

ST. EDWARD THE CONFESSOR SCHOOL

Notice

*to all parents, students,
and other interested parties*

This handbook is designed to be a synopsis of the policies and procedures of St. Edward the Confessor School Catholic School. In developing the enclosed rules and policies, school personnel have tried to be as explicit as possible, but this handbook is not intended to be all-inclusive.

The school is governed by general policies applicable to all schools within the Catholic Diocese of Rockville Centre as well as local school advisory board policies. These policies form an integral part of the agreement the school has entered into with parents to educate their children.

It is expected that the handbook, local policies, and general policies are consistent, however, at times, due to human error and amendments to various parts, conflicts could arise. To the extent that a conflict arises, general diocesan policies will take precedence, followed by local school advisory council policies and finally policies enumerated in this handbook.

Also, during the school year, new and unusual situations will arise. Since this handbook cannot provide for every possible situation, the principal will have the authority to use discretion in unforeseen circumstances.

By enrolling their son or daughter in SECS, parents or guardians agree to abide by and cooperate with the policies, procedures, and processes contained in this handbook, and other written communications from the schools administration.

In light of the unique situations that may arise in the educational process, and because it is impossible to foresee all school issues that arise, the faculty and administration reserve the right to address and to take appropriate action for any such situations not specifically referenced in this manual. In addition, in view of the unique and essential religious mission of the School, it is expressly understood that the school may take actions in cases where moral offenses occur which reflect adversely on the school, the Catholic Diocese of Rockville Centre of the Roman Catholic Church, or which interferes with the ability of the school to perform its religious mission or to adequately maintain the intimate working relationship between the school and the Community of Faith.

This handbook has been written and developed by the administration, faculty, staff, and Pastors of St. Edward the Confessor, Syosset, New York, during the school's 55-year history. It is updated annually. The material within is a reflection of the collaborative efforts and Christian spirit that has existed through the years - "teaching from generation to generation" - at St. Edward the Confessor School.

Rev. Michael Maffeo - Pastor

Mr. Vincent Albrecht - Principal

Mission Statement

The Community of St. Edward the Confessor School lives and proclaims the gospel of Jesus Christ. We strive to create a safe and nurturing Catholic environment, which recognizes all learners as unique individuals to be treated with dignity and respect. As an educational community, we encourage our students to achieve their personal and academic potential while we prepare them to be responsible life-long learners.

Mission Guidelines

We, the Faculty and Staff of St. Edward the Confessor School in forming our students as disciples of Jesus Christ are committed:

- To communicate the Lordship of Jesus through an educational program based on God's truth revealed in the Sacred Scriptures and the Tradition of the Roman Catholic Church.
- To be enlivened by God's Holy Spirit as we seek to live the Christian life as a school community by means of the celebration of the sacraments and daily prayer, respecting the value and dignity of life, and embracing the gifts of each person.
- To provide a strong academic program combined with diverse programs of enrichment which lay the foundation for our students' ongoing education and personal development.
- To develop through an academic atmosphere, creative and critical thinkers, capable of sound decision making and responsible actions. By developing this creative environment our students develop the ability to think constructively, to solve problems and to reason independently, so that they may effectively face the future with all of its challenges and opportunities.
- To communicate Christ by providing each individual the experience of growth in responsibility, respect and concern for God, self and others.
- To provide well qualified teachers, excellent educational materials and an attractive learning environment in order to demonstrate that at Sts. Peter and Paul School our students are our greatest treasure.
- To keep our parents fully involved in the spiritual and academic growth of their children. The faculty and staff believe that good education involves not only the school, but also the family. We seek to foster a deep sense of belonging by supporting our families and creating a community spirit which involves love and a special concern for each individual's self-worth.

Philosophy

St. Edward, the Confessor School, combines the proven curriculum and methods of a successful tradition with modern educational advances to provide its students with a rich, qualitative educational experience. The educational program of St. Edward the Confessor School is offered in an atmosphere of positive Christian commitment and requires a thorough study of basic intellectual disciplines.

Vision

The vision of St. Edward the Confessor Catholic School is to guide the mind, body, and spirit of the next generation of Catholic leaders to live the Gospel of Jesus Christ and to meet their full potential as people created in the image of God. St. Edward the Confessor Catholic School, is committed to meeting the needs of the whole child. By fostering growth in the Catholic faith, St. Edward's offers students the opportunity to make good life choices that will have a positive influence on the future. Our curriculum encourages cooperation among the school, parents and children as well as the outside community. We are devoted to helping our students pursue ways of giving back to the community. The education that students receive will motivate them to develop self-discipline. We want all students to reach their full potential and aspire to be lifelong learners.

Core Values

Academic Excellence: *We believe all students will strive for academic excellence. Therefore, we expect our students to:*

- *develop a love of learning;*
- *give their best effort to master all aspects of the curriculum;*
- *use strategies to solve problems;*
- *have high expectations and continually challenge themselves to learn;*
- *learn to set short and long term goals;*

Confidence: *We believe all students will be confident in their capabilities, their value to society, and their ability to succeed. Therefore, we expect our students to:*

- *assume they can succeed;*
- *value all attempts at learning and understand that making mistakes is part of learning;*
- *be proud of their best efforts and the work they produce;*
- *think and act independently in the face of peer pressure;*
- *take risks to achieve their goals;*
- *learn and use different approaches to problem solving;*

Cooperation: *We believe all students will be valuable, contributing group members. Therefore, we expect our students to:*

- *help others to learn;*
- *listen attentively to others;*
- *be willing to work with everyone;*
- *accept tasks assigned and follow through;*

Respect: *We believe all students will show respect for themselves, others and their community. Therefore, we expect our students to:*

- *value individual differences;*
- *treat others with consideration;*

- *value different points of view;*
- *be sensitive to the feelings of others;*
- *take care of their property and the property of others;*

Responsibility: *We believe all students will take responsibility for their words and actions. Therefore, we expect our students to:*

- *be accountable for their behavior, actions and decisions;*
- *follow through on commitments;*
- *take the initiative to ask questions, seek help, and actively participate in the learning process;*
- *be trustworthy and dependable;*
- *demonstrate good sportsmanship and fairness in dealing with others.*

Faith: *We believe all students will live their lives following the teachings of Jesus Christ. Therefore, we expect our students to:*

- *Live the Gospel message, participate in prayer and liturgical celebrations and be live up to high standards of morality.*
- *practice forgiveness and Mercy*
- *Show respect for self, others, God, church, authority figures, nature and property*
- *Develop a moral responsibility towards social justice, human rights and are capable of resolving conflicts peacefully*
- *Make moral decisions based on the teachings of Jesus*

Profile of a Graduate from St. Edward the Confessor School

Person of Faith

The graduate confidently and actively articulates and practices the teachings of the Catholic faith.

Moral Decision Maker/Problem Solver

The graduate considers the moral and ethical implications of decisions and chooses to do what is right according to the teaching of the Church.

Appreciative Human

The graduate will develop an appreciation for the beauty of the world and the wonder of his/her body through fine arts and physical activity.

Culturally Sensitive

The graduate exhibits global awareness and cultural sensitivity.

Academically/Technologically Proficient

The graduate is academically and technologically prepared for higher education or a professional occupation.

Effective Communicator

The graduate dialogs objectively and persuasively articulating ideas through various modes of expression and seeks to clarify diverse points of view through active listening.

Creative Learner

The graduate applies creative talents to solve problems and serve others.

Critical Thinker

The graduate uses reason in pursuit of truth recognizing that all Truth is rooted in the person of Christ.

Lifelong Learner

The graduate engages in the pursuit of knowledge as a lifelong activity.

PARENTS' RESPONSIBILITY

The primary right and duty to educate children rests with the parents. As stated in “The Declaration on Christian Education” of the DOCUMENTS OF VATICAN II: “...since they (parents) have conferred life on their children, they have a most solemn obligation to educate them.” So decisive is their role as educators, the document continues, “that scarcely anything can compensate for their failure in it.”

In the home, more than any place else, parents should teach, especially by their example, reverence for God and respect for the dignity of others. They may also be tremendously influential in cultivating among their children the virtues of love of neighbor, justice, generosity, loyalty, industry, and honesty, which are so essential to their living of the Christian life.

Moreover, because the instruction provided by the school is necessary for the child’s fullest development, parents should instill in their children a high regard for the pursuit of learning and a profound respect for those who devote themselves to their education.

One of the best methods of fostering understanding and cooperation is with parent involvement. Parents/Guardians are encouraged to participate in the activities of the Parents’ Association of St. Edward’s (**PASE**), review class web pages and the school website often, and attend Parent-Teacher Conferences.

The School Board is a group of representatives who assist and advise the pastor and principal.

PASE is a parent association that handles all fundraising for St Edward School. Parents volunteer their time and talent to develop and sponsor events that fulfill the fundraising goal for the year. All parents are encouraged to be actively involved.

Education works on a relationship between the school and home; when the school feels that relationship is no longer viable, parents are required to withdraw their child /children.

Tuition

Tuition is essential to the sound financial operation of our school; therefore it is critical that parents are faithful in meeting their financial obligations and paying tuition promptly. Tuition rates and fees are set by the Parish Administration in consultation with the School Board and Parish Finance Committee.

Tuition is due in full by July 31, or through installments by signing up with the FACTS Tuition Management Program where additional fees apply. It is the responsibility of the parents to notify the school if there are temporary financial difficulties so that arrangements can be agreed upon if feasible. Unless financial obligations are met, the child/children may not be allowed to continue as students at St. Edward the Confessor School.

Registration and Material fees are not refundable. Partial tuition refunds may be considered based on the reason for leaving the school, less a 10 percent processing fee.

School records/report cards will only be transferred or released to parents when tuition is up to date, and all fees have been paid.

Please contact Mrs. Cassidy should you have any questions regarding tuition.

Tuition Assistance

In keeping with its Gospel Mission of Catholic and education formation, St. Edward the Confessor School recognizes that there are some families who desire a Catholic Education for their children but who are unable to afford one due to the cost of tuition. Limited Tuition assistance is available through the Dioceses of Rockville Centre's Tomorrow Hope Foundation. Those seeking financial aid are required to complete the Private School Aid Service (PSAS) form as the first step in determining need. Please contact the school office for information.

GENERAL INFORMATION

School Contacts

Main Office: (516) 921-7767

Rectory Office: (516) 921-8030

Administration Email Addresses:

Mr. Albrecht - valbrecht@stedwardconfessor.org

School website: www.stedwardconfessor.org

All teacher email addresses are available on the school website.

School Hours

Grades K-8

Start: 8:30 AM

Dismissal: 3:00 PM

Early Childhood:

Teachers will review hours at orientation

Students should not arrive at school before 8:10 AM. Parents are required to drop off their children at the back parking lot entrance and exit quickly. Children will be entering the school immediately upon drop off and going to their classrooms.

Students may not phone home for forgotten items such as recess or gym equipment, uniforms, band instruments, lunch orders or play dates. If a student does not have lunch, the office will call the designated contact to follow up.

School Office Hours 7:45 a.m. – 4:00 p.m.

Attendance

Regular and punctual attendance at school is essential to each child's continuous intellectual, social and psychological growth. Education is a long-range, sequential process that is hampered by the unnecessary absence or frequent tardiness.

The New York State Education Law states that absence from school for the following reasons is excusable: personal sickness, death or illness in the family, impassable roads or weather making travel unsafe, religious observance, quarantine, approved educational trips required presence in court, attendance at organized clinics, remedial health treatment and supported cooperative work programs. Vacations should be planned to coincide with the school calendar. Children, who are illegally absent due to untimely vacations, will **not** be given work in advance. Absence for any other reason is held illegal and must be so marked on the pupil's official record.

Tardiness is excusable only for the reasons previously stated. Five tardy slips result in a recess suspension for a day.

If your child is not in attendance at school on a particular day, kindly phone the medical school office at 921-7767 each day that the child is absent before 8:30 am. Please note the school will automatically call any child marked absent at 8:30 a.m. Parents are to inform the school of authorized absence by giving their child a note for his or her class teacher, which is presented the day the student returns to school. This record, signed by the parents, gives the date(s) and the reason for the absence. Parents wishing to have their children excused early from school are to inform the class teacher by note, which will then be authorized by the Principal. The child's parent or guardian must report to the school office, sign the release book and accompany the student out of the building.

Please make every effort to schedule medical appointments *after* school hours.

Priority of Admissions

Children will be accepted into St. Edward the Confessor School based on certain criteria. First and foremost is readiness for the grade for which they are applying. If principal and teacher agree the child is ready, the following is used as a guideline for entrance.

- A. SIBLINGS OF A PRESENT SCHOOL FAMILY
 - a. Active at Saint Edward the Confessor Parish
 - b. Active in another Catholic Parish
 - c. Active in another Christian religion
 - d. Active in another religion

- B. NEW FAMILY TO St. Edward the Confessor School
 - a. Active in Saint Edward the Confessor Parish
 - b. Active in another Catholic Parish
 - c. Active in another Christian religion
 - d. Active in another religion

- C. NEW FAMILY, NOT ACTIVE IN ANY RELIGIOUS ORGANIZATION

This policy is subject to the Pastor and Principal's discretion. Special consideration is given to students who transfer to St. Edward the Confessor from other Catholic Schools. Tuition assistance is also based on these criteria.

CAFETERIA BEHAVIOR

The same general rules for behavior apply in the cafeteria as in the classroom. Students are to remain in line quietly and to keep hands to themselves. Students are not allowed to save places in line or at the tables. Students may leave their table only when excused. Good table manners are expected at all times. Monitors are to be obeyed and treated with respect. A reasonable tone of voice is expected from all students. Games and toys that denote violence (guns, soldiers, etc.) are not allowed in the cafeteria or the school at any time. There is to be no running in the cafeteria.

Dismissal Procedures

Bus Transportation:

It is the responsibility for the parents to arrange for bus transportation to St. Edward School with the school district of residence.

Behavior at school bus stops is a mutual concern. School authorities make every attempt to cooperate with residents in maintaining order and control of students at bus stops. In order to maintain safety and punctuality for all children who ride the buses between school and home, we solicit the cooperation of all parents in helping their children to understand and observe the following rules of bus conduct:

1. Be at the bus stop on time.
2. Respect private property at and near your bus stop.
3. Go directly to your seat; remain seated until the bus stops.
4. Do not put books and other items in the aisle of the bus.
5. Recognize the authority of the bus driver; do not distract him or her.
6. Keep hands, arms and head inside the bus.
7. Do not shout at, tease, or disrespect another student.
8. Do not touch any part of the bus as it pulls away from you after you have gotten off.
9. Walk at least 10 feet ahead of the bus when the driver is holding traffic for you to cross.
10. Face traffic when walking to and from your bus stop.

The school districts and bus companies reserve the right to suspend a student from riding a school bus for DISORDERLY or DISRESPECTFUL CONDUCT. We have no jurisdiction in this matter. If a student is entitled to bus transportation, he/she must take the bus unless other provisions have been made. The School Office must be informed of this change in writing.

Bus Students are dismissed from the back doors to the waiting buses in the back parking lot.

No child may ride on a bus from another school district. A change in dismissal procedure such as a play date or not taking the bus for another specified reason requires the parent to notify the school verbally, fax or send in written documentation before 9:00 am.

St Edward is not responsible for last minute changes to a student's dismissal procedure concerning transportation. If a student misses the bus due to a miscommunication, the child will be placed in aftercare to ensure his/her safety and the family will be billed for the service until the time of pick up.

Walkers: Walkers will be dismissed at 3:00 PM from the back gymnasium door closest to the Holy Family Room and are released to the parent/guardian.

Please Note: Students will only be released to parent/guardian, and to persons already documented on the emergency contact sheet. Your child's safety is our priority. Parents must exit their cars at dismissal to pick up children at the back door, and then leave the premises promptly. Students will not be released to persons waiting in parked cars.

Display of the U.S. Flag

A United States Flag is displayed near the school building during school hours throughout the school year except in the case of inclement weather. The flag is displayed during assemblies and in all classrooms throughout the school year.

Drug/Alcohol Policy

It is the policy of St. Edward's to deal with drug/alcohol-related situations in ways that will promote the well-being of our community and the best interest of the child. A Parent-Student-Principal conference will be scheduled and at this time a plan of action would be instituted. It is our feeling that suspension does not often serve to help students overcome problems, and this method will be used as a last resort at the discretion of the administration. Methods found more effective such as counseling and referral to appropriate agencies will be employed first. While administration will give support and guidance to the family whenever possible, in the event that someone is involved in the sale of drugs/alcohol or drug/alcohol paraphernalia to students, legal action will be taken immediately.

CONFERENCES

Parent-teacher conferences occur for the first-trimester report card. These conference times are vital to the overall education program. Some parents are hesitant about participating in meetings, but teachers can do a much better job with students if they can share their understanding of the student directly with the parent. It is not necessary to wait for the regular conference time if a parent has a particular concern. Parent conferences are encouraged and can be arranged at any time during the school year by appointment through the school office. When a problem occurs, parents are asked to **follow** the following steps of communication:

1. Teacher(s)
2. Administrator

School Website

Parents can communicate with teachers and view schoolwork, assignments, and class notices. School Board and PASE minutes and announcements are also available. Various types of information such as Diocesan news, school events, parent resources, school calendar, principal's announcements and a bi-monthly letter, etc. are also available on this site. The link is <http://www.stedwardconfessor.org>.

Emergency Closing of School & Snow Days

Emergency school closings will be announced on the school web page and over the TV station Channel 12 and radio stations: WGSM- 740; WMGM-1050; WGLI-1290; WBLI-Stereo-106; WHLI and WHN: WINS WLUX-540AM; WABC-770.

The parents' telephone squad will alert you *whenever* possible. When Syosset Central School District closes because of weather, St. Edward School is closed.

School Reach: An automated program that will notify you by phone or e-mail in the event of any emergency or closing. For School Reach to work efficiently, your contact information must remain current in the school office at all times. The school will communicate with you via School Reach on a regular basis.

Emergency Contact Procedure

If a student needs to contact his/her parent the office secretary will make the call home to communicate the necessary information. Students may not call home for forgotten items such as band instruments, gym equipment, lunch money, etc. Procedures followed in the event a student is ill or injured at school are vitally important to the student, his family, and the community. The school requires accurate, up-to-date information so that emergency contact can be made. In keeping with this, parents are asked to supply the school with the name and phone number of a friend or relative and their family physician.

Any student who is too ill (or with a fever of 100 degrees or above) to follow the school program must return home. Students who become ill during school hours are to request permission from their class teacher to visit the health office. After consultation with the school nurse (who will phone the parents when necessary), students who are mildly indisposed return to class; those not able to attend class return home accompanied by a parent or guardian/or designated adult as indicated on the child's emergency contact sheet. Photo ID is mandatory when anyone other than parents assumes responsibility for escorting the child home.

Entering Our School

Everyone entering our school building must use the Teibrook Avenue entrance of the building. No one may enter the school through the back doors.

Whatever the need for the visit, all visitors must go directly to the school office to sign in and receive a visitor's pass. *Informal visits to the classrooms are not permitted without prior appointment.* This policy will ensure a secure environment as well as uninterrupted teaching time in each class. When there is a concern or need to communicate with any of our staff, do not hesitate to call the school office for a timely opportunity to speak in person or via phone to that employee.

St. Edward, the Confessor School, is proud of our alumni. We encourage all our alumni to visit during non-instructional time, i.e. during lunchtime and before or after school hours. Alumni visitors must enter through the Teibrook Avenue doors and sign in at the main office. Student visitors wishing to visit during class time may do so only if they have requested and received permission of the administration 24 hours prior to the visit.

Exit Interview

Each current school family that makes the decision to transfer their child or children from St. Edward the Confessor School to a different academic institution will be offered a formal exit interview with the Administration, Pastor or School Board member of their choice.

Extracurricular Activities

By our commitment to providing a well-rounded educational experience for students, St. Edward's provides many different extracurricular activities. The goal of these activities is to reinforce age-appropriate positive social interaction between our students. There is a nominal fee associated with the majority of activities. Information about clubs and activities is posted on the website throughout the year in time for registration.

Students involved in a sport or extra-curricular activity are supervised by the coach/moderator in charge. Only participants may stay with the adult in charge. Siblings and other students who are not enrolled in the activity cannot stay on school grounds unless they are in aftercare or if they are at an event with the supervision of their own parent or guardian or another adult. A note signed by the student's parent or guardian is required if a student is staying after school for an event. Please include the name of the adult who is responsible for this student.

Health Services

Physical Examinations: Each year all new students AND those entering N, Pre-K, K, second, fourth and seventh grades must receive a physical examination by a physician of their family's choice. The school nurse must conduct screening examinations for hearing, vision, scoliosis, etc., which are mandated by state law. When possible defects are found, parents are notified and should continue the investigation with their personal physician. Referrals are sent home for doctors and specialists to complete and return to school after they have assessed the child. According to the state, the nurse is responsible to establish follow-up procedures to ensure that each identified student will receive appropriate and necessary care. The school nurse does not provide medical treatment in any situation other than emergencies.

A copy of the student's up-to-date medical form and immunization record must be submitted before the start of the school year. If your child's immunization records are not up to date prior to the date supplied by the Nurse, children will not be permitted to attend class.

Communicable Diseases: In order to prevent the spread of communicable diseases and to ensure rapid recovery with a minimum of after effects, children should be kept out of school when they have the following symptoms: sneezing, headache, fever or chills, coughing, enlarged glands, red or discharging eyes, sore throat or skin disease, vomiting and diarrhea. Children, who have been absent due to illness, may not return to school until said child is fever-free for a period of at least 24 hours. Children who are ill with any communicable disease may be excluded from school and may be required to bring a doctor's certificate on return. Whenever possible, the school will notify parents of known exposure of their child to a communicable disease.

We hope to help your child learn a healthy respect for all drugs. Therefore, if it is necessary that medication be taken during the school day, written permission from a parent, a written order from the doctor, a prescription from the doctor and the medication in an appropriately labeled container from the pharmacy is required. This protocol pertains to both prescriptions and non-prescription medication (in the original sealed container in which purchased). The medication must be delivered by a parent or designated adult to the nurse. No child may transport medicine.

Homework

Homework is assigned for the purpose of extending student interests and to provide reinforcement of skills developed in the school program. At the same time, it is also a process, which can encourage the development of self-discipline and the ability to work independently.

Homework is a natural extension of the daily classroom learning process. The nature and degree of home study requirements will vary with each grade level, subject area, individual class and individual learner. Parents are expected to offer proper support and guidance to their children in completing homework assignments.

When your child is ill, please arrange to obtain the homework assignments from a responsible classmate or call the School Office prior to 11:30 AM. The books and assignments may be picked up after 3:00 PM the day the Office was notified.

Missing Assignments: Homework will be a percentage of the overall grade in each subject. Each teacher will give that percentage for his/her class at Back to School Night in September. For Grades 6 - 8, late assignments will receive 50% credit after the due date up to one week later after which, the assignment will receive 0%. Exceptions may be made on graded homework and/or large projects at the discretion of the teacher.

Promotion Policy

In an effort to maintain the scholastic and academic excellence of our school and to encourage each child to develop spiritually, intellectually, physically and socially the following Promotion Policy will be followed at St. Edward School.

Any child in Grades 1-7 failing two or more major subjects (unless the child was retained in a previous grade) will be considered for retention. Any student in the 8th Grade, failing two or more major subjects, must attend summer school and receive a passing grade. In this situation, the student will receive his or her diploma in September rather than at the Graduation Ceremony in June.

Publicity

By enrolling their child in St. Edward the Confessor School, parents give permission for St. Edward the Confessor School to use photographs or likenesses of their daughter/son in publications or any other material used in the school's promotion and communication efforts (newsletters, school website, video presentation, advertisements, etc.). **If there are any circumstances under which a student should not be included in these efforts, parents must submit written documentation to the principal prior to September 1st of each school year.**

Sexual Harassment

Sexual Harassment Policy: The Education Department of the Diocese of Rockville Centre and all schools within the diocese are committed to a work and learning environment in which all individuals are treated with respect and dignity, free from all forms of discrimination. Sexual harassment, or harassment, directed at a student's or an employee's race, creed, color, religion, national origin, ancestry, age, sex, marital status, military status, sexual orientation, disability or any other personal characteristic protected by law is unlawful and has no place in our schools or our Department and is strictly prohibited. It is our policy that every employee and student have the right to work and learn free of harassment, sexual or otherwise. This system applies equal to men and women, boys and girls, persons of the same and opposite sexes, students, employees, administrators, supervisors, co-workers, vendors and other visitors.

Examples of harassment which may violate this policy include verbal (including improper joking or teasing) or physical conduct that demeans or shows hostility or aversion towards an individual because of these protected attributes and that (1) has the purpose or effect of creating an intimidating, hostile or offensive working or learning environment as defined by law, or (2) has the purpose or effect of unreasonably interfering with an individual's work or educational performance; or (3) otherwise adversely affects an individual's employment or educational opportunities.

Sexual Harassment Prohibited: Conduct, which constitutes sexual harassment, will not be tolerated. While it is not easy to define precisely what types of conduct could constitute sexual harassment, examples of prohibited behavior include unwelcome sexual advances, obscene gestures, displaying sexually graphic magazines, calendars, or posters, sending sexually explicit e-mail or voice-mail, and other verbal or physical conduct of a sexual nature, such as uninvited touching of a sexual nature or sexually-related comments.

Depending upon the circumstances, the conduct can also include sexual joking, vulgar or offensive conversation or jokes, commenting on another person's physical appearance, teasing or other conduct directed toward a person because of his or her gender, which is sufficiently severe or pervasive to create an uncomfortable and hostile working or learning environment.

Complaint Procedure: Any employee or student who feels he/she is being subjected to, or witness to unlawful harassment should immediately speak to the

Principal or any school administrator. Every report of perceived harassment will be promptly and thoroughly investigated and corrective action will be taken where appropriate.

STUDENT RELATIONSHIPS Relationships among students depend upon respect for oneself and others. Pupils are expected to act as part of a team, supporting the unique talents of one another and accepting the differences of individual personalities. Although it is desired that students develop strong friendships, certain behavior is unacceptable. Behavior such as hand holding, lap sitting, kissing, touching or handling of another individual, etc. will not be tolerated in the school, at school activities, or on the school grounds at any time. If such behavior is seen, parents will be notified immediately.

Technological Devices

Cell Phones: Students may bring cell phones to school, but they must be kept in backpacks, turned off, and are to be used for emergency purposes with staff permission only. Cell phones may not be accessed and/or used during school hours, which includes morning drop-off; class time; visits to the gym, restrooms, or Church; afternoon pick up; or during after-school sports and activities, without permission. Cell phones may not be used as cameras at any time on school property. It is the student's responsibility to assure that the cell phone is turned off. Unauthorized use of the mobile phone will result in disciplinary action - confiscation of the phone until a parent or legal guardian picks it up.

St. Edward, the Confessor School, is not liable for valuable personal property and students bring such property to school at their risk.

NYS Mandated Reporting

In accordance with NYS law, all teachers, school personnel, and volunteers supervising children are mandated reporters. Mandated reporters are required to report suspected child abuse or maltreatment when in their professional capacity, they are presented with reasonable cause to suspect child abuse or maltreatment. If you suspect something, log it and report the incident to the Principal. If the Principal is not available, please contact the Nurse. If you prefer, you can call Child Protective Services directly. You may wish to visit the NYS Office of Children and Family Services website at ocfs.ny.gov website for additional information.

Confidentiality

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

Custody Issues

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

COMPUTER AND TECHNOLOGY

St. Edward, the Confessor School, will make available a variety of technological resources to support learning and enhance instruction. We encourage students to use the computers and technology available at the school. With this use comes RESPONSIBILITY. Violations of the following guidelines may result in a loss of access as well as other disciplinary or legal action in accordance with applicable laws and/or due process procedures. Users are expected to:

1. Respect the privacy of others.
 - Users will not attempt to learn the passwords of others.
 - Users will not attempt to gain unauthorized access to networked or stand-alone systems.
 - Users will not modify or read files of other individuals. However, it should be noted that system administrators have access to all data. Privacy shall not be assumed in this case.
2. Respect the legal protection provided by copyright and license to programs and data.
 - Users will not make copies of licensed programs in violation of copyright laws.
 - Users will not install their own software on computers without authorization.
3. Respect the integrity of every computer and of the Internet and other networks to which the school is or will be connected.
 - Users will not intentionally develop or use programs to harass others or infiltrate a computing system or damage or alter the software components or network.
 - Users will not intentionally send or receive inappropriate, obscene, or hateful messages or e-mail to others.
 - Users will not copy or modify the server, network or system files.
 - Users will not abuse computer or network hardware, (ex. mice, keyboards, etc.).
 - Users will not violate copyright laws.
 - Users will not use telecommunications for anything other than educational purposes.
 - Users will not employ the network for commercial purposes.
 - Users will properly utilize computer time and not waste limited resources/supplies at the expense of St. Edward the Confessor School.
4. Respect the materials and resources of St. Edward the Confessor School.
 - Users are limited to using approved educational games only.
 - Users will work in ways that will not disturb others.

All violations or suspected violations of acceptable use will be communicated to the principal. Users found to be in violation of fair use will be denied access to computers and related technological resources.

Possible actions include the following:

- Users may be banned from access to particular technological equipment, local or Internet facilities for a period of time.
- Users may be required to make full financial restitution.
- Suspension or detention is a possible outcome of severe violation.
- The user could face prosecution if criminal activity is involved.

If at any time a parent/guardian wishes to withdraw student permission to have Internet access, that parent/guardian must notify the principal in writing.

Testing Program

The Diocesan Education Department's Testing Program, including New York State and The Iowa Tests of Basic Skills will be adhered to for all grades. Attendance on testing days is of the utmost importance, and we urge you to make every effort to see that your child is present. These standardized tests provide a basis for an objective evaluation of each student. Every effort is made by the faculty to communicate the testing results to the parents in a thorough and precise manner.

Uniforms

The sole school uniform suppliers for St. Edward Confessor School is *Flynn and O'Hara*. They are located at 131 Sunnyside Blvd, Plainview, NY 11803.

School Uniform for Kindergarten – Fifth Grades

Girls - Short-sleeved white round collar or long-sleeved white round color blouse with a plaid jumper, button-down cardigan(optional), navy knee socks or navy tights and uniform rubber sole shoe only. Girls' hair accessories – coordinating plaid scrunches, and plaid headbands are available through Flynn. Please note that in the summer months (September – November 1, May 1 - November 1), girls may wear uniform navy dress shorts and knit shirt.

Boys - Navy twill slacks with pleats, white short-sleeved or long-sleeved button-down oxford shirt, plaid tie, navy or black belt, navy button-down cardigan sweater (optional), navy or black hosiery and uniform shoes with rubber soles only. Please note that in the summer months (September – November 1, May 1 - November 1), boys may wear navy dress shorts and knit shirt, with shorts or slacks. Boy's in grades K-2 may wear Knit Shirt all year long without the tie.

Middle School Uniform for Sixth – Eighth Grades

Boys - Gray flannel slacks, light blue oxford long- or short-sleeve shirt, choice of two ties (solid gray or gray plaid), navy long-sleeved V-neck sweater or navy sleeveless V-neck sweater vest with emblem, light blue colored knit shirt with logo (in summer months only), black belt, navy or gray socks, and uniform rubber sole shoes. **Please note sweater, vest or blazer must be worn over the oxford shirt at all times.** Boys may wear uniform knit shirt in the summer months (September – November 1, May 1 - November 1). Fleece pullover is to be worn to and from school but is not part of the daytime uniform. In addition, non-uniform sweatshirts may not be worn during class time unless given explicit approval by the administration.

Girls - Solid gray skirt, light blue oxford long- or short-sleeve shirt, light blue colored knit shirt with logo (in summer months only), navy long sleeve pullover sweater or navy sleeveless vest with emblem, navy or gray tights, navy or gray knee-length socks and uniform rubber sole shoes. **Please note sweater, vest or blazer must be worn over the oxford shirt at all times.** Girls may also wear the uniform skort during summer months (September – November 1, May 1 - November 1). Also, the blue fleece pullover can be worn to and from school but is not part of the daytime uniform. In addition, non-uniform sweatshirts may not be worn during class time unless given explicit approval by the administration.

Gym Uniform for Kindergarten - Eighth Grades: The gym uniform is mandatory for Physical Education classes. No substitutes will be allowed. Gym uniforms are not to be “restyled” in **ANY WAY**. Uniforms must be purchased from Flynn and O'Hara's. The gym uniform consists of navy sweatpants or navy shorts with logo, navy or white colored short sleeved shirt with logo, Grey long sleeved t-shirt and/or navy sweatshirt with logo. Sneakers are mandatory for PE classes.

Personal Appearance - Uniforms must be neat, clean, pressed, and in good condition. Students' hair must be worn in a conservative, well-groomed style. Extreme hairstyles are not permitted. Hair should be worn in such a manner that vision is not obstructed. Length of boys' hair should be cut to above the shirt collar. Dyed hair, facial hair, and hats are not permitted. If a student is out of uniform, he or she will receive a demerit (grades 4 - 8) and parents may be asked to pick the student

up from school or bring the appropriate uniform. Cleanliness is important and will be addressed by the school nurse and/or administration in a kind, proper manner if necessary.

Mass Uniforms: All students are required to be in full uniform on days they attend Mass. Dress-down cards should never be used on a day when the student will be attending Mass. If it is a gym day, students may wear their gym uniforms to school. However, students should be dressed neatly and appropriately for Church.

Dress Down Days: When the privilege of “dress down” day is afforded to the pupils, they are expected to have a neat, well-groomed appearance. The school reserves the right to reject unsuitable modes of appearance and other attire that is not age appropriate, in which case the student will be removed from class. Parents are to assume responsibility for the student’s appearance, and will be called upon to bring suitable clothing to school for the students to wear.

- No tight, frayed or ripped clothing
- Leggings permitted if worn with thigh-length top or with skirt
- Skirts and dresses should not be shorter than 2 inches above the knee
- No offensive images or writing not in accordance to Catholic doctrine
- No articles of clothes that are too tight

No tank tops

- No mid-drifts
- No athletic shorts
- All pants worn at the waist
- Shorts: mid-thigh only; no tight-fitting shorts; Capri’s are permitted
- Footwear: sneakers and sandals are allowed, no flip flops

N.U.T. Passes (No Uniform Today): Nut passes are given to students by the principal on occasion for the purpose of demonstrating to the students her appreciation and recognition of their accomplishments academically, socially, and faith filled. Students may use N.U.T. passes on a day of their choice; however the classroom teacher must be notified a day in advance. Students may not use N.U.T. passes on days of Liturgical Services.

Virtus Program

VIRTUS is a Diocese of Rockville Centre program designed to increase public awareness about how to further protect God’s children. This program is required of all adults who are responsible for children in a school setting. This includes parents who volunteer for class trips, lunch duty, and any other volunteer task in which an adult is given supervisory responsibilities over children. Information is available on the school website and the DRVC website at www.DRVC.org.

Required Volunteer Program

The use of volunteers is absolutely necessary in order for our school to keep tuition and operational costs at a minimum. St. Edward the Confessor requires that all families volunteer. Parents of students in grades K-8 are required to volunteer five hours during the course of the school year in addition to working one shift at our annual Christmas Tree sale. Parents of students in grades N and PK are required to complete three hours of service and one shift at our annual Christmas Tree sale. Failure to meet the volunteer mandate will result in being billed \$50.00 per hour. Families that wish to opt-out of the volunteer mandated and pay the fee prior to the start of the school year should contact the school.

Fundraising

The Parents Associations of St. Edward the Confessor School raises money to help control the cost of tuition. During the 2017-2018, PASE needs to raise eighty-nine thousand dollars to help the school accomplish a balanced budget. In order to meet this required each family in grades K-8 is asked to participate in two mandatory fundraisers, (Triple-Century and the Chocolate Sale). Parents of students in N and PK are asked to participate in the candy sale.

EMERGENCY DRILLS

Fire drills are conducted periodically. Detailed escape plans are posted inside each classroom. For fire drills, each class has an escape route to an outside area a safe distance from the building. Students are moved to these designated areas as quickly as possible. Safe, quiet, and orderly behavior is expected.

A detailed emergency preparedness plan is available in the school office. The school is prepared for a variety of emergency situations, including bomb threats.

*The following procedures are to be followed for all drills:
Exercises will be held without warning.*

Drills will occur in a variety of situations (lunchtime, specials, etc.).

*The building will be emptied of ALL PERSONS as quickly as possible and in an orderly manner.
Signs are posted in all rooms recommending the proper evacuation procedure.*

If a telephone or written bomb threat is received, the school will be evacuated immediately.

If an emergency arises where students need to be secured, a code word will be used. Students will be kept in rooms until further notice with the door locked. Police will be notified.

In the case of severe trauma (death of student, faculty member, etc.) the services of the Syosset School District (Counseling Department) or Diocese of Rockville Centre (Counseling Department) will be sought for expert assistance

SPIRITUAL AWARENESS

The atmosphere of a Catholic school should reflect the spirit of Christian life and learning. We offer our students a program of spiritual activities, which add and enrich the scholastic life. Catholic doctrine is presented in each grade in a relevant and meaningful manner. The liturgical year is developed through opportunities for attending

Mass and receiving the Sacraments.

In all spiritual activities, the school recognizes the fact that the parent(s)/guardian(s) also play an important role in the moral and spiritual training of the child. The example of the parent(s)/guardian(s) is the key factor for the spiritual development of the child.

Prayer is a part of the daily experience of the students. Daily prayer helps provide opportunities for the expression of love for God. Talking in a familiar fashion with God and listening to God is encouraged. Through prayer, students are made aware of God's presence within themselves and in their surroundings.

TEXTBOOKS

Respective public school districts furnish textbooks and workbooks. The school also purchases some books. If a book is lost, misused, or damaged beyond reasonable wear, the student shall pay for the book. The damaged book remains the property of the school. Graffiti of any kind on any textbook, workbook, or notebook is not allowed. A student may be required to recopy a notebook if such is found in unacceptable condition.

VANDALISM

The school, with its equipment, is private property. Willfully damaging or destroying this property is cause for immediate suspension and possible dismissal. The school requires that vandal damage be paid for before a student is allowed to return to class. If a student accidentally causes damage, he/she should report it to the teacher immediately so that the damage is not misconstrued as vandalism.

Non-Discrimination Policy

We welcome students and teachers of any race, color, sex and national or ethnic origin. We welcome students and teachers of diverse faith traditions, if they are able to participate in the activities and classes that relate to the Catholic tradition on which the school is founded. Diversity of faith tradition enriches us all. When enrollment space is limited our school gives preference in admission to families with children already enrolled in the school, then to families who are members of local Catholic parishes, and finally to the general public.

SCHOOL/HOME PARTNERSHIP

A strong, cooperative partnership between school and home is an essential ingredient for an effective education. The best interests and needs of the student remain paramount, yet must be balanced against the good of the school community. With all partners in the process working together, the student is afforded the best educational experience.

Parents who cannot support the policies of the school community, or do not display a positive role in the school-home relationship, may be required to remove their child from the school.

All families are expected to complete volunteer hours between August 1st and July 31st. For children in grades K-8 this requirement is for ten hours per family and for Nursery and PK this requirement is five hours per family. Each family is expected to volunteer one shift at the tree sale in order to help complete these hours.

Each family is expected to participate in our two mandatory fundraisers. The first being the World's finest Chocolate sale in the fall and the second being the Triple Century reverse raffle in the winter. The Parents Association is expected to raise over 110,000 dollars this school year.

ENROLLMENT

An offer of enrollment is made to applicants if space is available. This offer occurs when the school sends a tuition agreement Form to the family which must be returned with an enrollment deposit by a specific date. Forms not returned by the due date may void the offer of enrollment.

PROBATIONARY STATUS

All enrollments are subject to a six to nine week trial period to assure the appropriate placement of each child. The staff will work closely with parents/guardians and children during this adjustment period to help ease the transition. At the end of the probationary period, the Principal and/or Pre-K Director, teacher(s) and the parent(s)/guardian(s), will review the student's academic, behavioral, and social progress.

Discipline

Discipline must be founded on Gospel values and rooted in Christian theological principles. At St. Edward School, our discipline system is viewed as an extension of our ministry to the student. As such, the school ministers on the first level in the interpersonal relationship between teacher and student.

The teacher in the classroom leads and directs the student to a mature understanding of the relationship between efficient work habits, personal responsibility, and academic progress.

Honor and respect shall be shown to all teachers as an extension of the honor and respect shown to parents whom they represent. Children will be respectful, cooperative and courteous in their behavior towards all persons in all situations. Any conduct disruptive of a healthy learning environment will not be tolerated.

The ultimate goal of learning is self-discipline and self-direction. Helping the students grow in these areas should be the constant aim of both parents and teachers. Good discipline begins with the earliest training in the home, and it extends to the school community.

Most young people achieve the desirable goals of self-discipline as a normal outgrowth of the training received in the home, school, and community. However, some do not and it will be necessary for the teacher or principal to discipline those students, who, lacking in self-discipline, interfere with the learning environment of the classroom or school. In such case, a demerit is given to the student, which is to be signed by the parent/guardian and returned to the school. Students in grades four through eight are included in this policy.

Gross disrespect, negative attitude, leaving the school property without permission, continued disregard for school rules, physical assault, violent actions disruptive of school or school activities, destructive pranks, stealing or defacing school or personal property, gambling, cheating and/or lying and repeated failure to complete homework assignments are all considered major offenses.

Suspension from school and internal suspensions are employed by the Principal only for severe reasons. A repeated act after suspension or internal suspension will result in a transfer.

The following disciplinary procedure will be followed at St. Edward School:

1. Repeated infractions will be brought to the child's attention by the class or homeroom teacher.
2. If the situation does not improve, the matter will be referred to the Administration by the Class or Homeroom teacher.
3. The parents will be notified by either the Administration or by the Class or Homeroom teacher.
4. If the situation is not resolved, a Student – Teacher – Parent – Administration Conference will be scheduled. Discipline will be firm, and it is our sincere wish to strive to be fair in all cases.

Code of Conduct:

In all areas of learning, discipline must be considered in the development of the whole person. The Code of Conduct is based on the Gospel message of Jesus. Growth in self-discipline, a responsibility for Catholic moral values, and a loving respect for the rights of all persons is encouraged and nourished by the Code of Conduct. To achieve these ends, parents, faculty and students work together to create a Catholic school environment. These basic components include:

- a. Teachers have a right to teach. No student will stop the teacher from teaching.
- b. Students have a right to learn. No student will stop another student from learning.

Based upon the Catholic moral values and loving respect for others taught by Jesus, students:

- a. Will be honest and committed to integrity
- b. Will be respectful and courteous toward all teachers and adults
- c. Will refrain from harassment of any kind
- d. Will use appropriate language
- e. Will speak respectfully to and about others
- f. Will complete all assignments and participate fully in class
- g. Will respect all school and personal property
- h. Will refrain from any deliberate disruption in the school
- i. Will adhere to the school's cell phone policy and Electronic Watch Policy
- j. Will comply with the Internet Acceptable Use Policy
- k. Will demonstrate good sportsmanship when engaged in all school-sponsored co- and extra-curricular activities
- l. Will be present for all required activities unless officially excused by the administration
- m. Will adhere to the dress code (see also Dress Code)
- n. Will not give or receive unauthorized assistance on tests, quizzes or assignments
- o. Will not leave school grounds during the school day for any reason without permission from the principal/administration
- p. Will not bring to school nor possess at school any real or toy knives, guns (or any facsimile thereof), sharp objects that may be used as a weapon, matches, lighters, sparklers, laser devices, or any facsimile thereof. It is understood if this term is violated, suspension or expulsion may result
- q. Will maintain and support others who maintain a safe and drug-free environment at or near school and at all school-sponsored functions/activities with the understanding that possession or distribution of alcohol, drugs, tobacco, or any other substance that may be harmful or dangerous and forbidden will result in suspension or expulsion from school (see also Substance Abuse/Weapons)

r. Will not engage in any physical or verbal contact with another student which could be interpreted to be an inappropriate display of affection. Such conduct is prohibited on school grounds or at school-sponsored activities. s. Will, at all times, whether at school or in the community, conduct themselves in a manner which reflects the Catholic values and principles of the school. [All of the conduct expectations include student use of the Internet.]

The school observes this Code of Conduct because it is built on fundamental Catholic social teachings. The role of the principal/administration, staff and faculty is to work with the students and parents to assist the students in developing a strong Christian attitude toward life. St. Edward the Confessor School provides a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats (seriously or in jest or online) face detention, suspension, and/or expulsion. Harassment of any type is not tolerated. The School Psychologist investigates all complaints of harassment. Students involved in harassing behavior face detention, suspension, and/or expulsion. Inappropriate content on personal sites/blogs such as, but not limited to, Instagram, Twitter, Facebook, Tick Tok that is associated with St. Edward the Confessor School or is considered to be in conflict with the rules of conduct as outlined in this handbook is subject to disciplinary action at the School. This includes, but is not limited to, defamatory comments regarding the school, the faculty, other students, or the parish

See Disciplinary Point System for further information on Disciplinary Consequences.

Detention: Detention will be held on Wednesday mornings bi-monthly from 7:30 AM until 8:30 AM. Parents will be notified if their child is expected to attend early morning detention and the date the student will be attending. Parents or guardians will be responsible for providing transportation for their child when detention is deemed necessary.

Off-Campus Conduct: The administration of St. Edward the Confessor School reserves the right to discipline its students for off-campus behavior that is not in line with behavior expectations of its students during the course of the school day. This off-campus behavior includes but is not limited to cyber-bullying and/or social networking behavior or inappropriate behavior at a school-sponsored event.

SUSPENSION

Suspensions from school are given by the administration for the very worst infractions of school rules and policy. Teachers cannot give suspensions. Suspensions will be “in school” unless circumstances warrant an out of school suspension.

A suspension is given only as a last resort. It signifies that the student’s behavior has been so disruptive that the only reasonable way to deal with the situation is to remove the student from the school environment or the classroom setting. Reinstatement will not be granted until the principal, and the student’s teacher(s) are satisfied that the reason for misconduct has been effectively eliminated.

Three suspensions may lead to dismissal.

Threat of Violence: The action plan for a threat of violence will be as follows:

1. When a threat of violence by a student to a student, teacher, or any individual is reported, immediate action will be taken.
2. Upon reasonable confirmation of the threat, the student will be isolated, taken out of the classroom, etc.

3. The student will be kept under adult supervision at all times.
4. Locker search, backpack search, etc. may be deemed appropriate.
5. The student's parents will be notified.
6. The Nassau County Police will be informed of the threat.
7. The student will be suspended immediately for the threat of danger to the health and safety of others.
8. Mandatory attendance of counseling services by the student will be required.
9. Further consequences will be determined by the Pastor and Administration in coordination with law enforcement agencies.
10. The Diocese of Rockville Centre Superintendent will be notified.

Bullying

Introduction

Bullying is prohibited in our school. It must not be tolerated during the school day nor during any school-sponsored activities on or off the school grounds. Bullying and intimidation are actions that are contrary to the teachings of Jesus Christ. This behavior is against the fundamental tenet of "Love your neighbor as yourself", and destroys respect for the dignity of the student, undermines the Christian atmosphere of the school, and deprives the student a safe and caring learning environment.

Scope of Policy

This bullying policy is to be applied to Kindergarten through Grade Eight at St. Edward's School. It addresses bullying and does not replace any policies that deal with individual student misconduct or behavior.

This policy will not apply to the Nursery School and Pre-School programs. It is recognized that these children are very young and are learning social skills. Unkind acts that occur at the Nursery and Pre-School level will be handled by the child's teacher. The teacher will work with the student, family, and principal (as needed) to address these situations.

Definition of Bullying

"Bullying" is defined as any overt acts by a student or a group of students directed against another student with the intent to ridicule, harass, humiliate, or intimidate the other student while on school grounds, at a school-sponsored activity or on a school bus, which acts are repeated against the same student over time. Such policies may include provisions addressing bullying outside of the school setting if it has a direct and negative impact on a student's academic performance or safety in school. Bullying includes but is not limited to physical intimidation or assault, extortion, oral or written threats, teasing and put-downs, name-calling, threatening looks, gestures or actions, cruel rumors, false accusations, and social isolation.

In accordance with this definition, the following factors should be considered before identifying conduct by a student or group of students as bullying in violation of school policy. The determination that

conduct does not constitute bullying under state law and school policy, however, does not restrict the right of the administration to impose appropriate disciplinary consequences for student misconduct.

Location

Bullying in violation of school policy must occur on school grounds, or at a school-sponsored activity (which includes transportation services). Conduct that occurs off-campus, e.g. harassment over the Internet, physical intimidation in the community, is not bullying under this policy unless it has a direct and negative impact on a student's academic performance or safety in school.

Repeated misconduct

Bullying in violation of school policy must be "repeated against the same student over time." An isolated incident, however egregious, is not "bullying" under state law and school policy. Similarly, numerous acts of misconduct against different students do not constitute "bullying" under state law and school policy. While serious, both isolated incidences of bullying behavior and numerous acts of misconduct against different students will be appropriately addressed under the school's discipline policy and will be entered in a log to ensure a pattern of bullying behavior does not develop.

Ridicule, harass, humiliation, and/or intimidation

Bullying is more than misconduct. Bullying is marked by the intent to ridicule, harass, humiliate or intimidate the victim. In evaluating whether conduct constitutes bullying, particular attention should be paid to the words chosen or actions taken, whether such conduct occurred in front of others or was communicated to others, how the student accused of bullying interacted with the victim, and the motivation, either admitted or appropriately inferred, of the alleged violator.

Complaint Process

Formal complaints

Students and/or their parents or guardians may file written reports of conduct they consider to be bullying. These written reports shall be reasonably specific as to the actions giving rise to the suspicion of bullying, including time and place of the conduct alleged, the number of such incidents, the target of such suspected bullying, and the names of any potential student or staff witnesses. These reports can be filed with any teacher, who will forward them to the principal, or directly to the principal, for review and action.

Informal complaints

Students may make informal complaints of conduct that they consider to be bullying by the verbal report to a teacher or administrator. Such informal complaints shall be reasonably accurate as to the actions giving rise to the suspicion of bullying, including time and place of the conduct alleged, the number of such incidents, the target of the suspected bullying, and the names of any potential student or staff witnesses. The individual who receives the informal complaint shall promptly forward a written complaint, including the information provided to the principal for review and action.

Staff responsibilities and intervention

Teachers, administrators and other professional staff such as teacher's aides, and the school nurse, who witness bullying, as defined above, shall promptly notify the principal of the events observed, and shall immediately file a written incident report concerning the events witnessed.

Teachers and other professional staff members are encouraged to address the issue of bullying in other interactions with students. They may find opportunities to educate students about bullying and help eliminate bullying behavior through class discussions, counseling, and reinforcement of socially appropriate behavior. Teachers and other professional employees should intervene promptly (unless intervention would be a threat to the staff member's safety) whenever they observe student conduct that has the purpose or effect of ridiculing, harassing, humiliating, or intimidating another student, even if such conduct does not meet the formal definition of "bullying".

Investigation of Complaint

Once a complaint has been reported, the principal shall promptly investigate to determine if bullying has occurred. The administrator will review the log referred to in #17 of the "Expectations of the Student" section to also see if there is a pattern of bullying behavior and will use that as a tool for investigation. Investigation of alleged bullying may also include interviews and conversations with students (including witnesses, the victim(s), and the student(s) accused of bullying), parents, faculty, staff and school records. Parents of children filing a complaint and named in the complaint will be made aware of the investigation.

An investigation of an anonymous complaint shall be limited as appropriate. Such limitation of the inquiry may include restricting action to a simple review of the complaint, discussing the claim (with or without discussing it with the alleged violator) subject to further receipt of information and/or the withdrawal by the complaining student of the condition his/her report be anonymous.

Consequences of Actions

Once the investigation is complete, the school principal shall determine the implications for the individual(s) on a case-by-case, age appropriate basis. Bullying can take many forms and can vary dramatically in how serious it is, and what impact it has on the victim and other students. Accordingly, there is no one prescribed response to verified acts of bullying. While conduct that rises to the level of "bullying," as defined above, will generally warrant disciplinary action against the student responsible for bullying, whether and to what extent to impose disciplinary action is a matter for the professional discretion of the principal in consultation with the pastor and the education department of Rockville Centre. It is the goal of the administration, faculty, and staff to have the child achieve redemption, learn, and stop the bullying. The following are possible interventions to enforce the prohibition against bullying.

Non-disciplinary interventions

When verified acts of bullying are identified early and/or when actions do not reasonably require a disciplinary response, students may be counseled as to the definition of bullying, its prohibition, and their duty to avoid any conduct that could be considered bullying.

Disciplinary Interventions

When acts of bullying are verified, and a disciplinary response is warranted, students are subject to the full range of disciplinary consequences. Children who participate in bullying acts may be asked to perform some type of community service within our School/Parish, make amends with the child(ren) that are victims of the bullying acts, and will be issued an age appropriate consequence. Community service may include but is not limited to, tasks in the classroom, cleaning up grounds or the building. Making amends shall include, but is not limited to, making a card or writing a letter to the child, apologizing to the child, performing an act of kindness. Punitive action may include the loss of recess, detention (grades 5-8), in-school suspension, suspension at home, and expulsion. Parents of all disciplined children will be notified of the consequences.

Depending upon the severity of the situation, the administrator may also take steps to ensure student safety. These may include implementing a safety plan, separating and supervising students involved, providing staff support for students as necessary, requesting a parent conference, requiring that a student/family obtain professional counseling, developing a supervision plan with parents, and notifying law enforcement in the most severe cases.

Educational Measures

The faculty of St. Edward's will include education about the harm, culture, and injustice caused by bullying into their curriculum where it is possible and appropriate. The Religion Program in grade K-8 will integrate issues about bullying behavior into the classes.

Reports to the victim and his/her parent or guardian

If, after investigation, acts of bullying against a particular student are verified, the principal shall notify the parent or guardian of the victim of such finding. In providing notification, the statutory privacy rights of the person responsible for bullying must be respected. The specific disciplinary consequences imposed on the violator, as reflected in the student's educational records, shall not be disclosed to the parents or guardian of the victim, except as provided by law.

All reports of potential bullying must be made in writing addressed to the school psychologist.

EXPECTATIONS OF THE STUDENTS

The faculty and administration of St. Edward the Confessor School expect the students of our school community to behave in a responsible and caring way. The students shall:

- 1. Accept the leadership and authority of teachers, principal, and other staff members.*
- 2. Cooperate with teachers and other students.*
- 3. Cooperate with parent volunteers.*
- 4. Be courteous.*
- 5. Be honest in all class work and homework.*
- 6. Use acceptable language.*
- 7. Remain on school property until dismissed by a teacher or the principal.*
- 8. Not chew gum in the building, on the school bus, or on school property.*

9. *Not eat or drink in bus lines, the library, or hallways.*
10. *Be in the school building before or after school only with the permission of a teacher or the principal.*
11. *Be in proper school attire while on school property.*
12. *Show consideration and care for school property.*
13. *Complete all assignments on time.*
14. *Return any test or tasks requiring a parent's signature.*
15. *Not carry matches, knives, guns, tobacco, alcohol, or illegal substances of any kind. (Failure to comply may result in expulsion.)*
16. *Obey all rule and regulations about transportation.*
17. *Not verbally or physically abuse another student at any time. If an act is severe, with the intent to humiliate, harass, ridicule or intimidate a child, it may be reported in a log that may be used over time to prevent and/or identify a pattern of bullying behavior. Information in the log is confidential and will not be part of a student's school record.*
18. *Assume responsibility for learning:*
 - a. *Be attentive in class.*
 - b. *Come to school prepared and ready to learn.*
 - c. *Be organized.*
 - d. *Use time wisely*
 - e. *Cooperate with peers and teachers.*

Inappropriate behavior may be handled in a variety of ways. Based on the misdeed, the student may:

1. *Be denied lunch time.*
2. *Be assigned a writing punishment, which may require a parent's signature.*
3. *Be removed from the class for a specified period.*
4. *Be required to remain after school to complete work (parents will be notified).*
5. *Receive a detention.*
6. *Receive an in-school suspension.*
7. *Be suspended from the school.*
8. *Face expulsion.*

Disciplinary Steps

NOTE: The Principal may omit steps and immediately move to more serious consequences. These are usually areas where safety and security of the student and the school community are involved.

Step 1: Self Discipline *Students will learn and try their best to fulfill the expectations of SECS students.*

Step 2: Classroom Discipline Action *The student receives a verbal warning from the teacher and suggestions of behavior modification. If necessary, consequences will also be imposed.*

Step 3: Teacher Discipline Action *If the inappropriate behavior persists, the teacher will notify parents/guardians by phone and/ or written messages. The students will receive consequences within the classroom as outlined in the teacher's classroom discipline policy. The principal is notified and will receive a copy of the discipline notice.*

***Step 4: Principal Discipline Action** If inappropriate behavior continues, parents/guardians will be notified by phone and/or messages. The principal will give a citation. The principal will interview with the parents and student, and appropriate consequence will be assigned. This or further infractions may warrant a suspension.*

***Step 5: Suspension for One or Two Days** Parents/guardians are notified, and a conference with the parents/guardians is held to outline further courses of intervention, such as a behavioral contract. Pastor is informed of the suspension. Suspended students will be sent home or serve their suspension at school at the discretion of the principal.*

***Step 6: Suspension for Three Days or more** Parents/guardians are notified, and a conference with the parent/guardians is held, during which time a behavioral contract is reviewed. The pastor is notified. A student may be re-admitted after meeting with the principal regarding the terms and conditions deemed necessary. Suspended students will be sent home or serve their suspension at school at the discretion of the principal. If a student is suspended, homework/class work and tests missed are required to be made up, but only partial credit will be given. Students will not be able to participate in any school activity until they have returned to school.*

***Step 7: Dismissal** In cases of serious infractions, the student, may be dismissed from the school by the Principal or the Pastor.*

CELL PHONE AND ELECTRONIC EQUIPMENT POLICY

Students may bring to school a cell phone and/or other authorized electronic equipment (iPod, video game, camera, etc.) if they are kept in the off position in their lockers or back packs during the school day. Such equipment may only be used before 8:15 am and after 3:00 pm. This includes any field trips during school hours.

Infractions to this rule result in:

- ❖ 1st offense – student will stay after school and serve detention and the item(s) will be kept in the office until a parent/guardian picks it up.
- ❖ 2nd offense – student will serve a one day school suspension and the item(s) may not be brought back to school.

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Chromebooks

Children in grades 5-8 are issued a Chromebook to use for instructional purposes during the school day's. Chromebooks are secured in the school overnight. **Any damage deemed to need repair will be the responsibility of the parent of the child who is assigned that Chromebook.**

Wellness POLICY AND GUIDELINES

Effective September 1, 2016

The faculty and staff St. Edward the Confessor School recognize that, on occasion, it is appropriate for our classroom communities to celebrate together as a class to mark a special event or the birthday of a classmate. While these events do provide a social learning opportunity, they do impede upon precious academic learning time. The following guidelines are designed to allow for classroom parties and birthday recognitions, without unnecessarily infringing upon academic time.

Celebrations in the Classroom:

- Balloons, flowers, etc. are not to be delivered at school, as they can cause a disruption in the classroom.
- Children will only be permitted to bring leftover treats to 3 neighboring classrooms.

Birthday Treats: If you plan to send a treat for your child's birthday, we ask you to follow these simple guidelines:

- You are encouraged to send healthy treats
 - Birthday treats should be store-bought, with a list of ingredients visible. If you are making treats from scratch, please send the original box that the product was made in detailing all the ingredients.
- Birthday treats will be served at a time of the teacher's discretion.
- All birthday treats should be left at the school nurse's office. They will be delivered to the classroom by a staff member or picked by the homeroom teacher after lunch.
- Please contact your child's teacher to find out how many treats to send and if there are any allergies in the classroom, (ex: peanuts, flour, eggs, milk).
- In order to prevent multiple treats on one day, please notify the teacher a few days in advance of the day you would like to send a birthday treat.
- Please contact your child's teacher if you would like to schedule an alternative treat day if your child's birthday falls on a holiday or summer.
- Please send individual-sized treats that can be served and consumed during a short, ten-minute periods of time. Cupcakes are fine, but no cakes, please.
- Party favors or treat bags are not permitted. · Please note that only parents or grandparents may provide a treat for their child's class on the occasion of their child's/grandchild's birthday. Thank you for your cooperation!
- Per school policy, birthday party invitations may not be passed out during the instructional day.
- Arranging for entertainment, pizza, classroom parties, activities, games, etc. is not appropriate or permitted during school hours, including lunchtime.

Classroom Celebrations:

Historically, there have been several PASE sponsored class parties each school year. These parties have been on Halloween, Thanksgiving, Christmas, St. Patrick's Day, Easter, and the last day of school. Classroom teachers are assisted in the planning of the class parties by class parents. Refreshments for class parties should include light snacks and beverages with an emphasis on healthy snack choices such as cheese, crackers, fruits and vegetables. Any baked goods must be approved by the school nurse through the demonstration of ingredients. Class parents are asked to be conscience of allergies that students may possess. The class party may include craft activities or games organized by the room parent, but these kinds of activities are not required. Class parties are to be scheduled near the end of the school day and are limited to a maximum duration of one hour, which includes time for cleaning up the classroom. All plans and details for class parties must be reviewed and approved by the classroom teacher before being finalized. Parent participation in class parties is limited to class parents and 2 others at the teachers' discretion. All volunteers must be Virtus Trained.

In the case of a child who has extreme allergies, food celebrations will not take place in that classroom and other alternatives will be sought out.

****Handbook Policy:** In light of the unique situations that may arise in the educational process, and because it is impossible to foresee all school issues that arise, the faculty and administration reserve the right to address and to take appropriate action for any such situations not specifically referenced in this manual. In addition, in view of the unique and essential religious mission of the School, it is expressly understood that the school may take actions in cases where moral offenses occur which reflect adversely on the school, the Catholic Diocese of Rockville Centre of the Roman Catholic Church, or which interferes with the ability of the school to perform its religious mission or to adequately maintain the intimate working relationship between the school and the Community of Faith.*

This handbook has been written and developed by the administration, faculty, staff, and Pastors of St. Edward the Confessor, Syosset, New York, during the school's 57-year history. It is updated annually. The material within is a reflection of the collaborative efforts and Christian spirit that has existed through the years - "teaching from generation to generation" - at St. Edward the Confessor School.

Termination of the Educational Relationship Due to Parent and/or Legal Guardian Behavior:

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

NOTES

SIGNATURE RELEASE FORM

Please Return to school at your earliest convenience

We are aware of the school policies and regulations and agree to abide by the handbook contents. We will support the Administration and Faculty and see to it that our son(s) and/or daughter(s) abide by these policies/regulations.

Signature of Mother/Guardian

Signature of Father/Guardian

Date Date

Signature of Student

Grade

Signature of Student

Grade

Signature of Student

Grade

Signature of Student

Grade

