

St. Patrick School ***Student Handbook***



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AFTER SCHOOL ACTIVITIES

Saint Patrick School is proud of our after school activities. During the school year, we offer a concert band, chess club, ceramics, drama, F.A.S.T Athletic program, Fine Arts club, Riding club, Student Council, baton twirling, writing club, Rosary makers, and Scouting for both boys and girls. We offer a Sports program each season for the students in 6th, 7th and 8th grades thru the Catholic Middle School Athletic Association.

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
- ◆ Spring Season (March- May) Baseball, Softball, & Volleyball

The program coordinator for our school is Bob DiGregorio. 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 bdigregorio.cmsaa@gmail.com.

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.

All sports fees must be paid before tryouts.

A "Fighting Irish Scholar/Athlete of the Year" is selected by determination of all 8th grade teachers, the Physical Education teacher and coaches from all three seasons. This award is presented at the 8th Grade Graduation ceremony. To be eligible for consideration, a student must be in the 8th 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. Good Luck to all our "Fighting Irish" Teams!

CHURCH AND STUDENTS

The children of St. Patrick School participate fully in Church rituals and celebrations. Students take part in and attend First Friday liturgies and special liturgies for the opening of school and various holidays throughout the year. They will have their throats blessed for the Feast of St. Blaise as a school community. We have our own Lenten Prayer service for Ash Wednesday and we participate in a May crowning.

Beginning in 5th grade, those students who wish may become Altar servers.

The students in 2nd grade are prepared for Reconciliation and First Holy Communion.

8th graders receive Confirmation in the spring. Preparation for receiving this sacrament begins in 6th grade.

Parents should accept their responsibility to make sure children attend Mass on Sundays and Holy days of Obligation.

DISCIPLINE

The discipline policy of Saint Patrick School has been formulated by the administration and teachers of Saint Patrick School to assist the parent in the formation of the child's character and to insure that every child feels safe in school. In this manner they will be able to work to their full potential within the classroom setting.

***See "CODES OF CONDUCT" for grade level specific information**

The right to suspend a student from Saint 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 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 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.

CODES OF CONDUCT

Primary Grades, Kindergarten through Second Grade Code of Conduct

As Christians we are called to conduct ourselves as "followers of Christ" and to follow the *Golden Rule* – *Do to others as you would have them do to you.* With that in mind:

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 a good sport
- 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

2. Strive for Excellence

- Be prepared for class with the appropriate materials
- Complete all homework assignments in a timely manner
- Homework should be in your own handwriting
- Be attentive
- No copying or plagiarizing
- Complete work on time
- Use time wisely
- Stay on task

- Always be truthful

3. Be where you should be at all times

- Be on time to school 8:15
- 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
- When leaving the classroom, sign in and out using the provided "Sign-out Notebook"
- School is important, be there.
 - Missing school is discouraged, except in the case of illness or family emergency. You will need to make up work and are responsible for all missing assignments and tests. Upon returning to school you need an absent note.

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

A. Lunch:

- Lunch must be ordered in the morning
- Be sure to give snack money to teacher and put lunches in the appropriate bin
- Ask the teacher on duty before leaving the cafeteria
- 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
- Sit while you are in the cafeteria

B. Recess:

- Walk to play areas with an adult 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)

C. Mass:

- Participate in liturgy at appropriate times –singing, reciting prayers
- Be in school uniform, no non-school sweatshirts to be worn
- In Church, we are quiet and prayerful

D. Hallways:

- Walk quietly in hallways at all times (in the morning, during the school day, at dismissal, to and from Church, and specials)
- Classes should walk in a line, facing front, arms at your side

5. Foster an educational environment free from distractions

- No electronic devices including DS, iPods, iPads, tablets, cell phones, etc...

Consequences

- 2 Warnings
- 3rd offense 5 minutes off recess
- Any physical infractions will result in the loss of recess the following day
- Any recess related offense will result in recess detention

Intermediate Grades, Third through Fifth Grade Code of Conduct

The focus of St. Patrick School is on educating the whole student, while building a community of caring, respectful, and kind people who carry out Christ's mission. We seek to create a disciplined, safe, and Christian atmosphere that is conducive to learning.

Student Code of Conduct/School-Wide Rules

1 Respect the rights, feelings, and property of others

- Be courteous and considerate to all fellow students, teachers, and staff
- Respect school property (building, grounds, play/ground, restrooms), materials (library books, textbooks) and equipment (computers, science equipment, desks, lockers)
- Be attentive during teaching instruction
- When working as a team or in a cooperative learning group, always give your individual best
- Keep your hands and feet to yourself; no hitting, grabbing, kicking, slapping, or other inappropriate physical contact
- Use appropriate language at all times; no cursing, teasing, or ethnic, racial, or gender insults
- Respect the feelings and privacy of others
- No gum chewing at anytime
- Keep your desk neat and your classroom clean
- Be accepting of individual differences

2 Strive for excellence

- Be prepared for class with appropriate materials
- Complete all class work and homework neatly and on time
- Use your time wisely and stay on task
- Complete your own work
- No copying or plagiarizing

3 Conduct yourself in a safe, orderly, and courteous manner at all times

- Do not leave the classroom, cafeteria, assembly, or playground without permission of the "teacher on duty."

A. Recess:

- Walk to the field or classroom in an orderly line and manner
- Be a good sport
- When bell rings, line up promptly

B. Assembly:

- Listen while others are speaking
- Do not talk or make noises or funny faces
- No calling out: raise hands for questions
- Be polite to performers or speaker
- Line up quietly

C. Mass:

- Enter, kneel, and say a prayer
- Participate in the liturgy
- Sing and recite the appropriate prayers and songs
- No talking during communion
- Clap when appropriate: **absolutely** no cheering or "hooting"
- Dismiss and exit church quietly

D. Lunch:

- Lunch must be ordered in the morning
- Bring lunch money, snack money, or lunch from home to the cafeteria
- You may not return to classroom once in cafeteria
- Walk at all times in the cafeteria
- Use good manners while eating
- Use indoor voices
- Stay seated
- Do not throw food or other objects
- Do not touch anyone else's food or contaminate someone's food in any way
- Clean your table when you leave

E. Hallways:

- Be polite and stay to the right
- Walk quietly in the hallways in the morning, during change of class, and at dismissal

4 Dress appropriately

- Proper school and gym uniform is to be worn at all times: appropriate sock color and size, and shoes should be worn (see handbook for requirements)
- No make-up
- Nail polish needs to be neutral colors
- No hair paint or colored hair extensions; hair must be a God given color
- No hats, coats, jackets, or non-school sweatshirts can be worn during the school day
- When dressing for "Dress Down Day," you may not dress in a manner that will be distracting or objectionable. This includes, but is not limited to: T-shirts with inappropriate language, logos, or slogans; "short-shorts/skirts", midriff tops, "spaghetti-straps" or "tube tops," overly baggy or overly tight clothing, pants must be belted and all tops must have sleeves.

5 Keeping the educational environment from free distractions

- Cell phones must be powered off and in the locker during school hours
- Electronics including, but not limited to: tablets, e-readers, iPods, mp3 players, and video games, are not allowed.
- The school will not be responsible or liable for any electronics brought to school
- Trading cards of any kind are not allowed

Disregard for the above Code of Conduct will be addressed as follows:

1. Student will receive a reminder, such as a verbal warning that his/her behavior is not following the code
2. Loss of free time/recess
3. Parent/Guardian will be contacted
4. Meeting with parent/guardian
5. Meet with principal/assistant principal
6. If the code that is broken is severe, such as but not limited, to causing physical harm, than after-school detention may be issued immediately

If the warning does not cause a change in behavior, then the student will receive an after-school detention. 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.

Middle School, Sixth through Eighth Grade Code of Conduct

The 6-8 grades will be utilizing a demerit system of discipline beginning the 2013/2014 school year. Since this is the first year the demerit system is being implemented, we will use September as a trial period. The system will be put into effect on October 1, 2013 for grades 6 through 8.

There will be a demerit register for each class and it will be monitored by the homeroom teacher at the end of each day. The demerit period will be from marking period (trimester) to marking period (trimester). Every five demerits will received by a student will result in an afterschool detention the following Wednesday. Once a student has received four demerits, a form will go home with the student as a means to inform you that they will receive detention with the next demerit given. The form will need to be signed by you as confirmation and must be returned, and handed in, on the next school morning.

If a student fails to bring in the form on the next school morning, it will be counted as their fifth demerit and they will be given detention on the next Wednesday after school.

If a student fails to attend the designated detention, they will fulfill that detention on the next Wednesday after school.

If a student has three detentions (15 demerits) within a marking period, a conference will be arranged with the parents/guardians and teacher(s) involved.

If a student has four or more detentions (over 15 demerits) in a marking period, it may result in a suspension of any planned school activity (i.e. after school activities, sports, dances, trips, etc.), at the discretion of the school administration.

Reasons for demerits are as follows:

- ✓ Disruptive behavior in class
- ✓ Aggressive behavior on any school premise
- ✓ Inappropriate behavior (all students are expected to represent St. Patrick during school hours and school-sponsored events and should act accordingly)
- ✓ Out of uniform (missing or inappropriate clothing or accessories)
- ✓ Unprepared for class (books, notebooks, pens, pencils, any other supplies requested by the teacher)
- ✓ Inappropriate dress as specified in handbook (skirts/shorts too short, nail polish, earrings, make-up, etc.)

Automatic detentions:

- ✓ Fighting
- ✓ Destruction of school, teacher's, or another student's personal property
- ✓ Inappropriate language or gesture towards anyone
- ✓ Disrespectful behavior towards administration, teachers, or other students.

Notice of Pending Detention

Student's Name _____ Date _____

This is to notify you that your child has received four demerits and will receive an afterschool detention if another demerit is received.

Reasons for the demerits received are listed below. A fifth demerit will result in a detention.

Demerit #1 _____

Subject: _____ Teacher _____

Demerit #2 _____

Subject: _____ Teacher _____

Demerit #3 _____

Subject: _____ Teacher _____

Demerit #4 _____

Subject: _____ Teacher _____

Please sign and have your child return to school tomorrow or if absent on the day they return. If this form is not received when due, it will result in an automatic fifth demerit, giving them detention next Wednesday after school.

Teacher: Cut Along the Dashed Line

Student's Name _____ Date _____

This is to notify you that your child has received their fifth demerit and will have to serve an afterschool detention next Wednesday _____, 20__.

The fifth demerit was given to your child for the following reason:

Demerit #5 _____

Subject: _____ Teacher _____

Please sign and have student return this notice on the next day of their school attendance.

Thank you

Parent/Guardian Signature

Date

BULLYING

Bullying is the persistent physical, verbal or emotional abuse of another individual. It includes teasing, taunting, name-calling, social exclusion and rejection. 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. Saint 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. Report it immediately and it will be dealt with immediately. 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.

If a student commits an infraction against the discipline policy of the school, including but not limited to bullying, fighting, using inappropriate language, demonstrating disrespect to the teacher, disrupting class, lunch or recess will receive the following consequences:

- A notice of concern will be sent home to the parent to sign and the student will receive recess detention.
- If there is a 2nd infraction the same procedure as above will be followed
- If there is a third infraction, a referral notice will be sent home, requesting a meeting with the parents and an after school detention will be served by

*Students in the younger grades (K-3) will be handled at the discretion of the teacher after consultation with administration.

Any physical violence between students or verbal threat of violence will result in suspension or expulsion of the student at the discretion of the administration.

* 8th graders who violate school policies are subject to the loss of Honors at graduation.

EARLY DISMISSAL

Students are expected to be in school until 2:20pm unless they are ill or have an appointment with a Doctor that cannot be made after school. 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 you are picking up your child early you must send a note in with your child in the morning stating the reason and who will be picking up your child. The name of the person picking up your child must be on your child's release form. **IT IS NOT ACCEPTABLE POLICY TO SHOW UP AT SCHOOL AT 2pm** to remove your child early from school.

We strongly urge you to allow your child to take the school bus on a regular basis. It is part of their educational experience.

ELECTRONIC EQUIPMENT

Students should not bring to school: cell phones, MP 3 players or cameras. They also should not bring Game Boys, X-Boxes, I pods, etc. If these things are discovered in school they will be confiscated and the parent will be called to pick them up. They are distracting and costly to replace. The school will not reimburse the cost of these items if they are lost or broken. The children need to focus on their studies and on being prepared for class with the correct books and supplies.

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

St. Patrick School, including faculty, staff, and parents may take appropriate pictures of faculty, staff, and students during school functions, events, field trips, and other school happenings. These pictures/videos may be posted online to display students' work, promote the school and engage parents and the community. Student-created content (pictures, videos, documents) may also be uploaded to the web throughout the year. These pictures, videos, and documents are not to be manipulated or used for inappropriate means by any member of the 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.

PESTICIDE NOTIFICATION

New York State Education Law, Section 409-H requires schools to provide written notification regarding actual or potential use of pesticides throughout the school year. The school is also required to maintain a list of students, parent 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.

ATTENDANCE / TARDINESS

No student will be permitted to leave school before the regular dismissal time of 2:20pm except in the case of illness or an appointment with a doctor that cannot be made after school. To allow a student to leave from school early, a written statement from the parent is required. This statement should be given to the homeroom teacher in the morning. This should clearly delineate the reason for early dismissal, the time the child will be picked up, and who will be picking up your child. The name of the person picking up your child must be on our release form. Unless it is absolutely necessary students should not be taken out early. It is extremely disruptive to the classroom environment. **We strongly discourage parents calling during the school day and changing their child's plans for dismissal.**

When a student is absent from school, a parent should call the nurse in the morning at 724-4958. Absences in excess of 20 days are subject to administrative review in regards to promotion.

If a student arrives late to school they will be given a late pass by security. Parents are not to walk their child to the classrooms. Younger students will be walked to their classroom by security. Students who are consistently late will be reviewed by administration.

LUNCH

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 is available while soda is not. Students have a 40 min. lunch period. 20 minutes for recess and 20 minutes for lunch. Teachers and teacher assistants supervise lunch in the cafeteria and also recess (indoors and outside dependent on weather conditions. Parent volunteers help to 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.

Please do not send in any glass bottles to school. Fast food brought in by parents at lunchtime is **ABSOLUTELY FORBIDDEN.**

UNIFORM POLICY

Students will begin the school year wearing their summer uniforms. Starting the day after Columbus Day students will be required to wear their winter uniforms. Winter uniforms will be worn until the 1st Monday in May. Summer uniforms will be worn until the end of the school year.

All uniform components must be purchased from Lobel's or obtained from the Uniform Bank.

Only the school sweatshirt or school sweater is acceptable over the uniform.

Kindergarten:

Summer uniforms:

- khaki shorts
- white knit shirt with a collar and the school logo
- khaki socks or white socks
- uniform shoes.

Their summer gym uniform is:

- green shorts
- green t-shirt
- sneakers

Winter uniform for boys and girls is:

- green pull on pants (no buttons or zippers)
- white turtleneck or a white long sleeved knit shirt with a collar with the school logo
- Shoes:
 - Black oxford tie (boys or girls)
 - Black Mary Janes (girls)

Winter gym uniform is:

- green sweatpants
- green sweatshirt with school logo
- sneakers

Grades 1-8:

Girls:

The summer uniform is

- the khaki skort
- white knit collared shirt with school monogram
- white or khaki socks
- uniform shoes

The gym uniform is:

- green shorts
- green t-shirt with school logo
- sneakers

Winter uniform is (*Grades 1-5*):

- plaid jumper
- white blouse (long or short sleeved).
- White or green knee socks
- Black uniform shoes tie: oxfords or Mary Janes

- no boots or sneakers

Winter gym uniform is:

- green St. Patrick sweatshirt
- green uniform sweatpants
- sneakers

Boys:

The summer uniform is:

- khaki shorts
- white knit collared shirt with the school monogram.
- white or khaki socks
- black oxford tie shoes
- No sneakers or boots

Summer gym uniform is:

- green shorts
- green t-shirts with the school logo
- sneakers

Winter uniform is (*Grades 1-5*):

- dark, green uniform pants
- a white shirt (long or short sleeved)
- plaid uniform tie
- If the school sweatshirt is worn, ties must be worn underneath.

Winter gym uniform is:

- green St. Patrick sweatshirt
- green uniform sweatpants
- sneakers

6th, 7th & 8th Grade Girls:

- Oxford white blouse (short or long sleeved)
- Plaid skirt
- Navy vest with school emblem or navy V-neck pullover sweater with school emblem must be worn from the Tuesday after Columbus Day through the first Friday in May.
- Navy knee socks, navy tights or stockings (NO PED SOCKS) Black shoes with rubber soles oxford or strap style, with a flat heel
- No boots. Sneakers permitted only on gym days

Winter uniform (same as grades 1-5) is worn from the Tuesday after Columbus Day through the first Friday in May, weather permitting.

6th, 7th & 8th Grade Boys:

- Oxford white shirt (short or long sleeved)
- Khaki twill pleated slacks
- *Navy polyester blazer with school emblem
- *Black belt
- *Navy/khaki stripe tie
- Black crew socks (NO PED SOCKS)
- Black oxfords shoes with rubber soles

- No boots. Sneakers permitted only on gym days
- **Sweatshirts will not be worn with the uniform due to the boys wearing Navy blazers; Sweatshirts are only to be worn for gym.**

Lobel's Uniform Company in the Sunrise Mall in Massapequa and online is our official supplier

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

1. Boys-Hair should not be touching shirt collar, cover eyebrows or go over their ears
2. No unnatural color dyeing of hair for all students.
3. The wearing of an earring by a male student is considered inappropriate attire for St. Patrick School.
4. The wearing of "Fashion statement body piercing jewelry" during school hours or functions is not permitted.
5. Girls are permitted to wear one pair of pierced or clip earrings; studs or small hoops are permitted.
6. Accessories such as chokers, tattoos, armbands, etc. are not permitted.
7. Extreme spiking of hair with gel is not permitted.
8. The length of the girls' skirts and/or jumpers should not be more than 2 inches above the knee.
9. Girl's make-up (7th & 8th Grade) must be natural looking; no heavy eyeliner; no dark nail polish.
10. NO hair designs, multilevel cuts or Mohawks are permitted for boys.
11. Young men should be clean shaven at all times.

Warnings will be issued. Three warnings constitute an after school detention.

ST. PATRICK PARENT TEACHER PARTNERSHIP

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.6

DAILY SCHEDULE

Grades K -8

8:20am- 2:20pm

Pre-K Classes (4 year olds):

5 day program
AM 8:30-11:00
PM 12:00-2:30

3 day program (M, W, F)
AM 8:30-11:00
PM 12:00-2:30

Nursery Classes (3 year olds):

3 day program (M, W, F)
AM 8:30-11:00
PM 12:00-2:30

2 day program (M, W)
AM 8:30-11:00
PM 12:00-2:30

School supervision for St. Patrick students begins at 8am. We are not responsible for any students left in the building or on the grounds prior to this time.

Early Dismissal:

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

Nursery and Pre-K classes will alternate AM & PM classes on the 11:20 dismissal days. A schedule with details will be sent home by the pre-school teachers.

PROMOTION/SUMMER SCHOOL

As stated in the section entitled Attendance/Tardiness, promotion to the next grade is at the discretion of the administration. Excessive absences and or lateness seriously affect the student's ability to be successful in the classroom. Poor attendance (more than 20 days absent) may jeopardize promotion to the next grade and is subject to administrative review.

Students in grades 4-8 who have failed in any of the major subject areas of Language Arts/Reading/Writing, Mathematics, Science and Social Studies will be requires to attend an accredited summer school institution or be tutored by a certified teacher. If the option of tutoring is chosen, these services must be given 3x a week for 6 weeks. All students involved in summer programs will be formally evaluated by St. Patrick School before being promoted to the next grade. This will take place on the last Tuesday of August.

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.

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 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.

A standard form for all field trips will be used by teachers to advise parents of an upcoming field trip. This form will contain a parental request that the student be allowed to participate in the offsite activity, parental permission for such participation and any other pertinent information regarding the trip. It is understood with each field trip that there is parental release/waiver of school liability in the event of accident/injury. Telephone calls will not be accepted in lieu of permission slips. The number of parents asked to chaperone on the field trips will depend on the size of the class, the destination of the trip and the number of teacher and teacher assistants attending. The overnight 8th grade trip has its own set of guidelines for participation.

ARRIVAL/DISMISSAL PROCEDURES AND SAFETY

No child is to be driven to school or left on the school property before 8:00AM. After 8:00AM a teacher will meet students being dropped off 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.

Children being picked by parents at dismissal will be use the East Wing back entrance by the Convent 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. (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 note citing that they are staying after.

Pre-school parents will use the New Life Center entrance (West Wing) and wait in the lobby with their child. Teachers will meet parents there for both arrival and 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 separated decree with the Principal's Office. The school will not be held responsible for failing to honor arrangements that have not been made known.

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.

- Arrive at the stop on time. Remain out of the street and do not create an annoyance for the owner of the property where the stop is located.
- Board carefully; be courteous; move quickly to your assigned seat.
- Remain seated during the ride to and from school. Never extend arms, hands, heads or objects through bus windows. Standing, crawling, or moving from seat to seat is not allowed.
- Respect the rights of other students. Do not violate their space, nor physically or emotionally harm them.
- Never throw anything while on the bus.
- Speak in normal tones without using loud or vulgar language.
- No food and/or drink is allowed.
- Keep the bus clean.
- Vandalism of any kind is unacceptable, and parents may be required to make restitution.
- Remain seated until the bus has come to a complete stop.

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
- Third offense: Student will be suspended from the bus for a period of time to be determined by the severity of the infraction.
- Fourth offense: Student will be suspended from the bus for the remainder of the school year.