

ST.MARTIN OF TOURS SCHOOL HANDBOOK

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

MISSION STATEMENT

St. Martin of Tours School is a parish school that follows the American Bishops Pastoral on Catholic Education- To Teach As Jesus Did. We share and live the message of God with our children. We serve the local and global community. We welcome students and families from diverse backgrounds. We enable students to achieve higher levels of learning through differentiated instruction. We promote positive self-esteem and celebrate individual strengths. Together, we become a truly child-centered community.

We believe that:

- Our Catholic faith and values are embedded in all our actions.
- Each student is unique and valued by God.
- Faculty and staff are role models of our Catholic faith.
- Children learn best in a safe and caring learning environment.
- Parental and parish support is a benchmark of our school.
- Service is a critical part of faith-based education.
- Every child can learn and reach their full potential

Sacramental Programs: It is the policy of the Diocese of Rockville Centre for children to receive their sacraments in their registered (home) parish. Attendance at St. Martin of Tours School does not dictate children to make their sacraments in our parish. If your family belongs to a parish other than St. Martin of Tours, parents are to register with the Religious Education Director in their parish. **If a family wishes to register at St. Martin of Tours Parish, they must be registered in St. Martin of Tours parish by September 5th of the sacramental year.** We discourage families from switching parishes just for the reception of sacraments on a grade level.

At the beginning of each school year a **Pledge of Non-Violence** will be signed by all of us *to raise consciousness of the need to be true followers of Christ.*

SCHOOL HOURS

School hours are from 8:05 a.m. until 2:35 p.m. All students, K to 8th Grade, must be in school **daily by 8:05 a.m.** Prayers and Morning Announcements begin at 8:05am. Nursery and Pre-K morning session begins at 8:15am. As a safety precaution, children are not permitted to leave school property once they have arrived. **STUDENTS SHOULD NOT COME TO SCHOOL BEFORE 7:50 A.M. UNLESS ATTENDING THE BEFORE SCHOOL PROGRAM.** Please follow the procedures for Before School Program.

NEW ENTRANTS: All students are admitted on probation for the first two trimesters. **If for any reason, it is deemed that there is not an appropriate fit between school and student; a student will be requested to transfer to another school.**

EDUCATIONAL RELATIONSHIP

Education is a relationship; when in the view of the school that relationship is no longer viable, parents are required to withdraw their child/children.

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.

IMMUNIZATIONS & MEDICATION

All students must be immunized according to the laws of New York State. Education law requires that all children in grades Pre-Kindergarten, K, 1, 3, 5, 7, and all new students receive a physical examination.

MEDICATION: New York State law prohibits the dispensing of medication without written orders from a physician indicating the type of medication, dosage, method of storage, and exact time of administration. Students should never bring prescription or over the counter medication to school. This includes cough drops. The medication may be accepted only by the Health Office from a parent or guardian and it must be in its original sealed container. Instructions concerning students with special medical requirements throughout the day should be made available to all school staff who works with the child. Should your child get hurt/injured after regular school hours – starting from Friday afternoon aftercare program through Sunday night or at home during the weekday after school dismissal, **DO NOT DELAY** seeking medical care/attention. A medical diagnosis and instructions for care during school hours for the school nurse must come from the doctor.

EMERGENCY INFORMATION

THE SCHOOL EMERGENCY CONTACT SHEET must be completed fully and returned to school the following day of class. **Emergency Phone numbers and cell phone numbers are mandatory. Please note any change of address or telephone number immediately to the School Office** so that we may update our records, for your child's safety. If you change your employment please notify the School Office with the name of business, address and telephone number. This is necessary in case of an emergency. Students will not be permitted to remain in attendance at St. Martin of Tours School without a working parent contact telephone number.

CURRICULUM

Saint Martin's School follows the requirements of New York State and the Diocese of Rockville Centre. All children must participate in Religion classes each day. Within this program, faith, values, family-life education, peace, and social justice issues are shared.

FIELD TRIPS

Field trips may be planned once per trimester at the teacher's discretion. All teachers and classes on a given grade level do not necessarily have to make the same field trip. Since these trips are provided as part of the school's educational experience, all students are ordinarily expected to participate. If, for some important reason, a student cannot attend a field trip with his or her class, **the child is expected to attend school on that day.** Assignments will be provided for the student. **These field trips will be enjoyed by all students whose conduct and cooperation are deemed satisfactory by their teachers. All financial commitments must be current for a child to participate.**

HOMEWORK POLICY

Students in grades K-8 have written or study assignments each day. Homework is given to reinforce concepts and skills that have been taught. It also provides students with an opportunity for growth in the area of study and organizational skills. Completion of homework will be reflected on a student's grade. Daily pleasure reading should be encouraged by parents. All students in grades 3-8 must use the **School Assignment Book which must be signed by a parent along with the homework as directed by teacher.** If a child fails to complete home assignments, the teacher will handle the failure as explained at the September Orientation meeting. If a child is sick, parents should request homework assignments when they call reporting the absence or no later than 9:15 am. Parent or guardian, must sign all written homework, and tests, using their full signature (no initials). This includes special subject areas. Homework and projects must be handed in on time if full credit is to be given.

In case of absences due to illness, teachers will allow sufficient time to complete assignments with written documentation from doctor or parent of illness or injury. **Students will be responsible for completing missed assignments.** Upon returning to school, students should personally verify that they have received all outstanding assignments by personally checking with several reliable students. Absence from school for vacations other than when school is closed is discouraged. No school work will be provided to students. All assignments are due upon return to school; missing assignments will be calculated into a student's grade.

PLAGIARISM IS ILLEGAL. It is defined as using any material taken directly from books, periodicals or the internet, not properly cited, and claiming said information as student's work. Homework, school reports, and research papers are not to be taken from the original source and turned in as the child's work. The student may read, and summarize such material. If using said work, credit must be given to the original author. If a student plagiarizes work s/he will receive a zero as a grade. Additional consequences may be given (i.e.-parent conference, detention, suspension, or expulsion).

SPECIAL SERVICES

Special education and related services such as speech-language therapy, occupational and physical therapy are available through Amityville school district's Committee on Special Education. Pre-School Services are provided by the child's home school district.

The Instructional Support Team (IST) is a school-based pre-referral support system available to provide guidance and suggestions to teachers and parents. With students experiencing instructional, behavioral, social or emotional challenges, the team assesses students' needs and implements modifications and accommodations for students as needed.

TEXTBOOKS

Textbooks are to be covered. Standard-size **schoolbags or backpacks** must be used by all students, K-8 (no duffle bags, please). **As a safety precaution, schoolbags with wheels are not permitted in any grade.** Parents are responsible to the district for any lost or damaged books. It is the responsibility of a student/parent to place his/her name in the textbook when picking the books up from a school district.

PARENT TEACHER CONFERENCE

These conferences provide a vital communication between home and school. If Assessment Card conferences are cancelled due to weather conditions, a new date will be published. Parents are expected to attend a September Orientation meeting, and Assessment Card Conferences after the first and second trimesters.

POWERSCHOOL PARENT PORTAL

PowerSchool is a web-based record system. Parents are able to view their child's grades, attendance and teacher comments between trimesters. A parent will be assigned a WebID, Password, and directions to create an account for his/her child/ren. All information for access to this system will be provided to all new incoming families in September.

GRADE PROMOTION / RETENTION

A student's promotion to the next grade is determined by the Principal, and the Teacher(s). Retention factors include the student's test results, ability with respect to class work and homework, ability to comprehend curriculum, and readiness for the next grade level. Any student who fails two major subjects at the end of the academic year may be retained. Successful completion of the subjects in a recognized summer school program with documentation will be considered for promotion; the final decision rests with the Principal. Eighth-grade students who fail two major subjects will not receive their diplomas unless they complete and pass summer school courses.

SCHOOL AND CLASS BEHAVIOR

St. Martin of Tours students are expected to demonstrate Christian conduct.

School regulations are established to provide the proper learning environment, to ensure the safety of all students, and staff, and to protect school property. Since we strive to educate the whole child, we strive to develop respect, self-discipline, responsibility, truthfulness, cooperation, and courtesy in each student.

CODE OF CONDUCT

The following behaviors are unacceptable and may result in one or more of the following consequences: demerit(s), detention, conference with parent (s), suspension, expulsion, or forfeit the privilege of participation in special school events (i.e.-field trips, dances, & field days).

- Disrespect shown to any member of the school community
- Fighting, physical or verbal
- Verbal or physical abuse
- Abusing school property – Defacement or destruction of school, community or school members' property
- Misusing, damaging, or tampering with the settings on the school computers
- Foul language or gestures
- Disruptive behavior
- Persistent homework incompleteness
- Talking during emergency (ex: fire drill, lockout, lockdown)
- Persistent uniform violations
- Chewing gum on school property
- Repeated lateness (3 unexcused latenesses will receive a demerit)
- Use of cell phones and/or other electronic devices throughout the school day and at after school activities
- Inappropriate displays of affection

STUDENT TO STUDENT HARASSMENT

In keeping with the guidelines of the Diocese of Rockville Centre the following behavior is deemed inappropriate for our students: **any student, who threatens another student with bodily harm or brings anything to school which could result in injury to another person, will receive consequences that may include but not be limited to suspension or expulsion.**

Harassment means any intimidation or disrespectful action, word or gesture. The deciding factor is whether a particular phrase, gesture or behavior is unwelcome by the student receiving it or witnessing it. Harassment may also include discrimination and bullying.

Reporting Procedures: Tell harasser to stop and report it to a staff member immediately.

DIGNITY FOR ALL STUDENTS ACT

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

Codes of Conduct exist for students, staff, and volunteers and policies are in place to create a safe environment in our schools free from harassment, discrimination or, any form of abuse. Awareness and prevention training is mandatory for all staff and volunteers in our schools, and all students are provided with age appropriate instruction that 1) defines abuse, 2) makes clear how to report abuse, and 3) provides training on personal safety skills.

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

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

CONFLICT MANAGEMENT

The ability to resolve conflict is essential to our students now and in the future. The Peer Mediation program is designed to benefit our children by teaching them how to take responsibility for their actions and how to resolve their disputes in a peaceful, and productive manner. **It is important for students to learn how to resolve their own conflicts.**

DRUG OR ALCOHOL ABUSE

Students using or possessing drugs or alcohol while in school are considered a serious threat; serious consequences will be given and their parents will be notified immediately. Students found using or possessing drugs or alcohol will be required to attend a program designated by the Principal in order to remain in school. Selling or passing drugs or alcohol, however, will be considered grounds for immediate expulsion.

SCHOOL DETENTION

A detention notice is issued to inform parents of the detention class. The detention notice must be signed and returned to the issuing teacher the next day. **Any discussion regarding the detention will take place after the notice is signed.** Detention is held on Wednesdays for grades 2-8, 2:45 to 3:45 p.m., beginning September 23rd. **Parents must provide transportation or write a note giving the student permission to walk home.** Detentions are kept on file in the School Office. Parents must pick up children at 3:45 outside the school's front door. **Three lunch detentions equal one afterschool detention.**

Students receiving multiple detentions and/or disciplinary report will receive consequences that may include but not be limited to suspension, parent/conference, or expulsion.

STUDENT ATTENDANCE & ABSENCE

Good attendance and punctuality are essential to scholastic progress. The only legal excuses for absence or tardiness are sickness, death in the family, impassable roads or weather making travel unsafe, or required presence in court. When a child returns to school following an absence, **New York State Law requires that the child bring a dated note from a parent or guardian with a clear explanation for the absence.** Please call the School Office from 8:00 a.m. to 8:30 a.m. any day your child will be absent. A doctor's note is expected for a prolonged illness of 5 days or more. Please view our complete Comprehensive Attendance Policy on our webpage at www.smtschool.org.

LATENESS

A student who walks or rides in a car is late if not in school at 8:05 a.m. When late, a student must stop at the Main Office for a late pass. It is the parent's responsibility to walk the child into the Main Office and sign the Late Pass. For walkers, a late pass must be signed by a parent and returned to the homeroom teacher the next day. Students arriving late without an excuse may receive disciplinary actions and/or require a parent conference. **If you have three late passes a demerit will be issued. Three demerits will equal a detention. Ongoing and chronic lateness will be dealt with as a behavior problem as it is a disruption to the class, and the educational program of the child.**

FINANCIAL POLICY

Kindergarten through 8th Grade financial commitments for enrollment at St. Martin of Tours School is:

- Ten Tuition payments according to monthly schedule, from Smart Tuition Management Services.
- All families must be actively involved in the SCRIP Program as part of their tuition responsibility.
- Registration fee of \$155 per child for returning students; \$255 per child for new students.
- Participation in the School Service Program, or a **\$400** School Service Fee; \$200 due in November & \$200 due in February.
- **FOR EIGHTH GRADE STUDENTS:** All financial commitments must be met by May 18th for students to be eligible to participate in graduation activities and ceremonies.
- **All financial commitments must be current for a child to participate in class trips.**
- Tuition rates for the current school year may be obtained from the Main Office or Business Office

Contributing tuition rates apply to all families who show they are members of a parish. Each family is expected to contribute \$450 yearly (from 1/1—12/31) through weekly envelopes to the church in which they are a registered parishioner. All new families to the school must contribute \$225 (from 9/1-12/31) for the first school year and then \$450 each year after. Any family not fulfilling this obligation will be charged the non-contributing tuition rate in January. If tuition is paid in full by the 1st Friday in October, you will receive a 5% discount. Credit card payments will be accepted, but you will only receive a 3% discount. Delinquency of payment in excess of three months may result in a family being asked to withdraw their children from the school. Assessment Cards will not be distributed and Parent Portal access will also be denied to any family members whose account is in arrears. All accounts are expected to remain current. If there are any problems or questions regarding tuition payments, please call the business office at 264-0124.

Re-registration begins during Catholic Schools Week. For budgeting and planning purposes,

accurate enrollment numbers are imperative.

SCRIP

In an effort to keep tuition affordable, participation in the SCRIP (gift cards) program is mandatory for our families. This program is per family, **NOT** per child. **Each family of students in grades K-8th is required to participate in one of two ways:**

- A minimum of \$2,000 in SCRIP purchases must be attained by May 18th.
OR
- Contribute a one-time payment of \$200 per family paid to “St. Martin of Tours Scrip” by the second Wednesday in October in your family envelope that has been provided.
- If your family has not paid the **\$200** one-time payment (due by the 2nd Wednesday in October) or has not purchased any scrip by the third Wednesday in November a fee of \$250 will be added to your tuition statement for non-participation in this program.
- SCRIP can be purchased on Wednesday and Friday by completing the order form and returning it to school with your child. Please make checks payable to “St. Martin of Tours Scrip”.
- SCRIP may also be purchased at the Rectory during regular business hours and on Sunday after each Mass
- If you have any questions and/or concerns about the program, please send a note to the school office marked “SCRIP” and a member of the Business Office will contact you. As with all of our fundraising activities, if you believe that participation in SCRIP will be a financial difficulty, please send a letter into school addressed to the School Board about a family exemption.

VISITORS & VOLUNTEERS

Volunteers are a necessary component of our school’s day to day functioning. St. Martin of Tours School appreciates the time and talents of our school community. Any person wishing to volunteer in any capacity **must have a completed VIRTUS TRAINING, Code of Conduct form and a “BACKGROUND CHECK”** form on file in the Rectory. This includes participation in any classroom activities or class trips. **VISITING THE CLASSROOM: No parent may go to the classroom prior to the start of school or at dismissal without an appointment.** The teacher’s responsibility at this time is to supervise the children. In addition, you and your child deserve the confidentiality and time a private conversation provides. An appointment for a conference with any staff member may be scheduled at any time by writing to the teacher or School Office.

BEFORE-SCHOOL & AFTER-SCHOOL CHILDCARE

The St. Martin’s Before-School Childcare is available Monday- Friday from 6:50 am-7:50 am. **It does not operate daily. Parents must call the school the day before to arrange Before School Care.** The After-School Program operates Monday through Friday, from 2:35pm—6:00 pm every day school is in session with a few exceptions noted on the school calendar. Our Program is created with working parents in mind to alleviate their worries. We provide affordable, responsible care with social, recreational, and educational activities: arts and crafts, games, outdoor recreation, snacks, and homework assistance. If there is any change regarding the After-School Program, please call and notify the main office by 9:00 a.m. on the given day. A letter must be sent to the teacher stating if the child is attending the program. Invoices for both programs are sent home biweekly.

ARRIVAL AND DISMISSAL

Students should go directly into school and line up quietly in their designated areas. Cars may enter the school yard from Oak Street until 8:05 a.m. to drop off children at the back door. The back doors and gate will be closed at 8:05 am. If a student is late, he or she should enter at the front of the building. **If you drive your children to school, please use only the car lane in the rear of the building and proceed with caution. Only school buses are to drop off in front of building (Union Avenue).** Bringing children to the front door, or front parking lot driveway is dangerous to students, pedestrians and street traffic.

We expect the cooperation of all parents in these matters for the safety of all our children.

For security purposes, all doors are locked once the children have arrived in school, and access is gained only by the front door. Parents and all visitors are asked to let us know of their presence in the school by signing the register book in the School Office, speaking with the school secretaries about their visit and wearing a Visitor Pass. No parent may go to a classroom or the cafeteria without permission from Mr. Parisi or his designee.

DISMISSAL

If you are changing your child’s method of going home, a dated note must be sent to your child’s teacher in the morning, or the child will go home the regular way for his or her safety.

Dismissal time is 2:35 p.m. If a child must leave school early, please send a note in the morning indicating the time the child will be picked up. Children are dismissed from the Main Office and may leave only with an adult. Parents are not permitted to enter the back door of the school at dismissal. Parents are to contact the office if they need to see a teacher.

Bus students are dismissed from the front of the building on Union Avenue. **Walkers** exit from the front of the building after all buses have been dismissed. **All car riders must exit from the rear school door when dismissal is announced.**

Cars should not be parked on Union Avenue, as they interfere with the bus dismissal. The bus lane must be left clear at all times. Please be very careful, if you drive your car into the yard at dismissal. Proceed very slowly and park near the fence. Please cooperate for the safety of all our children. On field days and class trips no student will be dismissed from the location. Children must be signed out from the school building.

WALKERS AND BIKE RIDERS

Walkers and bike riders are required to follow safety and traffic laws: **Bicycles must be walked into and out of schoolyard.** Bike riders are required by law to wear helmets. For safety all bikes must be chained and locked to bike rack. Skateboards are too dangerous to be brought to school.

BUS TRANSPORTATION is a public school district service. **Students are not permitted to ride any bus but his/her own. Please refer all questions to your district.**

Transportation Office:

Amityville..... (631) 565-6021	North Babylon..... (631) 620-7000
Babylon..... (631)893-7915	Plainedge..... (516) 308-5000
Copiague..... (631) 842-4015 x529	West Babylon..... (631) 321-3063
Farmingdale..... (516) 752-6555	Wyandanch..... (631) 870-0595
Lindenhurst..... (631)867-3050	

BUS CONDUCT - STUDENTS ARE TO OBSERVE THE FOLLOWING REGULATIONS:

- Respect the driver's authority; do not distract or show any disrespect.
- Be at the stop on time.
- Respect private property at the bus stop.
- Go directly to your seat; remain seated until the bus stops.
- Do not block aisles with books or other items.
- Keep the bus clean, no eating or drinking on the bus
- Keep hands, arms, and heads inside the bus.
- Take proper care of the bus; do not deface it.
- Use the seat belt.
- Do not shout, push, or shove.
- No verbal or physical fighting on the bus.
- When crossing, walk at least 10 feet ahead of the bus as the driver holds traffic.
- Face traffic when walking to and from your bus stop.

The school districts and St. Martin of Tours School reserve the right to suspend bus privileges for students who pose safety threats. Any student who poses a safety problem on a school bus will be removed immediately from the bus. Parents will be contacted immediately to come up to the school to meet with the principal and the child concerning this serious situation. If the problem persists the child will be removed from the privilege of riding a school bus.

WEATHER ALERT/EMERGENCY CLOSING

In the event that school is closed because of storms, heavy snowfalls, or any emergency, you will be notified by the school automated parent notification telephone system, posted on our website www.smtschool.org and broadcasted on the following radio stations: **News 12 1010WINS WBAB 102.3 WBLI 106.1**

EARLY EMERGENCY DISMISSAL

In the event that no one would be at home during the school day, please tell your child what to do in case of an emergency early dismissal. The school will use a telephone call chain or the automated telephone system as soon as possible to alert you in such an emergency. **It is imperative that the school has emergency telephone numbers.**

UNIFORMS

Students wear a uniform daily unless specified. If not in complete school uniform, students will receive a demerit. On "Casual Dress Days," uniforms need not be worn, but students **must dress appropriately**. Socks must be worn. Shorts are not permitted unless specified. Children may wear Casual Dress clothing on their birthdays. Tee shirts with inappropriate sayings or pictures may not be worn. Clothing should be suitable for a student attending St. Martin's School. If it does not meet these guidelines parents will be called. Parents are asked to assist by supervising their child's personal appearance and hygiene. Earrings are not recommended, and St. Martin of Tours will not be responsible for injury due to earrings or loss of earrings. However, Girls may wear only one pair of small stud earrings; no dangling or hoop earrings are allowed. Boys may not wear earrings to school. Choker necklaces are not permitted to be worn in school. **No jewelry or rubber wrist bands should be visible outside of the uniform. Makeup, tattoos, colored nail polish, artificial nails, perfume, or excessive jewelry may not be worn. Students will be required to remove make-up and nail polish. Cosmetic items may not be brought into school. If students have them they will be confiscated.**

HAIR

GIRLS: Hair should be neat and properly groomed. Long hair should be fastened with a hair clip. Girls may not wear bandannas but may wear uniform head bands. **Fad hair style or dyed hair is not permitted.**

BOYS: Boys should wear a traditional haircut—not over the ears, long in front, or below the shirt collar. **Parents are responsible to see that these requirements are met.** They will be issued a demerit and then a detention if they do not cut their hair. **Fad hair styles are not permitted.**

All students are expected to keep their hair its natural color.

SHOES

Boys K-8: Solid black leather tie shoes or solid black loafers.

Girls K-8: Solid black flat leather tie or buckle or flat black loafers. **NO BALLET SHOES ARE PERMITTED. SNEAKERS ARE TO BE WORN ON GYM DAYS ONLY.**

WINTER UNIFORM

The winter uniform is to be worn the day after Columbus Day through April 30th.

BOYS K-6

Blue trousers, dark socks, black belt, long or short-sleeve white shirt and school tie. In cold weather, the cardigan school sweater may be worn.

BOYS 7-8

Gray trousers, dark socks, gray or black belt, white shirt and school tie. School V neck school sweater is to worn from October 15th until April 30th. *

GIRLS K-6

Plaid jumper, white blouse, school tie, and **navy blue knee socks pulled up. No peds are to be worn instead of socks.** In cold weather, cardigan school sweater and navy blue heavyweight uniform tights may be worn.

GIRLS 7-8

Plaid skirts, **must be mid knee length at all times**, white blouses (no school tie), V neck school sweater and navy blue knee socks are to be worn. No peds may be worn or nylons.

** Only uniform scrunchies and headbands are permitted for girls.

SUMMER UNIFORM

The summer uniform may be worn from the beginning of school until the Friday before Columbus Day and between May 1st and the end of the school year.

GIRLS K-6

Blue skort (from IDEAL Uniform Co.), school golf shirt, and regulation shoes with low dark socks

GIRLS 7-8

Plaid uniform skirt with school golf shirt and regulation shoes with low dark socks

BOYS K-6

Blue short (from IDEAL Uniform Co.), school golf shirt, and regulation shoes with low dark socks

BOYS 7-8

Gray Pants, school golf shirt, and regulation shoes with low dark socks

All students should have shirts tucked into their pants for summer, winter and gym uniforms.

Any student not in complete uniform daily will receive a demerit. If three demerits are received, a student must serve a

Detention.

GYM UNIFORM (from New Wave Sports outfitter)

Winter Gym Uniform (SMT Uniform sweatshirt may be worn on gym days)

Short or long sleeve tee shirt, sweat pants with draw strings tucked in, white socks, and sneakers

Summer Gym Uniform (SMT Uniform sweatshirt may be worn on gym days)

Short or long sleeve, gym shorts, white socks, and sneakers (only when summer uniform is permitted).

Sneakers are to be worn to school on gym day. They must be securely fastened and support foot and ankle for safety. **Sneakers should be white, grey or black with minimal color. High top sneakers are not permitted.**

In Addition:

- Jewelry **must not** be worn on gym day for safety reasons.
- Full gym uniform is required for participation. A note is required for any excuse.

If, because of illness, a parent does not wish their child to participate in gym, a written note is necessary. The child must wear gym clothing, unless the parent specifically states that, because of the nature of the illness, it would be harmful for the child to wear gym clothing.

LUNCH

Milk money is due in one payment in September. Children may bring lunch boxes with unbreakable thermos bottles. Soda and other canned drinks are not permitted. The Parent Association coordinates the hot lunch program. Lunches are available Monday through Friday. The tables and floor must be cleaned before students are allowed to leave the cafeteria. In the cafeteria, children should talk in a quiet tone: yelling is not permitted. When the adult on lunch duty rings the bell for silence, it must be responded to immediately for the safety of all. Respect must be shown at all times to all adults in the cafeteria. Teachers and/or Lunch Supervisors on lunch duty will dismiss students in silence from the cafeteria for safety and good order. **No outside fast food lunches are permitted, for example, Subway, McDonalds, and Taco Bell. (With the exception of Burger King, and Subway hot lunch provided through school.)**

CAFETERIA REGULATIONS

For the safety of our children and an orderly lunch program, the following rules will be implemented daily in our cafeteria:

- Grace before meals
- Children are to sit in seats assigned by teachers.
- Children are to remain seated while eating
- Children may be out of seats to buy lunch or **one** snack.
- Children will raise their hand and ask permission to use lavatory or ask for assistance.

If any rule is broken the teacher or lunch assistant may issue demerits or detentions to offending students. Our School Nurse is on-duty during students' lunch period.

PLAYGROUND RULES

- Children must play in assigned areas designated by the Lunch Supervisors in September.
- Children cannot play tag.
- Students may not return to building without permission.
- Adults who supervise students have the same authority to correct the students that the teachers have.
- There is to be no disrespect shown by the students to those in authority.

INDOORS

The following games may be brought from home: coloring books, puzzles, regular playing cards **not theme based or trading cards**. Anything **violent** will be confiscated. Students are **not** to bring CD players, radios, tape recorders, iPods, iPads or any video games including “PSP/Nintendo DS” or any electronic gadgets or cell phones. These items will be confiscated and will only be returned to parents.

BRINGING MONEY AND VALUABLES TO SCHOOL

The school takes no responsibility for lost items. Valuables are best not brought to school. This includes, but is not limited to, jewelry. Electronic devices are not permitted to be used in school: cell phones, video games, iPods, iPads, CD players, Game Boy, Nintendo DS, DS Lite, MP3 Players, or any other hand held communication devices. If brought to school and used, the device will be confiscated and returned only to the parent.

MONEY SENT TO SCHOOL Money sent to school for any reason must be in an envelope with child’s name, grade, amount and purpose clearly stated in bold print on the outside of the envelope. School personnel are not required to accept money not placed in an envelope.

CELL PHONES MUST BE TURNED OFF AND KEPT IN SCHOOL BAGS AT ALL TIMES IN SCHOOL.

ANY UNAUTHORIZED USE OF THE CELL PHONE IT WILL BE CONFISCATED, AND STUDENTS WILL FACE DISCIPLINARY ACTION.

SOCIAL MEDIA/ SOCIAL NETWORKING –

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

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

TELEPHONE

Use of the School Office phone will be permitted only in emergencies (**not for requesting gym clothes, forgotten school assignments, books, or making after-school social arrangement**).

E-MAIL GUIDLEINES FOR PARENTS:

- While the transmission of electronic correspondence is nearly instantaneous, staff members, teachers, and administration may not be able to read your message immediately. Please allow 48 hours for a response.
- Teachers, in particular, will not generally be able to check and/or respond to email during the school day. As a result, please do not use e-mail for communication of an immediate nature, such as “Can you help me with my child’s homework tonight?”
- E-mail contact between parents and teachers is not intended to be a substitute for the personal responsibility students have in communicating their homework and other school-related messages to their parents.
- Please include a clear and concise subject at the beginning of your email message.
- Please keep e-mails short and to the point.

Please note the scope of this handbook cannot possibly cover all situations and circumstances that may

arise during the school year. It is vital that open communication between school and home be maintained. If there are any concerns or problems, please contact your child/children's teacher. Thank you in advance for your support and cooperation.

Addendum

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. In addition, 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.