIONS

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

**Applications for admission can be obtained by contacting the school office.**

All new students need:

- 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 enrollments, 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

Nursery Program: Child must be 3 by December 1<sup>st</sup> of the year entering school.

Pre-K Program: Child must be 4 by December 1<sup>st</sup> of the year entering school.

Kindergarten: Child must be 5 by December 1<sup>st</sup> of the year entering school.

***All students applying for admission must be fully toilet trained – pull-ups are not allowed.***

- 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. Contact the school office for information on how to obtain the required forms.
- Parents of students applying to Grades 2 through 8 may be called to schedule a meeting with the principal and for the student to visit the school.

- Acceptance into our kindergarten program is contingent upon screening by the kindergarten teacher. You will be notified of the date and time.
- Only students who have completed the application process and submitted all required documents will be considered for enrollment.

## **TUITION**

Tuition is to be paid through the FACTS Tuition Management System.

### **Re-Enrollment**

All current students will be automatically re-enrolled for the following academic year on May 31st. Registration fees will be posted to FACTS accounts with a payment due date of June 2025. For the 2025/2026 school year, if you choose to not re-enroll your child(ren), you must notify our school office at [cewald7172@spssmith.org](mailto:cewald7172@spssmith.org) on or before May 31<sup>st</sup>. Should you choose to opt-out of re-enrollment by the May 31<sup>st</sup> deadline, and then choose to opt back in at a later date, you will be subject to the \$150 Late Enrollment Fee per child.

### **Delinquent Tuition Policy**

- Instances of returned payments (NSF) will be assessed a fee of \$30 by FACTS for each occurrence.
- Students whose tuition accounts are not current may be prevented from attending school and/or participating in school activities, i.e., CMSAA athletics, school clubs and extracurricular activities, holiday programs, etc.
- Note: Parents may request one payment date change per year. If you have an issue and know that a payment will not be able to be processed on the due date, please send an email to [mmortimer@spssmith.org](mailto:mmortimer@spssmith.org), a minimum of four business days prior to the due date explaining your situation and how we can help. Banking regulations may prohibit us from making payment due date adjustments less than two business days out.

### **Tuition Refund/Withdrawal:**

- Refund requests will be considered on an individual basis. All refund requests must be made in writing to Mrs. Darmanin, Principal of St. Patrick's School.
- St. Patrick's School fee payments such as but not limited to tuition deposit, PTP Fee, Security Fee, Hardship fees are non – refundable.
- Withdrawal fees are applicable. Please refer to your St. Patrick tuition agreement signed through FACTS Management
- Tuition refund is based on the date of withdrawal; see tuition agreement signed through FACTS Management account.

## 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(s) and/or legal guardian(s).

- Where, in the discretion of the **school building principal and pastor**, the behavior, attitude or conduct of a parent(s) and/or legal guardian(s) is of such an uncooperative, destructive, or disruptive nature that the ability of the school to manage the relationship with the student's parent(s) and/or legal guardian(s) is significantly impaired, a parent(s) and/or legal guardian(s) may be required to withdraw his/her child or children from the school.

Such situations of concern include, but are not limited to the following:

- unruly behavior on or off school grounds (yelling, foul language, physical violence or threat of physical violence to administration, faculty, staff, clergy, students, parents or other community members); overt statements of distrust for other community members whether verbally or in writing via text, email, or other digital sources; social media posts, posts on other online platforms or printed statements that disparage the school as a whole or any member of the school community.
- Additionally, while we recognize the parent(s)' and/or legal guardian(s)' right to obtain counsel if so compelled, please note that the threat of obtaining, or the actual obtaining of legal counsel against the school, Department of Education, Diocese, or any member of any of these entities may also lead to the termination of the educational relationship.

## SPECIAL EDUCATION

Although we try to accommodate all learning styles for our students, we have limited resources at St. Patrick School. Some students are diagnosed as 'Other Health Impaired' which includes but not limited to a diagnosis of ADHD. Such a diagnosis may require a 504 Plan which is developed to ensure that a child who has a disability receives accommodations that will ensure their academic success and access to the learning environment. Please note, if your child needs a 504 Plan, St. Patrick School must be consulted **BEFORE** consulting your home school district, as we can only provide the following accommodations: preferential seating, time extension for classroom and standardized tests, time extension or modification to homework/projects, refocusing and redirection.

If a student requires more support, a recommendation for Special Education will be requested by the classroom teacher, administration, or parent/guardian. To obtain an IESP (Individual education Service Plan), your child will need to be tested by Smithtown School District and **IF** he/she qualifies for services, he/she may receive services including but not limited to PT, OT, Speech, Resource Room, and/or audiology services.

## CLASS PLACEMENT

### Parental Requests:

The placement of students each year is a task that our staff takes very seriously. Teachers cannot guarantee a particular placement for any child due to the many variables and delicate balance of each class. The school has the responsibility of considering the academic and social needs of each student as well as matching a student's learning style in a suitable learning environment. Class placements are a team effort and a very time-consuming task. Our goal is to create an optimum learning and social environment for all students at St. Patrick's School

We do retain the right to make final decisions. **Please send a written note to the Principal by May 1 if you would like to provide information as we create classes.** Please do **NOT** request a specific teacher as that will not be honored.

## CONFIDENTIALITY

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

## CUSTODY ISSUES

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

It is recommended that both parents consult the website on a regular basis. Communications will be sent to the street address/email address the school has on file. **IF** parents are separated or divorced, it is the obligation of the non-custodial parent to provide current contact information to the 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 will become 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.

## **FAMILY EDUCATION RIGHT AND PRIVACY ACT**

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

## **TRANSPORTATION**

Buses are provided by the child's home school district. At **NO TIME** is a child allowed to travel on a bus other than the one to which they are assigned:

St. Patrick School conducts at least two (2) Bus Safety Drills throughout the school year to ensure the students are aware of and following Bus Safety Procedures and Protocols.

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

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

**At no time is a parent permitted to board a school bus to speak to or discipline any other students.** All students are subject to their school districts bus policies. If you are having a problem with busing, please call the transportation department of your local school district.

### **Bus Discipline and Safety Procedures:**

Riding in a district transportation vehicle is a privilege offered to students who reside within the district. All students being transported are under the authority of the bus driver and must obey his or her requests. Procedures and safety rules help ensure the safety and protection of each student. Failure to meet these standards, or follow these safety rules and procedures may result in student injuries or cause delays or distractions to the driver.

Students are expected to:

1. Board carefully; be courteous; move quickly to your assigned seat
2. Put your seatbelt on and leave it on
3. Remain seated during the ride to and from school
4. Speak in a normal tone without using loud or vulgar language
5. Never stand, crawl, or move from seat to seat.
6. Keep hands and head inside the bus; never extend arms, hands, head or other objects through the bus window
7. Never throw anything while on the bus
8. Not consume food or beverages on the bus
9. Keep the bus clean

If students choose not to comply with these procedures:

- First offense: A bus report will be sent home to parents
- Second offense: Parents will be called and second report will be sent home
- Third offense: Students may be suspended from the bus for a period of time to be determined by the severity of the infraction.
- Fourth offense: Students may be suspended from the bus for the remainder of the school year.

## HEALTH SERVICES

School Health Services are provided to students in grades Prek-8 by the Smithtown School District. The school nurse is Heather Fallon. She can be reached at [HFallon7172@spssmith.org](mailto:HFallon7172@spssmith.org). The health office phone number is 631-724-0285 x2.

### Emergency Contact Card:

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

### Attendance:

- Please call the school health office (631-724-0284 x2) or send an email [HFallon7172@spssmith.org](mailto:HFallon7172@spssmith.org) **whenever your child is absent** from school.
- **Upon return to school, send in a note stating the reason for absence *even though a call has been made.***
- If absence was due to illness, children must be **without symptoms, and fever free for at least 24 hours before returning to school.**
- Please do not send your child to school if there has been vomiting or diarrhea the night before, even if the child feels fine in the morning. Returning too quickly to school may result in the spread of illness as well as delay your child's complete recovery.
- Students who are sick, coughing, or have fever will not be allowed to remain in school, and parents will be notified and must arrange for their child to be picked up from school immediately.
- We must strongly enforce these guidelines to protect the health of our students.

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

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

**Medications:**

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

**We must strictly enforce these rules for the health and safety of all of our students. Please get in touch with the school nurse if you have any questions or concerns, or if your child has any medical history, problems, or special needs that we should be aware of.**

## **STUDENT ATTENDANCE/ABSENCE/TARDINESS**

**Comprehensive Attendance Policy for St. Patrick School:**

St. Patrick 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 New York State learning standards.

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.

- Attendance will be taken at the beginning of each school day prior to homeroom.
- A student is **absent for part of the day** if present when attendance is taken and then leaves school.
- **The absence/tardiness/leaving school early could preclude participation in extracurricular activities on that day.**

- **An erratic or irregular attendance pattern puts a student in jeopardy of retention in the grade.**
- It is the responsibility of the teacher to make the parents and administration aware of any attendance problems
- Excessive unexcused absence/tardiness may result in a phone call or conference.
- If necessary, an outside agency/proper authority will be notified of excessive absences/tardiness.
- The principal may designate a school administrator or teacher to assist with implementation of the comprehensive school attendance policy. Such designees will be identified at the beginning of the school year.
- The principal and/or designees will review attendance data to look for patterns of unexcused absences and will initiate interventions to reduce such absences.
- Absences in **excess of 20 days** are subject to administrative review in regards to promotion.
- The homeroom teacher and school nurse are responsible to identify and follow up on attendance concerns.

#### **Tardiness:**

- **A student who arrives at their classroom after 8:20 am will be considered late/tardy.**
- Students will be issued a late pass by security.
- It will be recorded in Power School and reflected on the report card.
- Parents are **not** to walk their child to the classrooms.
- Younger students will be walked to their classroom by security.
- **Consistent tardiness will be reviewed by administration and can affect promotion.**
- **Arriving tardy 4 or more days per semester is considered excessive**
- **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 be considered unexcused.
<ul style="list-style-type: none"> <li>• sick</li> <li>• scheduled medical appointments</li> <li>• sickness or death in family</li> <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>• funeral</li> <li>• other school activity</li> </ul>	<ul style="list-style-type: none"> <li>• music lessons</li> <li>• taking child to work</li> <li>• high school visits</li> <li>• family trips</li> <li>• CYO trips</li> <li>• didn't have a ride</li> <li>• truant</li> </ul>

- Coding system used to identify the reason for pupil's absence, tardiness or early departure, recorded in PowerSchool

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

<i>Excused</i>	<i>Code</i>	<i>Unexcused</i>	<i>Code</i>
Sick	ES	Trip/vacation (family, CYO, etc.)	UT
Medical appointment (limited hours)	EM	Music lesson	UM
Family sickness/death/emergency	EF	Take child to Work day	UW
Religious observance	ER	Visit to high school	UV
Court appearance	EC	Problem with car/ride	UP
Weather/impassable roads	EW	Other (not deemed acceptable)	UO
District transportation	ED	Out of School Suspension	OSU
Other (documented/noted)	EO	In School Suspension	ISU

<i>Other</i>	<i>Codes</i>
Tardy/Late	T
Left Early	LE
Present Walker	PW
Present Virtual	PV

**When a student is absent from school, a parent should call the nurse in the morning at 631-724-0285 x2.**

- **Students are responsible for all work, including all tests, study and written materials covered during his/her absence. See “Homework” section of this handbook for more detailed responsibilities.**

**Upon return from being absent, parents must provide the school with a note signed by the parent, and must give the date(s) and the reason for the absence. If the note is not sent, it will be considered an unexcused absence as mandated by New York State regardless of phone calls made by the parent.**

#### **Vacations:**

- The school calendar provides time for vacations.

- Please do not plan a vacation when school is in session.
- Vacations are considered an illegal absence.
- The school will not give permission or excuse absences for these days. If you absolutely need to plan a vacation during school, please speak with your child's teacher prior to the vacation; however, **all work will be made up when the child returns**.
- Teachers are committed to supporting your child in making up missed work due to any legal absences such as sickness, family bereavement, preplanned medical procedures, or legal proceedings. However, **teachers are not permitted to accommodate parents' requests for future work due to an "illegal" absence.**
- Any and all work will be provided to the student upon return from his/her vacation. Parents should visit the school website and/or Google Classroom for updated assignments during their child's absence. See details under "**Homework**" for more details.

## SCHOOL HOURS/ARRIVAL AND DISMISSAL

### School Hours:

#### Grades K -8

8:15 a.m. – 2:20 p.m.

#### Nursery Classes (3 year olds):

2, 3 or 5 Day Program

AM 8:30 a.m. -11:00 a.m. or

Full Day 8:30 a.m. - 2:30 p.m.

#### Pre-K Classes (4 year olds):

3, or 5 Day Program

AM 8:30 a.m. - 11:00 a.m. or

Full Day 8:30 a.m. - 2:30 p.m.

### Arrival:

- School supervision for St. Patrick students (K-8) begins at 8:00 am. We are not responsible for any students left in the building or on the grounds prior to this time.
- No child is to be driven to school or left on the school property before 8:00AM.
- St. Patrick school personnel will meet students being dropped off at 8:00 am in the circle in front of the Church. These children being driven to school will use the West Wing entrance.
- All buses will drop off students at the center entrance (by the Youth Office) of the school where they are met by school staff.
- All students will walk to their classrooms.
- Parents are not permitted to walk their children to their classrooms. That responsibility will be overseen by the teacher on duty.
- Younger students coming by bus will be escorted to their classrooms by their bus captains.

- **Pre-school parents** will drop their child off at the New Life Center entrance (west wing). Teachers and aides will meet parents there for arrival.
- **Nursery parents** will drop their child off at the west entrance back door closest to the playground. Teachers and aides will meet parents for arrival.

### **Dismissal:**

#### **Parent Pick-Up:**

- Children being picked up by parents at dismissal will be using the **east wing back entrance** by the Parish Center parking lot.
- Parents are required to send a note on the day they are picking up their child. **Without this note children will be expected to take the bus home.**
- Please make sure your child is aware of your plans for them for the day. While we understand emergencies happen, please make any dismissal changes prior to 12 noon, as time is needed to contact the classroom teacher and calls into the classroom become disruptive to afternoon classes. Never leave messages regarding dismissal after 1:30 pm as messages may be missed.
- If your child is driven to school and never takes the bus, one note for the entire school year is all that is necessary.
- Your child will not be released to anyone not listed on your release form.
- ***No parent may remove their child from the bus line. \****
- All students staying for an after-school activity will go directly to Canning Hall at dismissal. They are also required to have a signed note citing that they are staying after.
- **Pre-Kindergarten parents** will use the New Life Center entrance (west wing) and wait in the lobby for their child. Teachers and students will meet parents in the lobby at dismissal.
- **Nursery parents** will use the west entrance back door closest to the playground. Teachers will meet parents there for dismissal.
- St. Patrick School cannot enforce orders of protection. Notification to St. Patrick School that a parent/guardian/grandparent cannot pick up a child or children must be a legally binding document. Divorced or separated parents must file a court certified copy of the custody section of the divorce or separation decree with the Principal's Office. The school will not be held responsible for failing to honor arrangements that have not been made known.

### **Early Dismissal:**

- 11:20 a.m. dismissal on the first Friday of each month and before certain holiday vacations for grades K-8.

- Nursery and Pre-K classes will dismiss at 11:00 a.m. on early dismissal days. A schedule with details will be sent home by the pre-school teachers.
- If it is necessary to pick up your child for an appointment, please do so by 1:30 pm to alleviate any confusion with the buses and regular pick-ups.
- **If it is necessary for a student to leave early, a note from the parent must be given to the homeroom teacher or a call must be made to the office prior to 12 noon. Emails to the homeroom teacher are acceptable the day prior. DO NOT EMAIL the same day, as emails may not be read until after the close of the school day.**
- This note should clearly delineate the reason for early dismissal, the time the child will be picked up, and who will be picking up your child.
- We strongly urge you to allow your child to take the school bus on a regular basis. It is part of their educational experience and early dismissal is extremely disruptive to the classroom environment.

**IT IS NOT AN ACCEPTABLE POLICY TO SHOW UP AT SCHOOL AT 2:00 PM** to remove your child early from school as security may be outside directing buses.

## **UNSCHEDULED CLOSINGS**

### **Inclement Weather and Emergency School Closings:**

- St. Patrick School follows the determination of the **Smithtown School District** as it pertains to school closings/early dismissals due to inclement weather.
- When it is necessary to close or early dismiss school due to extreme weather conditions or other emergencies, announcements will be made on the school website, School Messenger, and on Channel 12/Newsday.
- 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, even if St. Patrick School is open.
- In the event that your district calls for an early dismissal and Smithtown School District does not, your child will be picked up early from St. Patrick School as required by your local school district unless you have notified the school and made alternate plans.

### **Delayed Opening:**

- A two (2) hour delayed school opening means bus schedules will also be delayed two (2) hours. For example if your child's bus is normally scheduled to arrive at the bus stop at 6:30 am, a two (2) hour delay would change the bus stop time to 8:30 am.

### **Snow Days:**



- St. Patrick School will be closed for **one** 'traditional' snow day.
- In the event of additional snow days, St. Patrick School will move to a remote learning model where students will be receiving instruction through but not limited to in-person remote class time, instruction uploaded to Google Classroom, and/or video instruction.
- Students are required to participate remotely or be marked absent for the day.

## **BEFORE/AFTERCARE**

The St. Patrick School Before and/or After School Programs will be available for students in grades N-8 for the 2024-2025 school year. **Pre-registration is required.** Being registered as a SPS student, does NOT mean you are registered for before/aftercare.

Monthly schedules will be found on the **school website** under the Before and After Care tab **under Resources**. This Google Form will need to be submitted for your child(ren) prior to their attendance each month so we can staff accordingly.

### **Before School Program**

The program runs from 7:15-8:30 AM on regular school days. Breakfast is **NOT** provided.

The Before School Program will be held in Canning Hall. Arrival is through the main school entrance by ringing the bell. You must accompany your child(ren) into the building.

### **After School Program**

This program runs from 2:30-5:45 PM on regular school days and from 11:20-5:45 on most days of early dismissal. Snack is NOT provided.

The After School Program will be in Canning Hall and a West Wing classroom. For pick-up purposes, please ring the bell at the main school entrance. That will alert the staff that you are here and they let you into the vestibule and bring your child to you.

**For Tuition and Fees, dates, and communication with before/aftercare staff please see information under the “Resources” tab of our school website.**

## **ACADEMICS**

### **Academic Expectations:**

Regular and punctual attendance is essential for a student's intellectual, social, and psychological growth. Education is a sequential process that can be hindered by unnecessary absences or frequent tardiness. **Poor attendance (more than 20 days absent) may jeopardize promotion to the next grade and is subject to administrative review.**

Students in grades K-3 who demonstrate minimal understanding of grade level expectations and students in grades 4-8 who have failed in any of the major subject areas: language arts/reading/writing, mathematics, science and social studies will be under administrative review.

Students who do not meet the criteria for passing any New York State test are highly recommended to seek remediation in the particular subject area involved during the summer. Further remediation, which is mandated by the state, will be given during the following school year. Students will be formally assessed as to their progress at the end of the school year

St. Patrick School follows an academic grading system set forth by the Diocese of Rockville Centre.

Parents are expected to review their child's grades and missing assignments.

### **Student Assessments:**

#### **Report Card Schedule:**

- December
- Pre-Kindergarten through Grade 8 - Diocesan Report Card
- March
- Pre-Kindergarten through Grade 8 - Diocesan Report Card
- June
- Pre-Kindergarten through Grade 8 - Diocesan Report Card

***Parent/Teacher Conferences are held in December and March. Report Cards for students Pre-k through 8<sup>th</sup> grade will be visible online only prior to conferences. A Parent Portal account is necessary to view report cards. No paper report cards will be handed out. It is suggested that you view and download copies of your child's(rens') report cards for future reference.***

#### ***Pre-K and Kindergarten Rubric:***

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

#### ***Grades 1 – 5 Rubric:***

- 4 - Student work demonstrates a thorough and consistent understanding of grade level standards and objectives. Students complete work independently and integrate learned concepts and skills.
- 3 - Student work demonstrates an understanding of grade level standards and objectives. Students complete work satisfactorily and apply expected skills to work.
- 2 - Student work demonstrates a partial understanding of grade level standards and objectives. Students exhibit inconsistent understanding and application of concepts and skills.
- 1 - Student work demonstrates minimal understanding of grade level standards and objectives; evidence is 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.
- / - Area of concern

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

- E - Excellent
- S - Satisfactory

- I - Inconsistent
- N - Needs Improvement

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

The final subject grade for each trimester will be an average of each subject area grade 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. See individual teacher's syllabus for weight of assignments/ homework/ classwork/quizzes/projects/tests.

### **Standardized Assessments:**

#### **i-Ready**

Assessment Test administered to grades K-8 three times a year. Detailed analysis will be distributed to parents.

#### **NY State Assessment Tests:** Administered in the Spring

- Administered to Grades 4 and 6 in the subjects of math and ELA
- Administered to Grades 5 and 8 in science
- Results to be sent home upon delivery to school

### **Homework/At-Home Assignments:**

- Homework is the natural extension of the daily classroom learning process and may include but is not limited to daily extension activities, projects, digital learning platform assignments (Google Classroom, Flip Grid, etc.) and any other assignments that are completed outside of the classroom.
- Homework will vary depending on grade level and is defined as written or non-written tasks that are assigned by teachers to be completed by students outside of the classroom.
- The purpose of homework is to practice newly taught skills, review previously mastered skills, develop independent study habits, gain prior knowledge, or extend and enrich the curriculum.
- For homework to be successful, students should complete homework independently.
- At the teacher's discretion, any at-home assignment completed by someone other than the student or plagiarized from the internet will receive no credit and no make-up assignments will be given.
- Reading assignments are to be incorporated into homework, but voluntary reading beyond homework is encouraged.
- For digital learning platform assignments, students must submit fully completed work by the given deadline. Work will be graded as submitted.

When your child is **legally absent** for two or more days, contact your child's teacher for missed assignments. Missed work is the parent/student's responsibility. The school is not obliged to coordinate sibling/office pick-ups of books if a student is absent for one day or leaves school early. **If a student leaves school early**, he/she is expected to take home all necessary materials and the student/and/or parent is expected to check the class webpage for assignments/information. For

classes using Google Classroom, students are encouraged to check Google Classroom during their absence and **contact a classmate.**

### **Honors for Middle School Students:**

#### **Principal Honors:**

This honor is earned by a student who receives an average of 96-100 % in the 6 major subject areas and has a minimum of a 90% in each special area subject. This honor requires that students receive an “E” in effort and conduct in each major subject area, “E” in personal growth areas, and an “E” or “S” in each special area.

#### **Honor Roll:**

This honor is earned by a student who receives an average of 90-95% in the 6 major subject areas and has a minimum of a 85% in each special area subject. This honor requires that students receive an “E” or “S” in effort and conduct in each subject area, including specials, and an “E” or “S” in all personal growth.

### **National Junior Honor Society:**

The National Junior Honor Society (NJHS) is the nation's premier organization established to recognize outstanding middle level students. More than just an honor roll, NJHS serves to honor those students who have demonstrated excellence in the areas of scholarship, leadership, service, citizenship and character. These characteristics have been associated with membership in the organization since its beginning in 1929.

The purpose of the National Junior Honor Society is to create an enthusiasm for learning and to stimulate a desire to provide service to others, promote leadership and citizenship qualities, and to develop character in middle school students. Candidates will be chosen for application into the National Junior Honor Society based on Scholarship and Character criteria. Eligible candidates who desire to be considered for membership into the National Junior Honor Society, Saint Joseph Chapter must submit a completed application. No incomplete or late applications will be accepted. Each candidate application will be evaluated by the Faculty Council. The deliberations of the council are confidential and the decisions are final.

Consideration for NJHS takes place in the spring of 6<sup>th</sup> and 7<sup>th</sup> grade. It is based on the first 2 trimesters. Letters for consideration go home just prior to Easter break. \* see criteria above. If a student's character points fall below a 90, he/she will not be considered. Any student inducted whose character points fall below 90 will be placed on review.

Induction into the society is nationally recognized. Students should exhibit the following qualifications for nomination:

#### **1. Scholarship**

- Students must demonstrate thorough and consistent understanding of grade level standards and objectives in the 6 main subject areas: science, English, math, social studies, religion, and Spanish.
- To be considered for NJHS, a student must receive a minimum of a 92% in each of the 6 major subject areas and have a minimum of an 85% in each special area subject.
- To be considered for NJHS, a student must **receive an “E” in conduct and effort for all subject areas including specials and an “E” in all personal growth areas.**

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## 2. Leadership

- Student demonstrate leadership in school activities
- Student delegate responsibilities
- Students exemplify positive attitudes
- Students inspires positive behavior in others
- Students demonstrate academic initiative
- Students are thoroughly dependable in any responsibility accepted

## 3. Character

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

## 4. Service

- Is willing to uphold scholarship and maintain a loyal school attitude
- Participates in some outside school activities
- Volunteers, is dependable, and offers well-organized assistance
- Works well with others
- Is cheerfully enthusiastic
- Shows courtesy by assisting visitors, teachers, and students
- Demonstrates mature participation and responsibility
- Understands civic involvement
- Has a high regard for freedom, justice, and respect

1st and 2nd trimester grades are used for membership. Parents and students are responsible for understanding these requirements. **No challenges to requirements will be accepted once the trimester ends and the student's application is submitted.** Should your child receive a grade or effort/conduct grade in 1st or 2nd trimester that would prevent them from being accepted into NJHS, this grade needs to be addressed with the classroom teacher within that trimester.

Students honored by selection should view membership into the society as the beginning of new responsibilities rather than a reward for past achievements. They should be aware that they can be dismissed from NJHS should they fail to maintain their scholastic standings, or their conduct no longer exemplifies the principles on which they were chosen.

**Membership is not a right, but a privilege.**

## **CODE OF CHRISTIAN CONDUCT**

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

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

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

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

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

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

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, **Termination of the educational relationship with the parent and/or legal guardian may be necessary and a parent and/or legal guardian may be required to withdraw his/her child or children from the school.**

## **CODE OF CONDUCT – DISCIPLINE POLICY**

The ultimate goals of education are self-discipline, a sense of responsibility, and self-direction. The administration, faculty, and staff at St. Patrick School are committed to working with parents in helping our students grow in these areas. The Christian values of respect, justice, honesty, and truthfulness must be instilled in our students both in school and at home.

Each situation will be dealt with on an individual basis. However, interpretation and implementation is

left to the administration of the school.

We expect the students at St. Patrick School to exercise the highest degree of self-discipline appropriate for their grade level. If a student fails to complete work or misbehaves during class time, privileges may be taken away at the discretion of the teacher or administration.

The following behaviors will NOT be tolerated at St. Patrick School:

<ul style="list-style-type: none"><li>▪ Stealing</li><li>▪ Physical Aggression</li><li>▪ Vandalism</li><li>▪ Plagiarism/Forgery</li></ul>	<ul style="list-style-type: none"><li>▪ Harassment</li><li>▪ Testing Irregularity</li><li>▪ Use of illegal substances</li><li>▪ Weapons such as but not limited to guns, knives, handcuffs (real or toy)</li></ul>	<ul style="list-style-type: none"><li>▪ Dress Code Violation</li><li>▪ Profanity, vulgarity, or inappropriate printed and/or digital materials</li></ul>
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The principal, assistant principal, and faculty have a responsibility to protect the health and welfare of all students, employees or visitors. The principal, assistant principal, and/or faculty has the power and authority to treat each student individually in determining the appropriate disciplinary action in the most effective manner and will take into consideration all factors present at a particular situation, including but not limited to the intent, degree of actual or potential endangerment or damage, degree of intimidation or fear, and the age of the student. Whenever possible the principal, assistant principal, or faculty will:

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

#### **Discipline Policy- Kindergarten through Fifth Grade:**

- Student will receive a reminder, such as a verbal warning that his/her behavior is not following the code
- If necessary for a repeated action, a phone call/note/email home will be sent by the classroom teacher
- Loss of free time/recess may ensue and the parent/guardian will be contacted by the classroom teacher. Amount of time correlates to the child's age and action.
- Meeting with parent/guardian by the classroom teacher
- Phone call/email/ meeting with principal/assistant principal will be set up
- If the code that is broken is severe, such as but not limited, to causing physical harm, destruction of property, or significant inappropriate language/behavior/harassment then after-school detention/in-school suspension/out of school suspension may be issued immediately

An after-school detention form will be sent home and must be signed and returned. Any failure or

refusal on the part of the parent to sign the form does not negate the fact that the discipline was issued. Transportation for detention will not be provided. Parents are asked to support this policy in the interest of character development and responsibility.

***The right to suspend or expel a student from St. Patrick School shall be at the discretion of the administration. New York State Education Law provides that any student who is insubordinate or disorderly or whose conduct otherwise endangers the safety, morals, health or welfare of themselves or others may be suspended. They may also be suspended or expelled if they have a physical or mental condition that endangers the health, safety, or morals of themselves or others.***

***Under the Gun-Free Schools Act, the administration has the right to suspend or expel a child or children for one year for bringing or threatening to bring a gun or any harmful weapon to school or to any setting that is under the control and supervision of the school. Administration will determine the course of action.***

### **Discipline Policy- Middle School:**

St. Patrick School employs a CHARACTER RATING Discipline policy for the middle school. Each student in the middle school will begin each school year with 100-character rating points. These points will not reset each semester, but will remain with them for the school-year. Students should make every effort to maintain these points throughout the year. The accumulation of character rating point deductions will have consequences. Please see p 20.

### **Infractions & Deductions:**

Fighting or Physical Violence **	25 pts
Negligent Horseplay	5pts
Stealing	10 pts
Vandalism/ Defacing School Property	5/10/15 pts
Defacing/Destroying personal property	5/ 10/15 pts
Disruptive/ Disrespectful Behavior 1 <sup>st</sup> Offense **	5 pts
Disruptive/ Disrespectful Behavior 2 <sup>nd</sup> Offense **	10 pts
Disruptive/ Disrespectful Behavior 3 <sup>rd</sup> Offense **	15 pts
Inappropriate Use/ Display of Cell Phone	10 pts
Uniform Violation 1 <sup>st</sup> Offense	2 pts
Uniform Violation 2 <sup>nd</sup> Offense	5 pts
Uniform Violation 3 <sup>rd</sup> Offense	10 pts
Personal Care Infraction 1 <sup>st</sup> Offense	2 pts
Personal Care Infraction 2 <sup>nd</sup> Offense	5 pts
Personal Care Infraction 3 <sup>rd</sup> Offense	10 pts
Cursing/Inappropriate Language 1 <sup>st</sup> Offense **	5pts
Cursing/Inappropriate Language 1 <sup>st</sup> Offense **	10 pts
Cursing/Inappropriate Language 1 <sup>st</sup> Offense **	15 pts

**\*\* automatic detention/in-school suspension/suspension/expulsion at the discretion of administration.**

### **Detention/ Parent Notification:**



- Students will receive a detention for every 10 pt deduction.
- Students may receive automatic detention for behaviors. Points will also be taken and counted toward next detention.
- Teachers will email parents/ send notes home to parents when points are deducted.
- Teachers/Administration reserves the right to have students receive after school detention/ in school suspension/ suspension/ expulsion depending on the severity of the situation.
- Notices for the subtraction of points and/or detention will be sent home for parent signature. This signature is an acknowledgement of receipt. Reduction of points and/or detention remains in effect whether the form is signed or not.

# CODE OF CONDUCT STUDENTS

## Schoolwide Rules:

### **1. Respect the rights, feelings, physical being and property of others**

- Be courteous and considerate to all staff and students
- Respect school property (building, grounds, playground, restrooms), materials (library books, textbooks), equipment (computers, science equipment)
- Be attentive during teacher instruction
- Keep your hands and feet to yourself; no hitting, kicking, slapping or any inappropriate physical contact
- Use appropriate language at all times; no cursing, teasing, ethnic, racial, or gender slurs
- Keep your desk neat and your classroom clean
- Respect the feelings and privacy of others, be conscientious of personal space
- Never take or touch anything that does not belong to you
- Be accepting of individual differences
- No gum chewing at anytime

### **2. Strive for Excellence**

- Be prepared for class with the appropriate materials
- Complete all homework assignments neatly and in a timely manner
- No copying or plagiarizing
- Use time wisely and stay on task
- Always be honest and truthful

### **3. Be where you should be at all times**

- Be on time to school at 8:15 a.m.
- Do not leave classroom, cafeteria, or playground without permission
- When you have left a class for a lesson or to use the bathroom, etc. return to class promptly

### **4. Conduct yourself in a safe, orderly, and courteous manner at all times.**

#### **A. Lunch:**

- Lunch must be ordered in the morning
- You may not return to the classroom once in the cafeteria
- Students may not leave the cafeteria without teachers' permission and a pass
- Sit in your seat at all times
- Use good manners while eating
- Do not throw food or other objects; Do not flip water bottles
- Do not touch anyone's food or contaminate it in any way
- Be responsible of your own space, clean up after yourself
- Use an inside voice; no screaming, banging, yelling, etc....
- Wait to be called up for "hot lunch" and "snack"
- When your class is called to leave, line up in a courteous and quiet manner

**B. Recess:**

- Walk to the field or play areas with the lunch-parent/ teacher leading the line
- Walk to lines **promptly** when the whistle / bell rings / teacher calls
- Keep hands and feet to yourself (no pushing, touching or imitation of weapons)
- Use sportsmanship when playing games

**C. Mass:**

- Participate in liturgy at appropriate times –singing, reciting prayers
- Enter, kneel, and say a prayer
- Quietly put the kneelers up and down
- No talking during Communion
- Clap when appropriate but no cheering or hooting
- Be in school uniform, no non-school sweatshirts to be worn
- In Church, we are quiet and prayerful
- Dismiss and exit the church quietly

**D. Hallways:**

- Walk quietly in the halls at all times

**E. Assembly:**

- Listen attentively while others are speaking
- Do not talk or make noises
- No calling out; raise hands for questions when asked
- Be polite to performers or speakers

**5. Foster an educational environment free from distractions**

- ANY and ALL electronic devices brought to school will shut off and kept in lockers, backpacks, or teacher instructed areas
- Apple watches or watches that allow students to receive texts, emails, or have access to the internet are **NOT** permitted.
- The school will **not** be liable or responsible for these items if they are lost, stolen, or broken.

**6. Dress appropriately**

- School Uniform will be worn properly at all times
- Dress code for "Dress-Down" days should be followed
- See **Dress Code** section of the handbook

**Bullying Policy:**

Bullying is the persistent physical, verbal or emotional abuse of another individual. The American Psychology Association classifies bullying as a "conduct disorder." Bullies have a strong need for power and dominance. They enjoy being in control and need to subdue others. Bullying is unjustified and repeated. Bullying differs from conflict.

St. Patrick School will not tolerate bullying on any level. As a Catholic School we promote the values of empathy, kindness, caring, compassion and inclusion. Students are **FREE** to report bullying without fear of retaliation. Names are not used. We maintain the anonymity of anyone who reports bullying. Victims and bystanders need to work together to create a truly caring community. Be clear about what you see and if you don't get help from one adult go to another until help is found. Consequences for the above will be decided upon by administration depending up on the grade level. Most importantly teach your children through example.

### **Examples of Bullying (but not limited to):**

- Verbal- name calling, teasing, and/or taunting
- Social- spreading rumors, social exclusion and rejection, breaking-up friendships
- Physical- hitting, punching, shoving, destruction of property
- Cyber-bullying- using the Internet, mobile phones, or other digital/ electronic technology to harm others

### **Knowing the Difference: Bullying vs. Conflict**

Often, incidents between individuals are labeled as bullying. However, these interactions are part of every day conflict. It is important to distinguish between the two.

- **Bullying** is intentional harmful behavior that occurs repeatedly over time. It is characterized with an imbalance of power. Bullies are not remorseful and show no effort to solve the problem.
- **Normal social conflict** occurs among classmates and friends occasionally. They are incidental, not serious and leave both students with equal emotional reactions. Remorse is usually shown as well as an effort to solve the situation.

St. Patrick School will not tolerate the use of ethnic or racial remarks directed toward anyone whether it be orally, written, or on social media while in school and during school hours.

### **Reporting Procedure**

Any student who feels that he/she has been the victim of bullying/harassment should report the conduct to a teacher, assistant teacher, the nurse, staff, or administration.

### **Recommendations for students:**

- Walk away from the harasser
- Identify and go to the nearest staff, faculty, or administrative official
- Report the incident

## **PLAGIARISM**

Plagiarism is defined as using any material taken directly from books, periodicals or the internet, not properly cited, and claiming said information as the student's work. **PLAGIARISM IS ILLEGAL.**

Homework, school reports, research papers are not to be taken from the original source and turned in as the student's work. The student may read, and paraphrase such material. If using said work, credit must be given to the original author in proper MLA format. **If a student plagiarizes work he/she will receive an invalidated score, and no make-up assignments will be given.**

## **WATER BOTTLES**

There are various filtered water fountains throughout the school for the students' use. Students may refill water bottles throughout the day. Each teacher will designate a spot in their classroom for water bottles so that they are not kept on the desks or floor.

- All water bottles **MUST** have a closable/completely sealable top **without** a straw sticking out.
- No water bottles greater than 24 ounces are permitted.
- Water bottles must be free of dangling accessories.

## LOCKERS

Each student in grades 3 – 8 is assigned a private locker for use. Grades 5-8 will use only combination locks provided by St. Patrick School on lockers. Student lockers are the property of the school; the Administration reserves the right to inspect student lockers at any time.

## FIELD TRIPS

Periodically, teachers may plan to take classes on outings during the school day. These excursions are learning experiences while simultaneously providing enjoyment. In order to participate in a class trip, the child must bring in a permission slip signed by the parent/guardian. Each teacher or administrator has the right to withhold a student from going on a trip because of lack of respect for his/her classmates or teachers, questionable conduct or if the child might be considered a danger to him/her or others during this time.

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

## LUNCH PROGRAM

Our school offers a full service cafeteria managed by Mr. Ed DeRose. Mr. DeRose and his staff have been certified by the Suffolk County Board of Health in Food Service Management. The cafeteria is licensed by the Suffolk County Board of Health as well. **This certification prohibits any food that is not store bought to be distributed to the students in classrooms and in the cafeteria.** The selection that the cafeteria offers is wide and varies from day to day with certain items being offered every day.

- Milk and water is available while soda is not.
- Students in grades K- 5 have a 40 min. lunch period, 20 minutes for recess and 20 minutes for lunch.
- Students in grades 6-8 have a 40 min. lunch period in the cafeteria.

- Teachers and teacher assistants supervise lunch in the cafeteria and also recess (indoors and outside depending on weather conditions.)
- Parent volunteers are needed to help supervise recess in grades 1-5. There is one volunteer per class. All volunteers must have Diocesan background checks and Virtus training. It is mandatory that all volunteers must attend a training session in September to go over the guidelines for recess.
- **GLASS** bottles are prohibited

## **MEDIA**

### **USE OF STUDENT PHOTOS / VIDEOS ON THE ST. PATRICK SCHOOL WEBSITE/FACEBOOK**

St. Patrick School, including faculty and staff 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 by St. Patrick School using the St. Patrick School website and St. Patrick School Facebook 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 St. Patrick School community. Because these pictures/videos are online, they may be accessible to any and all persons who visit these sites. **A student's name will never be used in any picture/video unless the parents are notified and permission granted.**

***If you wish for St. Patrick School not to use your child's image on the school website, you must notify the school in writing. Without notification, St. Patrick School is granted the right to use photos, videos, and documents.***

## **TECHNOLOGY**

The Student Technology Use Agreement can be found under "COMPUTER AND TECHNOLOGY USE BEHAVIOR POLICY" in this document. A hard copy will be sent home the first week of school. Parents are asked to review the page with their child, sign the page, and return it to school within the first week. By agreeing to this policy the students and parents and/or guardians of the students fully agree to uphold the Technology Use Agreement. If Agreement is not handed in, students will not have access to school laptops/Chromebooks/iPads.

Technology is evident in every aspect of our lives. As educators, we see this as a positive and effective tool in learning. St. Patrick School has established a technology network with access to the Internet for its students. This network has been established for limited educational purposes only.

**All students in grades 1-8 must submit a Technology Use Agreement prior to accessing the internet via the St. Patrick School network.** A student found in violation of this policy will be subject to discipline including but not limited to, technology suspension of a minimum of 30 school days or other appropriate disciplinary actions in accord with the rules and regulations of the school, including suspension or expulsion, and/or legal action.

# COMPUTER AND TECHNOLOGY USE BEHAVIOR POLICY

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

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

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

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

The student agrees that all information transmitted through the use of the school's technology resources (including 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.

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.

## **COMMUNICATION**

### **Parent Portal-Power School:**

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

Parents of students in Grades 4 through 8 are able to log into PowerSchool to view a students' grades/attendance throughout the year.

All parents of students in grades Prek- 8<sup>th</sup> grade will need to log into PowerSchool to access trimester report cards. Hard copy report cards or emailed report cards are NOT sent home.

To access your child's Trimester Report Card, you must have a PowerSchool account. Contact Mrs. Ewald at [cewald7172@spssmith.org](mailto:cewald7172@spssmith.org) for support.

### **Student Communication:**

- Absolutely **no photography or audio recording is permitted** on school premises.
- The use of any non-school sanctioned electronic device during the school day is prohibited.
- **Apple watches/recording or like devices are NOT permitted in school.**
- Students **may not** call, text message, or electronically communicate from cellphones/Apple watches or like devices during the school day.
- Telephone calls will be accepted in the office from a parent/guardian for a student under emergency conditions.
- Telephone calls may be made by students to a parent/guardian in the main office.
- All cell phones or communication devices:
  - Grades K-8-must be turned off and left in their cubbies/lockers/teacher designated area.

### **If a device is found turned-on, or out of a locker, backpack, or teacher instructed area:**

- **First Offense:** the teacher will confiscate the item and return it to the student at the end of the school day and notify the parents; depending on the grade character points may be subtracted.
- **Second Offense:** the teacher will confiscate the item and parents will be asked to come to the school and retrieve the item. Depending on the grade character points will be subtracted and detention may be given.

## **DRESS CODE**

### **Uniform Policy:**

Students will begin the school year wearing their summer uniforms. Starting the **Tuesday (the day immediately following) after Columbus Day** students will be required to wear their winter uniforms. Winter uniforms will be worn until the **1<sup>st</sup> Friday in May**. Summer uniforms will be worn until the end of the school year.

**All uniform components must be purchased from Flynn O'Hara, our official uniform supplier located in Plainview and online, or obtained from the Uniform Bank.**

**Summer/Early Fall uniforms** *\*\* Note white uniform polos/turtlenecks are no longer allowed*

### **Pre-K (OPTIONAL-NO uniform is required):**

- Girls and boys may wear the optional nylon track suit

### **Kindergarten (boys and girls):**

- Khaki shorts (or skorts for girls)
- Green knit polo shirt with a collar and the school logo
- Khaki or white socks
- Uniform shoes – Black loafer, oxford or Mary Jane

### **1<sup>st</sup>-8<sup>th</sup> Grade Girls:**

- Khaki skort

- Green knit polo shirt with a collar and the school logo
- White or khaki ankle, no-show, or knee socks. \*Socks with colors or logos may **not** be worn.
- Uniform shoes – Black loafer, oxford or Mary Jane
- 

#### **1<sup>st</sup>-8<sup>th</sup> Grade Boys:**

- Khaki shorts
- Green knit polo shirt with a collar and the school logo
- White, black, or khaki ankle, crew, or no-show socks. \*Socks with colors or logos may not be worn.
- Uniform shoes – Black loafer or oxford.

**\*\*\* School/Spirit sweatshirts may be worn with the summer uniforms**

### **Winter Uniforms**

Winter uniform is worn from the Tuesday after Columbus Day through the first Friday in May, weather permitting.

#### **Kindergarten (boys and girls):**

- Khaki pull on pants (no buttons or zippers)
- Long/ short sleeve green polo with school logo
- Shoes:
  - Black oxford or loafer shoes (boys or girls)
  - Black Mary Janes (girls)

#### **1<sup>st</sup>-5<sup>th</sup> Grade Girls:**

- Plaid jumper
- White button-down collared blouse (long or short sleeved)
- White or green knee socks or tights (solids only)
- No leggings may be worn during the school day
- Uniform Shoes – Black loafer, oxford or Mary Jane

#### **1<sup>st</sup> Grade Boys:**

- Khaki pull on pants (no buttons or zippers)
- Long/ short sleeve green polo with school logo
- Uniform Shoes - Black loafer or oxford

#### **2<sup>nd</sup>-5<sup>th</sup> Grade Boys:**

- Khaki uniform pants
- Black belt (plain, leather or man-made leather)
- White button-down collared shirt (long or short sleeved)
- Plaid uniform tie
- If the school sweatshirt is worn, ties must be worn underneath
- Black or dark green socks (no no-show socks)
- Uniform Shoes - Black loafer or oxford

#### **6<sup>th</sup>, 7<sup>th</sup> & 8<sup>th</sup> Grade Girls:**

- Oxford white blouse (short or long sleeved)
- Plaid skirt
- Navy vest with school logo, navy V-neck pullover sweater, or navy cardigan sweater with school logo
- Solid Navy knee socks, navy tights or natural color stockings
- No leggings may be worn during the school day

- Uniform Shoes - Black loafer or oxford (rubber-sole, no heel)

#### **6<sup>th</sup>, 7<sup>th</sup> & 8<sup>th</sup> Grade Boys:**

- Oxford white shirt (short or long sleeved)
- Khaki twill pleated slacks
- Navy polyester blazer with school logo
- Black belt (plain, leather or man-made leather)
- Navy/khaki stripe tie
- Black crew socks
- Uniform Shoes - Black loafers or oxfords shoes with rubber soles

**\*\*Sweatshirts are allowed with the gym uniform ONLY. Sweatshirts will not be worn with the winter uniform. Spiritwear and SPS team sweatshirts may be worn for gym.**

- Green SPS school cardigans may be worn in grades K-5.
- Navy SPS Uniform blazers may be worn by middle school boys
- Navy SPS school sweaters (sweater vest, v-neck sweater, cardigan sweater) may be worn by middle school girls.

### **Physical Education Uniforms:**

#### ***Summer***

##### **Kindergarten through Grade 8, girls and boys:**

- Green shorts
- Green t-shirt
- Sneakers
- White crew or no-show socks

**\*\* No socks with emblems/logos/sayings or other colors**

#### ***Winter***

##### **Kindergarten through Grade 8, girls and boys:**

- Green uniform sweatpants **or** green nylon pants
- Green sweatshirt with school logo **or** green nylon jacket with school logo
- White crew socks
- Sneakers

**\*\* No socks with emblems/logos/sayings or other colors**

### **Personal Care:**

In keeping with the image that we wish our students to portray, it is expected that they wear the proper and complete uniforms. In addition, it is expected that students follow these guidelines:

1. Boys-hair should not fall beyond the shirt collar, cover eyebrows or fall over their ears
2. **NO unnatural color dying of hair** for all students such as but not limited to ombre, balayage, streaked hair or colored dye (permanent or temporary).
3. **NO hair extensions or tinsel or other colored accents are allowed.** (Permanent or temporary)
4. **NO** extreme spiking of hair with gel.
5. **NO** hair designs, multilevel cuts or Mohawks.
6. The wearing of an earring by a male student is considered inappropriate attire for St. Patrick School.

7. **NO** wearing of "Fashion statement body piercing jewelry" may be worn during school hours, after school events or school functions.
8. Girls are permitted to wear pierced or clip earrings in the form of studs or small hoops. NO long dangling earrings as they pose a hazard.
9. **NO** accessories such as chokers, tattoos, armbands, etc. are to be worn.
10. The **preferred headband or hair accessories** should be plaid matching the uniform.
11. **Solid colored headbands or hair accessories** that match the uniform are acceptable.
12. **NO** headbands with cat ears, unicorn horns or large bows.
13. The length of the girls' **skirts and/or jumpers should not be more than 2 inches above the knee.**
14. Girl's make-up is permitted in 7<sup>th</sup> & 8<sup>th</sup> grade **ONLY** and must be natural looking; no heavy eyeliner or eye makeup is permitted. School reserves the right to ask students to wash their faces to remove heavy makeup or call home.
15. **Girls** are permitted to have powder dipped on their natural nail or gel nail polish **HOWEVER,**
16. Nail length should not be longer than 1/2 inch above the fingertip. Nails should **not** be "Pointy."
17. Young men should be clean shaven at all times.

**Failure to comply may result in written warnings, loss of character points, phone call home, and after-school detention being issued.**

## **DRESS DOWN DAYS**

Certain days during the school year will be announced as "Dress Down Days". On these days, the students are permitted to dress out of uniform. Some days will be "Free Dress Down" and others will require a donation in order for the student to come to school out of uniform. **At all times, students must come to school appropriately dressed regardless of the current fashion or style.** Attire should be neat and clean.

The following items will be considered **inappropriate attire** for Dress Down Days and may **NOT** be worn:

- **NO** clothing that allows exposure of the midriff area or cold-shoulders
- **NO** tight or ripped jeans/shorts that exposes skin, even if clothing is purchased with tears and rips
- **NO** leggings unless a tunic shirt is worn that comes to your mid-thigh
- **NO** short-shorts- **No shorts shorter than 4 inseam- including Spirit Wear shorts**
- **NO** clothing with offensive slogans, double meaning or decals that are associated with violence
- **NO** clothing that allows for undergarments to be exposed
- **NO** pajama or fleece pants: Spirit wear pajama pants may only be worn on Spirit Days
- **NO** backless shoes, clogs, flip-flops or dangerously high-heeled footwear may be worn
- **NO** Cami-tops, strapless tops, tops with straps that are smaller than 2 inches
- **NO** off the shoulder tops or low-cut shirts

- **NO** clothing made of a revealing material

Any clothing deemed inappropriate by school administration will be dealt with on a case-by-case basis and may result in:

- Parent being asked to bring up clothes that follow the dress code
- Student being asked to change into uniform given from the uniform bank
- Student being picked up

***The St. Patrick 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.***

## **BIRTHDAY CELEBRATIONS**

All food brought in for birthdays and other classroom events **must be store bought and have the ingredients printed on the packaging**. Dunkin' Donuts does not include their ingredients on their packaging, therefore **Dunkin' Donuts cannot be allowed** in for birthdays or other classroom events.

Also, for the safety and well-being of our students who have food allergies, any "goody bags" sent in to go home with students **cannot** contain candy or any other food.

## **AFTER SCHOOL ACTIVITIES**

Saint Patrick School is proud of our after school activities. During the school year, we offer many programs such as but not limited to a concert band, chess club, ceramics, drama, F.A.S.T Athletic program, Student Council, tennis club, baton twirling, Rosary makers, stain glass club, and Scouting for both boys and girls. We offer a Sports program each season for the students in 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grades thru the Catholic Middle School Athletic Association.

## **CMSAA - CATHOLIC MIDDLE SCHOOL ATHLETIC ASSOCIATION**

St. Patrick School is a founding member and proud participant of the Catholic Middle School Athletic Association (CMSAA) of Suffolk County. The CMSAA is a group of parochial schools throughout Nassau and Suffolk County which have chosen to provide inter-school athletic competition for its students in grades 6-8. There are approximately 14 schools participating. Current sports offered include:

- ◆ Fall Season (Sept. – Nov.) Cross-Country and Soccer
- ◆ Winter Season (Dec.-Feb.) Basketball and Bowling
- ◆ Spring Season (March- May) Baseball, Softball, Volleyball, and Lacrosse

**To be eligible to try out and remain on a school team at St. Patrick School a student (grades 6 through 8) must be in good standing academically, have exemplary conduct and have an approved Sports Physical on file with the School Nurse's office.**

- 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.
- 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.

The program coordinator for our school is **Paul Sudentas**. He directs the activities of the various teams and represents St. Patrick School at CMSSA meetings. He also coordinates communication of the programs throughout the School and the establishment of team rosters, etc. for each season. He may be reached year-round via e-mail at **PSUDENTAS@ME.com**. Ken Mulvihill is our school contact person. He will coordinate the registration, team formation and uniforms for CMSAA. She can be reached via email at [kmulvihill7172@spssmith.org](mailto:kmulvihill7172@spssmith.org)

**All coaches/volunteers must have on file a Virtus Certificate and volunteer form which includes consent to a background screening.**

**All sports fees must be paid before the season begins..**

A "Fighting Irish Scholar/Athlete of the Year" is selected by determination of all 8<sup>th</sup> grade teachers, the Physical Education teacher and coaches from all three seasons. This award is presented at the 8<sup>th</sup> Grade Graduation ceremony. To be eligible for consideration, a student must be in the 8<sup>th</sup> grade, participate on a School team in all three seasons and be on the Principal's List or Honor Roll. St. Patrick School's Fighting Irish Teams also participate in volunteer activities during each season.

## **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) website for additional information.

## **EVENING EVENTS**

**Throughout the school year, St. Patrick School hosts evening events, concerts, fundraisers, and performances:**

- **Parents are responsible** to keep students under their supervision at **ALL** times, unless they are performing
- Listen attentively while others are speaking

- Be courteous to performers; remain seated
- **Stay until the end** of the performance
- Cell phones should be silenced or turned off

## **ST. PATRICK PARENT TEACHER PARTNERSHIP (PTP)**

The St. Patrick Parent Teacher Partnership unites our administration, faculty and families into a common organization whose goal is to promote the wellbeing of our school. The Partnership joins together on a volunteer basis to work toward agreed upon goals. You are encouraged to volunteer your time to this partnership in your children's journey through St. Patrick School.

PTP is involved in but not limited to the following events:

- New Family Ice Cream Social
- Pumpkin Patch
- Student Dances
- Christmas Fair
- Open House
- Catholic Schools Week
- Father Daughter Dance
- Mother Son Bowling
- Mother Daughter Tea
- St. Patrick Gala

## **VOLUNTEERS**

Pursuant to Diocesan Mandate, all volunteers must submit a Certificate of attendance at a Virtus Training Session and submit the necessary paperwork for volunteers which include consent to a background screening. This mandate must be met in order for any parent/volunteer to assist at any school event, attend field trips and coach or participate in the Catholic Middle School Athletic Association (CMSAA).

## **MEGAN'S LAW NOTICE**

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



## NOTIFICATION OF PESTICIDE

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 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 postcard or brief letter to the School Nurse, St. Patrick School, 284 East Main Street, Smithtown, New York 11787 requesting 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.

## Transgenderism: School Guidelines for Gender Identity

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

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

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<sup>1</sup> Liberia Editrice Vaticana, Code of Canon Law Canon 795

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

<sup>3</sup> Catechism of the Catholic Church #2337

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

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

## Guidelines

1. Behaviors that are contradictory to Catholic morality and the expectations of our school include expressing a gender that is discordant with one's biological sex. Our school will interact with students, faculty, and staff according to their biological sex as based upon physical differences at birth. A member of the school community who wishes to express a gender other than his or her biological sex is understood as operating outside of the "reality deeply inscribed" within. <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. Schools' pastoral and counseling services are available to all members of the schools' communities. All school administrators, faculty, staff, counselors, and volunteers will, as ministers of the Church, pastorally and appropriately represent the teachings of the Catholic Church in conformity with the Catechism of the Catholic Church and the Code of Canon Law as interpreted by the Diocesan Bishop.

## 2. A Pastoral Response

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

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

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<sup>4</sup> ibid

<sup>5</sup> 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.

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

### 3. Conclusion

Our school recognizes the inherent value and dignity of all members of the human family and value equal opportunity for all members of all races, cultures, and ethnicities.

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

## **Visitors**

We ask that all visitors report to the New Life Center Security Door and sign in.

- No parents are permitted to visit a classroom without a teacher's prior knowledge.
- When meeting with a teacher, please come to the Security Desk to sign in and proceed to the school lobby until security gives further instructions.

