

# St. Patrick's School

Student/Parent Handbook 2021-2022

*Faith, Academics, Service*



*St. Patrick's School*

Est. 1921

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ONEIDA, NY 13421  
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WEBSITE: WWW.STPATRICKSONEIDA.ORG**



## **ST. PATRICK'S SCHOOL MISSION STATEMENT**

**St. Patrick's School of Oneida Is a Catholic Christian School which serves as an educational ministry of Catholic Parishes of Madison and Western Oneida County Communities, as well as being opened to families of other faiths who accept the philosophies and mission of our school. St. Patrick's is dedicated to carrying out the mission of Christ, proclaiming the gospel and forming students in a faith that is "living, conscious, and active in accordance with the teachings of the Catholic Church."**

**We strive for academic excellence in a Christ-centered environment.**

**We encourage each student to gain self-discipline and to assume a sense of responsibility for themselves and society.**

**We instill a sense of personal self-worth so that each student may reach his/her potential as a special and unique child of God.**

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Dear Parents,

It is with joyous hearts and great excitement that we welcome you back to St. Patrick's School!

For 100 years St. Patrick's School has been a "beacon" for our community. This year, by the grace of God, the generosity of our benefactors, and the encouragement and support of our parents, we are still going strong!

On behalf of the faculty and staff, I welcome you to this new school year. For those of you who have been a part of our family in previous years, I commend you for your continued commitment to the values we profess here at St. Patrick's School. To those families who are joining us this year, we extend a warm welcome and the assurance that we will make your children and your entire family feel at home and will do our best to meet all of your child's educational & spiritual needs.

At St. Patrick's, we strive to provide a caring environment where our students' faith is nourished, high standards are modeled, and academic excellence is encouraged. Our tradition blesses us with the strong support of the Catholic School community, an excellent and dedicated faculty and staff, and extremely cooperative and involved parents. By practicing what we preach, our children not only learn about God, but personally come to know him in their daily lives. What a wonderful gift to our children as they face new insights and challenges!

We thank you for allowing us the privilege and pleasure of working with you and your child.

May God continue to bless all of us!

Sincerely,  
*Kristin Healt*  
Kristin Healt  
Principal

# ST. PATRICK'S SCHOOL

St. Patrick's School is owned and operated by St. Patrick's Parish. The school was established to carry out the teaching ministry of the Catholic Church. As such, the religious and education work will, always, continue to be in accordance with the teaching and laws of the Roman Catholic Church and the Diocese of Syracuse. The School Board will concern itself with policy matters pertaining to the general excellence of Catholic education at St. Patrick's School.

## DIOCESE OF SYRACUSE NON-DISCRIMINATORY POLICY

"The schools of the Diocese of Syracuse base not only their educational purposes, but also all their activities on the Christian teaching of the essential equality of all persons as rooted in the fatherhood of God, Christ's love, and one's supernatural destiny. Thus, with discrimination so repugnant to their nature and mission, Catholic Schools in the diocese have not and shall not discriminate based on race, sex, color, national, and ethnic origin in administration of educational policies, and all school administered programs." It is the policy of the Diocese of Syracuse that all non-Catholic, as well as non-Christians, are required to attend daily Religion classes.

## ATTENDANCE

### ABSENCE or TARDY

We request that parents call the school before 8:30 am and leave a message on the answering machine the morning your child is absent to inform us of his/her illness. The school telephone number is 315-363-3620. **When a child returns to school after having been absent, he/she must bring a dated note from a parent explaining the reason for his/her absence or tardiness. NYS Law requires this note and without it a child is marked illegally absent in the State Attendance Register.** The school **requires** a physician's excuse when the absence is 3 or more days. Excessive absences will be reported AND

discussed by the school's promotion/retention team to determine readiness for the next grade level.

If your child will be tardy, you must call the school before 9 am to order his/her lunch as we are unable to order extra lunches from the city school district and our orders must be in by 9:00.

According to NYS regulations and the school's Attendance Policy, we will inform parents when your child has accrued a total of ten (and subsequently sixteen and twenty-six) absences, both excused and unexcused.

### **ABSENCES DUE TO VACATION PLANS**

When children are absent outside of the regular school vacation time, the student will NOT be given work to be done while he/she is away. The reasons for this are:

1. Often the work and/or books get lost,
2. Attempting assignments outside of a formal teaching situation can cause misconceptions in learning.

When the children return, the missing work, assignments, work pages, etc. will be made up as homework assignments after appropriate instruction is given. This policy was formulated with the students' best interests at heart. Parents may choose to encourage students to engage in informal activities that reflect the curriculum, such as: keep a journal, measure mileage/distance, collect shells, rocks, etc. and classify them. Keep a weather log, or any activity that will reflect the curriculum.

### **ABSENTEE EXCUSE EXAMPLE**

An absentee note must include the following:

(NAME) \_\_\_\_\_ HAS BEEN

ABSENT FROM SCHOOL (DATE) \_\_\_\_\_

DUE TO \_\_\_\_\_

\_\_\_\_\_  
Parent Signature



## **EARLY DISMISSAL**

Any student who needs to leave school before 2:55 pm must bring in a written request from a parent/guardian. Teachers will send the note to the office with their attendance slips. All students who leave early must be signed out in the book in the hallway by the back door by the parent at which time the child will be called to the office. If an emergency doctor's appointment is made for a student, then the parent must call the office and sign the child out for the appointment. If the child returns to school after an appointment, the parent must then sign the child in on his/her return. Parents are not allowed in classrooms between 9:00 am -3:00 pm.

## **SCHOOL CLOSINGS**

School closing due to inclement weather will be announced on the local radio and television stations as early as 6:00 am. St. Patrick's closes and delays in conjunction with the Oneida City School District. This is the only way you will be notified so please keep tuned to one of these stations when the weather is not good. Walkers and students whose parents bring them to school should not arrive too early on bad weather days. Students should arrive at the adjusted delayed time and not before.

## **SCHOOL HOURS**

While students are in a school's custody, the school must exercise the same degree of care and supervision that a reasonable, prudent adult would employ in any given circumstance. Schools are not responsible for their students, until they accept custody of them. Such responsibility ends when the school relinquishes custody. Our policy for supervision is students will not be allowed to enter school until 8:30 am. Teachers and staff are only present to supervise students beginning at 8:30 am. At that time students will be dismissed to go directly to their assigned rooms unaccompanied by parents or relatives. All students will be supervised from 8:30 am until 3:00 pm. Bus students will be supervised until bus dismissal is completed.

- Students are expected to be in their homerooms by 8:55 am or they are considered tardy.

- Dismissal time for walkers and those being picked up is 2:55 pm.
- Bus students leave school between 2:55 pm and 3:20 pm.

### **SIGN IN – SIGN OUT**

Whenever a child comes into school late or leaves early for any reason, he/she must be signed in/out in the book in the hallway by the adult accompanying them. Name, date, and reason must be given when signing in or out.

### **TARDINESS**

If a student is not in their classroom by 8:55 am, he/she is officially tardy. Any student that comes to school late, for whatever reason (except late bus), must be signed in by a responsible adult in the secretary's office before reporting to class. A written excuse note is required.

Please make every effort to have your child at school on time. A student who comes late not only misses important announcements and instructions, but also distracts other students. Work missed due to tardiness must be made up by the student.

### **ACCIDENT POLICY**

Safety is always a foremost concern. Our student Accidental Insurance covers all students for accidental injuries while in school. The insurance fee is included in your registration fee. Student families' health coverage is the primary coverage. Therefore, all bills must be submitted through your insurance carrier first before the diocesan policy can consider payment. Accident forms are available in the school office. Please call the school office if you have any questions regarding this insurance.

### **ADMISSION REQUIREMENT**

New York State Law requires minors in proper mental and physical condition from 6 to 16 years of age to attend full-time instruction. A child entering Kindergarten must be 5 years of age on or before December 1<sup>st</sup> of that year.

## **BIRTHDAYS**

The students' birthdays are recognized in our daily announcements. If they have a summer birthday, it will be recognized on their "half" birthday. The sending of any type of invitations through the classroom is **ONLY** allowed if **all** students are receiving one. In the past we have had many tears and hurt feelings because some children are excluded. Students are allowed to bring in store bought treats this year and are allowed to dress down in their favorite outfit on their birthday.

## **BOOKS**

Students in Kindergarten through Sixth Grade receive some textbooks and/or workbooks through the New York State Textbook Loan Act. At the end of the year when these textbooks are collected, the student is responsible to the district for any damaged or lost textbooks. Lost and/or damaged library books must also be replaced. Each student is required to carry all books in a book bag without wheels to and from school.

## **BUS REGULATIONS**

Students are expected to always act in a respectful and proper manner during school-related transportation. Busses provided for student transportation are extensions of the school and students are to comply with the student discipline code at such times. Students are also required to abide by the rules and regulations for bus conduct established by their district. Penalties for violations of said rules and regulations may result in restricted privileges and the loss of services.

These student behaviors for busses must be observed:

- 1) Be ready when the bus driver arrives.
- 2) Do not enter or leave the bus while it is in motion.
- 3) Pass 10 feet in front rather than behind the bus.
- 4) Occupy seat assigned by bus driver.
- 5) Remain seated when the bus is in motion.
- 6) Follow the bus driver's directions.
- 7) No swearing or cursing is allowed.
- 8) No loud speaking or yelling.
- 9) Keep your area neat.
- 10) No quarreling, fighting or rough play.
- 11) No use of tobacco or liquor.

12) No throwing objects of any kind.  
Bus driver will report any irregularities to the school principal.

### **BUS TRANSPORTATION**

Bus transportation is available to all students from the districts of Canastota, Camden, Chittenango, Morrisville, Oneida, Madison, Waterville, Stockbridge, and Vernon-Verona-Sherrill. These students must reside within the boundaries established by the district. Listed below are the telephone numbers for the various districts:

Morrisville-Eaton...315-684-9300 Rome...315-523-7836  
Canastota...315-697-2025 Oneida...315-363-5470  
Stockbridge...315-495-4599 VVS...315-829-2520

Bus transportation requests are due before April 1 and these forms must be filed annually. Students moving into the district after this date must request bus transportation directly from the district. This request, signed by the parent/guardian, is required for each student and is available at the school office.

### **CAFETERIA**

Children may either order a school lunch or bring a bag lunch to school. All lunches are free this school year and provided by Oneida High School. Children are expected to practice good manners while eating. Lunchroom rules are to be always followed by everyone. Lunch times vary according to grade level. Lunch menus will be sent home monthly. Any special dietary needs must be accompanied by a doctor's note.

### **CALENDAR**

The school calendar is subject to change depending on further decisions made by the Diocesan School Office or the Oneida City School Office. In any event you will be notified regarding changes. **The monthly calendar is sent home with the oldest child in each family.** The monthly activities are on these calendars, and they are an excellent source of information. Notice too that there is a "Looking Ahead" section on each calendar so you can do future planning for events. Please keep these calendars handy during the month.

Early dismissal days are also included on the monthly calendar so that you know the schedule. The Oneida School District schedules early dismissal days for report cards in November and other additional days during the year for teacher grade level meetings. All early dismissals are noon dismissal with lunch served. \*On early dismissal days students will need to bring a bagged lunch as they will be eating in their classrooms.

### **CHANGE OF ADDRESS, TELEPHONE NUMBER, ETC.**

Please notify the school in writing if you have a change of address or telephone number. Emergency cards **MUST** have the most current numbers for persons to be notified in case of sickness or accident.

### **CHECKS**

Whenever you send a check into school, please state the purpose so that the money goes into the correct account. Checks for more than one child for the same purpose are fine. Book Club checks must be made out to the book club company named on the order form. Returned checks will be charged a fee of \$35.00.

### **CONCERTS \*TBD**

Each year **PK4-6 is required to participate in the annual Christmas Concert and a Spring Concert as part of their music grade.** All Students must dress in their Sunday best. All students, under the leadership of the Music teacher and in cooperation with the classroom teachers, participate in these concerts for their parents, relatives, and friends. Music, the sacred and the secular, creates a very beautiful setting for celebrating the holidays as well as providing an opportunity for the students to publicly express their thanks to all of you, therefore student attendance is mandatory.

### **CURRICULUM FOR THE 21<sup>ST</sup> CENTURY**

St. Patrick's School strives to integrate religious truths and values with knowledge and skills to provide quality education to all students. Our curriculum is designed to meet all the requirements and guidelines of the Diocese of Syracuse and New York State. All children in the school study Religion as a subject and as a live experience, as well as all the basics of Reading, Language Arts and Mathematics. This foundation includes other

building blocks of Social Studies, Science, Music, Art, Physical Education, Technology and media classes and Spanish. All the programs aim to instill in the students the ability to work independently and in groups. As the children move from the primary level to the intermediate level, there is a great deal more expected of them as workers and thinkers.

### **INSTRUCTIONAL STRATEGIES**

What would you see in a Catholic School classroom?

- Students actively engaged in the learning process
- Students excited about learning
- Prayer and reading areas, classroom libraries
- Math, Science, and technology stations
- Integration of disciplines, including religion and technology
- A variety of instructional strategies
- Hands-on learning
- Numerous opportunities for listening skills to be strengthened
- Critical thinking skills challenged
- Assignments allowing for individual learning styles
- Written and oral explanations of mathematical reasoning and problem-solving strategies
- Variety of quality assessments
- Use of rubrics in many areas
- Peer conferencing
- Learning Centers

### **TIPS FOR PARENTS**

1. Read to and with your children daily.
2. Provide opportunities for your children to work on listening skills and following directions.
3. Have children read cereal boxes, road signs, and ads in newspapers and magazines.
4. Make it a game to speak in complete sentences and to restate the question in the form of an answer.
5. Provide many opportunities to write.

### **NEW YORK STATE ASSESSMENTS**

Every spring in Grades 3-6, we participate in the NYS Assessments for Math and ELA (English Language Arts.)

The NYS state assessments provide us with important data that we use to improve education for all students. We view these tests as a measure of our performance, not your child's. For example, If we find a grade is struggling with a math concept, we may enhance instruction in that area with new resources or adjust how we teach the concept.

When fewer students take the exams, we are left with an incomplete picture of how students are learning. This limits our ability to address issues that would improve how we educate our students.

Our teachers, staff, and administrators do everything we can to make students feel comfortable taking exams. Like any test, we ask our students to simply do their best. In response to parent and educator concerns, New York State has also made several changes to testing over the past few years. For more information see: [www.nysed.gov/assessment](http://www.nysed.gov/assessment).

## **DEFINITIONS OF PERFORMANCE LEVELS NEW YORK STATE**

### **Level 4 - Exceeds Proficiency Standards:**

Student performance demonstrates a thorough understanding of the subject content expected at this grade level.

### **Level 3 – Meets Proficiency Standard:**

Student performance demonstrates an understanding of the subject content expected at this grade level.

### **Level 2 – Meets Basic Standard:**

Student performance demonstrates a partial understanding of the subject content expected at this grade level.

### **Level 1 – Below Standard:**

Student performance does not demonstrate an understanding of the subject content expected at this grade level.

## **iREADY TESTING**

Three times a year, all students in K-6 participate in an assessment in Math and ELA. The Catholic Schools of the Diocese of Syracuse have adopted iReady as the schools' internal assessment to support our accreditation with the Middle

States Commission. Scores from the assessment are used by teachers to inform their instruction and help students succeed at their own level. Results are not factored into student grades

## **NYS AND DIOCESAN LEARNING STANDARD**

Go to: [www.engageny.org](http://www.engageny.org) for more information about Learning Standards

## **OTHER RELATED CURRICULUM**

Music, Art, Library, Technology and Media, and Physical Education are an integral part of our curriculum. Academic Intervention Services are conducted within our building; Resource classes are conducted through the Oneida City School District. To provide an academic and spiritual education for each child, St. Patrick's School needs the full cooperation of its parents. Academic development is best fostered by a consistent effort to monitor your child's homework, test grades, and report cards. In the spiritual development of your child, the first teacher is the parent, with the school acting as a re-enforcer of the faith. For this reason, we expect parents to participate regularly in the worship of their faith, to share the importance of their faith with their children, and to demonstrate their Christian concern in examples of service to others.

## **SPECIAL EDUCATION**

**Special** Education Services for K-6 students are handled through Oneida City School District. PK (CPSE) is through your home district. Referrals need to be discussed with the teacher and Principal before the district is called. **Referrals by a Pediatrician can be made, but the school needs to be informed of the referral by the parent.**

Academic intervention services (AIS) are services designed to help students achieve the learning standards in English language arts and mathematics in grades K-12 and social studies and science in grades 4-12. These services include two components: additional instruction that supplements the general curriculum (regular classroom instruction); and/or · student support services needed to address barriers to improved academic performance. The intensity of such services may vary but must be designed to respond to student needs as indicated through State



assessments results and/or the district-adopted or district-approved procedure that is consistent throughout the district at each grade level.

Academic intervention services are additional general education instructional and/or support services that assist students in meeting State learning standards. AIS are provided in addition to, and must not supplant, special education services. Because AIS are general education services, they should not be indicated on the individualized education program (IEP).

Academic intervention services must be provided to students with disabilities on the same basis as non-disabled students. Students with disabilities are determined to need such services in the same manner as students without disabilities, i.e., by scoring below the designated performance level on State assessments or through the district-adopted or district-approved procedure

### **PHYSICAL EDUCATION PROGRAM**

All children in Grades K-6, unless excused by a physician, participate in the Physical Education Program. Children are required to wear sneakers in the Physical Education Class.

(Earrings and other jewelry are NOT ALLOWED during Physical Education Class.)

If your child may not participate in a particular Physical Education Class due to medical reasons, the child must bring a note to his or her teacher, who will forward it to the office and the Physical Education Instructor. If your child has a medical excuse for Physical Education Class, he/she will not be allowed to participate in outdoor recess.

### **RELIGION**

St. Patrick's School is a spiritually enriched environment that has a faith dimension which permeates the entire day. Religious doctrine is taught as a subject as well as lived out in the lives of our faith community. Concepts of morality and various types of prayer are an integral part of these four areas. Our students have opportunities to plan and participate in school wide liturgies, penance services and other liturgical expressions of our faith. It

is the policy of the Diocese of Syracuse that all students who attend St. Patrick's actively participate in our Religion program and the faith dimension of the school.

## **DISCIPLINE**

Discipline is vital to maintain an educational religious climate at St. Patrick's School. St. Patrick's School exists to create a Catholic Christian educational community where the pursuit of academic excellence, enlightened and enlivened by faith, is shared by the administration, faculty, staff, students, and parents, in a spirit of responsibility, love and service. Any individual or group behavior which would interrupt the normal operations of our school community will be considered serious and will be dealt with as such. Ordinarily, classroom discipline problems are handled by the classroom teachers and/or the "specials" teachers.

## **ST PATRICK'S EXPECTATIONS FOR STUDENTS:**

### **GENERAL SCHOOL RULES:**

1. Be respectful and conduct yourselves in accordance with good manners at all times.
2. Maintain quiet when changing classes in the halls, during fire drills, and in the lavatories.
3. Always walk.
4. Cross the street only with the crossing guard, teacher, or authorized adult.

### **CAFETERIA RULES:**

1. No yelling
2. Stay in your seat
3. Raise your hand
4. No sharing food
5. No throwing food or other items
6. Clean your area when done
7. Keep your hands and feet to yourself
8. Respect others

## **PLAYGROUND RULES:**

1. Courtesy, attention, and obedience must be given to all adults by every student each day. Failure to do so will result in students being reported to the office.
2. Students must treat one another properly, i.e., no pushing, pulling on clothes, no roughhousing, etc.
3. No student leaves the designated area without asking permission from the teacher.
4. Students play on grass or blacktop always in full view of adult supervisors.
5. No one is behind the garage.
6. The small swings are for grades PK3 through Grade 3.
7. No climbing on the tunnel. No standing on parallel bears.
8. No climbing on trees.
9. One person on tracker; no pushing each other on tracker and no students with feet above head.
10. Every student goes out during recess, weather permitting.
11. To play in snow, students must be dressed properly.
12. The area from doorway to doorway will be for those unprepared for the weather.
13. No throwing snow or snowballs.

## **CLASSROOM RULES:**

1. Be respectful and obey the teacher's directions.
2. Always keep the desk and work area neat and orderly.
3. Have proper work materials – pencils, pens, paper, etc. in class daily.
4. No inappropriate talking with other students during class instruction or work time.

## **DISMISSAL PROCEDURES**

School officials need to be informed by written notice if there is a child's dismissal procedure or if another adult is designated to pick them up. It is necessary to send a note with your child that morning or their normal every day procedure will be followed. In case of any emergency, call the office before 1:30 pm with any change to your child's dismissal plan.

## **EMERGENCY CONTACTS**

Only those persons whose names and phone numbers have been provided to the school will be permitted to take the children

from school. Persons on this list who are not personally known to the school staff will be permitted to take the students from school only after providing appropriate identification.

### **EMERGENCY DISASTER PLAN**

St. Patrick's School has an emergency disaster plan in place that the faculty and staff are familiar with. As part of this plan, lock-down drills will be conducted and practiced during the school year in the same way that fire drills are conducted.

### **FAMILY PRIVACY ACT**

The Family Educational Rights and Privacy (FERPA) policy classifies name, address, and grade, as "directory information." Under this law, this information may be released to third parties when requested without prior parental written consent. If you do not wish this information to be released, please make this known to the school administration.

### **FIELD TRIPS**

Field trips are a learning experience for the student and one that correlates with what is being taught in the classroom. In keeping with our school policy, we view field trips as a privilege, not a right, for each student. Plans for a field trip are discussed with the principal before parents and children are notified. Due to insurance regulations and policies, transportation for trips when long distances are involved will be by bus.

Parents often act as chaperones on trips, and as such are not to bring their younger children. The responsibility of being a chaperone is such where your undivided attention is warranted. As a chaperone you are responsible for the children in your care. All chaperones and parents must be Safe Environment trained to chaperone or accompany a field trip. We only allow parents to chaperone unless special permission from the principal is granted.

### **FUNDRAISING**

Various sales & Events will be held during the school year, they are a necessary part of our budget. **Every family is required to participate in the Basket Bonanza** by donating a basket or the

cost of a basket and working the event. The funds raised help support our other school programs.

### **MOVING UP/GRADUATION DAY**

Each June, our Pre-K and Kindergarten classes present a moving up/graduation program. These ceremonies are an opportunity to share with others some highlights of their year. Following the program, there is a reception hosted by the room parents to celebrate the successful completion of these programs. A graduation liturgy for our Sixth-grade graduates is held in June as a sign of recognition of this milestone in the lives of the students.

### **HEALTH AND SAFETY ISSUES IMMUNIZATIONS**

Public Health Law requires that every student be immunized. To this end we have established the following policy:

All students seeking admission to St. Patrick's School must present certification of immunization in accordance with the Public Health Law. **A student may not attend school more than fourteen days without presenting the appropriate certification.**

Proof of mandated immunizations is required. The school nurse can provide additional information regarding what immunizations are required at each age level or grade.

Parents must provide either a certificate of immunizations or proof from a physician that the child is in the process of receiving the required immunizations.

### **MEDICATION**

A directive from the Bureau of Health Services of the State Education Department points out that the dispensing of internal medication, such as aspirin or antibiotics, to the student is not only contrary to good health policies, but also contrary to nursing regulations and provisions of the State Education Law.

Administration of Medicine – All medications will be administered by the School Nurse when she is available. Unlicensed personnel in the school setting will assist students with the taking of their own oral, topical, and inhalant medication. Only medications which are necessary to maintain the student in school and which must be given during school hours will be administered.

Medication for Students – The following policy is established for St. Patrick’s School: All parents of students taking medication in school must present all medications to the school nurse or office with the following:

A written order from the physician for all prescription medications must include:

1. Student name and date of birth
2. Diagnosis
3. Dosage and route of administration
4. Name of medication
5. Self-administration order, if needed
6. Date written
7. Frequency and time of administration
8. Prescriber’s phone number
9. Conditions under which medications should be administered
10. Prescriber’s name, title, and signature

Students are prohibited from transporting their medication (even prescribed over the counter items) themselves. All medications must be brought to the school office by a parent or responsible adult. Prescription medications, and over the counter medicines per doctor orders, must be in the original pharmacy container.

If the school nurse is not available, students should report to the main office for administration of medication.

**No cough drops, lozenges, hard candy, etc. are allowed. NO MEDICATION WILL BE DISPENSED UNLESS THE ABOVE REQUIREMENTS ARE MET.**

## **OTHER HEALTH SERVICES**

A program is available through the Oneida Public School District to St. Patrick's School students that includes annual physical examinations, vision screening, audiometer testing and scoliosis screening. Physicals are required in KDG 1st, 3<sup>rd</sup> and 5<sup>th</sup> grade and for students new to the school. Either the school district doctor or your physician may give the physical.

## **SCHOOL BASED COUNSELING SERVICES**

St. Patrick's School may offer students counseling and educational services through a third-party, independent contractor. When this service is available, the school may occasionally request a counselor to speak with a student on an informal basis concerning a relatively minor issue that does not require immediate parental notification, but regarding which the student may benefit from such assistance (e.g., peer conflict resolution). Such counselors may also interact with students during instruction in specific classes or educational programs, such as those concerning bullying prevention. The school may occasionally ask the counselor to speak with his students concerning a minor incident on an informal and nonclinical basis without first obtaining parental consent. However, the School will require advance parental notice and written parental consent before such a counselor will be permitted to provide a student with any counseling, evaluation, or similar services on a formal, clinical basis.

A parent may opt his/her child(ren) out of receiving any services from such a counselor unless the parent provides advance written authorization by providing the principal with written notice of the decision to opt the parent's child out of this service. Children of those parents who opt their children out of this service will not be permitted to interact with such a counselor unless the parent provides the school with advance written authorization for such interaction, other than interaction during a class or program a counselor is providing or assisting with instruction that is limited and specific to the instruction being provided.

A parent may request information concerning the nature and frequency of any counseling or other services that the parent's child has received from such a third-party counselor and such

information shall be made available to the parent within a reasonable time.

### **SCHOOL NURSE**

The Oneida City School District schedules a school nurse on a limited schedule. At all other times the nurse is a phone call away if we have a problem. The Nurse's office can be reached by calling 315-363-3620.

### **STUDENT ILLNESS OR ACCIDENT**

When a pupil becomes ill or is the victim of an accident, the school nurse or designated adult will contact the parents or guardians when necessary. It is the obligation of the parents or a designated adult to take a sick child home when necessary. Parents are required to sign an emergency form authorizing school personnel to bring a child to the Oneida Healthcare Center in case of a serious accident. The closest hospital is chosen in order to prevent confusion and to save precious time. If you want something other than this, your request needs to be in writing.

### **COVID 19**

Schools are an important part of the infrastructure of communities and play a critical role in supporting the whole child, not just their academic achievement.

This guidance is intended to aid school administrators as they consider how to protect the health, safety, and wellbeing of students, teachers, other school staff, their families, and communities.

It is critical that all New Yorkers continue to practice general viral infection prevention measures including:

- Wash your hands with soap and water often.
- Wear a mask if not social distancing.
- Cover your nose and mouth with a tissue or sleeve when sneezing or coughing.
- Do not touch your face with unwashed hands.
- Do not shake hands. Instead, wave or elbow bump.
- Monitor your health more closely than usual for cold or flu symptoms.



## If You Feel Sick

- Stay home and call your doctor if you have symptoms like coughing, shortness of breath, fever, sore throat.
- If you do not feel better in 24-48 hours, contact your doctor.
- Do not come to school until you have been fever-free for at least 24 hours without the use of fever reducing drugs like Tylenol or ibuprofen.

## **HOMEWORK ASSIGNMENTS**

To maintain acceptable grades, good study habits are a must, both in school and at home. During the school year, it is necessary that each child receives sufficient sleep and eats a nourishing breakfast to do daily class work properly. Parents and teachers must work together and support one another regarding homework assignments. You should check your child's planner each day to see what homework has been assigned. Homework assignments are necessary for the continuity of the academic program. We suggest that parents organize a specific time and quiet place for homework to be done. If homework is done in a disorganized and untidy manner, it should be redone before being handed in. Homework has the double value of reinforcing academic skills and developing a sense of responsibility in children. It also informs the parent of a child's daily progress. A suggested average amount of time for homework by the students would be: 10 minutes per grade level.

## **LIBRARY/MEDIA CENTER**

Library hours for each classroom will be announced during the first week of school. During the vacation periods, children will be able to keep library books at home but are reminded that they are responsible for all books checked out. We ask that parent help their children to assume this responsibility associated with using the library by reviewing the books they bring home and reminding them to return the books when due. All books must be returned on time and in good condition. A student must pay for an unreturned or damaged book by the end of the school year to receive his or her report card.

## LITURGY

The liturgy is the center of our lives. An appreciation for it must be instilled in our entire school community. Parents are encouraged to attend Sunday Mass with their children. At school, meaningful and well-planned liturgical experiences will be celebrated on various occasions during the school year. All are welcome to attend.

## MEDIA COVERAGE

At times during the year, the media comes to the school and other school functions to report about activities. As part of your summer mailing each family receives a media consent form. Parents who do not wish to have their child participate in the coverage, must indicate this wish on the media consent form.

## NOTICES TO PARENTS

All school notices will be sent home with the oldest child in every family, grades Kindergarten through Sixth Grade and our Pre-K & Pre-School families if applicable.

- **News and important information that is sent from the principal is always printed on green paper.** Please watch for these important notices as they will include important information that you will need to know.
- Each month a calendar and lunch menu will be sent home and posted on the school's website for planning purposes.

## PARENT CONFERENCES

Teachers endeavor to keep parents informed as much as possible regarding their child's progress. To this end, we schedule a formal parent conference time in November each year. At that time, parents pick up their child's report card and see the teachers. At various times throughout the year, parent conferences concerning individual students may be set up. The teacher, the parent, or the principal may initiate these conferences.

Teachers welcome these opportunities to communicate with parents.

## **PARENTAL CONCERNS**

To expeditiously resolve parental concerns, or misunderstandings, parents/guardians are expected to schedule an appointment, through the school, with their child's teacher to discuss the matter in private at a time when the teacher is free from his/her teaching responsibilities. If the matter is not sufficiently resolved at this level, the parent/guardian may schedule a mutually convenient time to speak with the principal.

## **PARENT TEACHER CLUB (PTC)**

This organization exists to develop a closer relationship between home and school, to assist faculty members with school related activities, and to aid the school financially. **All** parents are members of the PTC! Scheduled meets will be announced. Each year parents in Pre-K through Grade 6 sign SERVICE AGREEMENTS that must be honored. Parents are warmly welcomed to volunteer for a variety of fundraising activities. **The expectation is that all families will do their part to assist in our success.**

## **PARENT-TEACHER RELATIONSHIPS**

At the very beginning of the school year, please lead your child to understand that you will work together with the school authorities and that you expect him/her to do so as well. Please instill in your child that he/she is to obey the school rules. Teachers, no matter how experienced, cannot motivate a student who reflects indifference. We all desire to bring out what is best in each child.

If your child reports any misunderstanding, please withhold your judgment of the problem until you have discussed it with the teacher. Try not to speak negatively about a teacher in front of a student. It is detrimental to your child's learning. Remember the relationship that facilitates learning is the one between the student and the teacher. If you are angry, wait until you can see the situation objectively before initiating communication.

Effective communication takes place when both parties can talk and listen. Through sincere and honest parent-teacher cooperation, harmonious solutions can surely be reached. It is

inappropriate to call the teacher or administrator at his or her home unless they have specifically given you their home phone number.

Please feel free to call during school hours and the teacher will return your call. Any difficulties that may arise should be discussed with the teacher involved before going to the principal. Parents are expected to accept and to reinforce school and teacher policies. Should a parent differ with a policy, it is expected and encouraged that the parent discusses the situation with the principal, but that the parent always supports the school. Education is a partnership between school and parent. If, in the opinion of the principal, this partnership breaks down, a parent may be required to withdraw his/her child from the school.

### **CLUBS & EXTRA CURRICULAR ACTIVITIES**

In a regular school year, we offer a few different clubs & activities for students to participate in. In the past we have had intramurals, STREAM club, drama club, book clubs and math club. Only students who are passing all subjects and haven't had any discipline referrals are eligible to participate.

### **PRAYER**

Private prayer (morning and evening), family prayer (mealtime, special gatherings) and community prayer (Sunday liturgy and reception of the sacraments) are opportunities for spiritual growth in the Lord. Is prayer a priority in your home? Do you share your faith with others? Prayer is food for the soul. It is our strength; it brings peace. Let us pray daily for ourselves and for each other. Our school day always begins with Morning Prayer. Grace before meals are said at lunchtime and various prayer experiences led by students are shared throughout the year.

### **PUBLIC SECTOR**

The various public-school districts in which our students reside contribute funding toward textbooks, computer, and library materials. Special needs services are also provided. Our school contact person for such related services is our principal.

## **RELATED SERVICES**

Besides textbooks and transportation, the public school district provides the following services:

1. Health services, including those of a school nurse
2. Speech therapy
3. Psychological services
4. Academic Intervention Service ELA and math
5. Resource class
6. Physical therapy/occupational therapy
7. Hot lunch program

## **REPORT CARDS**

Students in Grades PK-6 will receive quarterly Report Cards. Parents are to sign the envelope provided and return it to your child's teacher the next day. You may keep the copy of the report card for your records.

## **GRADE MARKS**

1. Any grade under 70 is considered deficient.
2. Honors: Average of 94.5 & above= High Honors  
Average of 89.5-94.4= Honors  
Average of 84.5-89.4= Merit
3. Anyone who receives an unsatisfactory grade (1 or 2) in any subject or under Characteristics of a Christian Learner is not eligible for Honor or High Honor

## **RE-REGISTRATION**

During the month of February, it is required that all students re-apply for the upcoming school year. The appropriate paperwork is sent home with the students. If needed, parents should request a financial aid application at that time.

## **RETENTION POLICY**

Retaining a child in a grade is a serious decision that affects the child for life. It is a decision made ultimately by the principal after consultation with the parents/guardians and teacher(s). The passing grade is 70%. If a student fails to attain this percentage, he/she is automatically considered as a possible candidate for retention. Also, regardless of their academic achievement if a child shows marked immaturity and a lack of readiness in a particular grade, being retained might help him/her. Lack of

maturity and/or weakness in reading and/or math is especially considered in kindergarten and grades 1, 2 and 3.

### **SACRAMENTAL PROGRAM**

Religion is taught daily. Second graders receive instruction in First Penance and First Eucharist at their home parish. It is Diocesan Policy that a child receives these sacraments at his/her own parish. Parents must register at said parish.

### **SCHOOL PICTURES**

Annually, a photographer is hired to take school pictures. Every child in every grade has his/her picture taken for the school records. Various package deals are offered to the parents. You are not obligated to buy these photos. With the prepay policy, you must be satisfied with the pictures, or you may return them to the company for a full refund.

### **SCHOOL SECURITY**

St. Patrick's School is diligent about providing a safe environment for all our students and we ask for your cooperation in helping us make this possible. For the security of the children and the school building, our doors are locked throughout the day. You will be asked to identify yourself before you are admitted into the building. You must then wait in the foyer for a staff member. Visitors who are not known to the staff will be met at the door. Only the principal and the secretary may open the door to allow someone to gain entry to the school. We ask that you please do not hold the door for someone or respond to the doorbell, even if you know the person who is waiting to gain entry. This will help us to keep our school secure.

Security during recess times is also very tight. Staff will be supervising the grounds during recess. Unauthorized visitors to the playground will not be permitted.

### **SMOKE-FREE POLICY**

There is no smoking in or on the premises of St. Patrick's School for any reason.

## **SNOW DAYS**

We do not make the decision about the closing of school in bad weather. We follow the Oneida City School District's decision. Please wait for the announcement "Oneida City Schools" is closed or delayed." Radio stations and television stations usually broadcast the information. All extra-curricular activities are canceled on snow days. On days when Oneida declares "No after-school activities, there will be no clubs or After School Program at St. Patrick's.

## **STUDENT FEE**

Under the New York State Textbook Law, the school district is reimbursed \$58.25 per student in the district, including those attending a non-public school. Our supply fee is \$30 per student. The principal orders things directly for your child and uses this money to pay for these items. Also included in this fee are the Scholastic magazines as well as your child's planner and take-home folder and much more.

## **TECHNOLOGY**

The Catholic Schools of the Diocese of Syracuse recognize that changes in the telecommunications and other new technologies that alter the ways information is accessed, processed, communicated, and transferred by and among members of society may also alter instruction and student learning. The Catholic Schools of the Diocese of Syracuse support access by students to rich information resources and the development by staff of appropriate skills to analyze and evaluate such resources.

The internet is accessible to all our students. Parents and students will be required to sign an agreement regarding its proper use.

## **TECHNOLOGY and ACCEPTABLE USE POLICY**

Information technology is essential to the day-to-day operations of the Roman Catholic Schools of Syracuse. It is the policy of the Catholic Schools to provide its employees and volunteers with access to information technology including various communication systems and/or equipment for purposes of fulfilling job responsibilities and School related ministry or business. The Catholic School's information technology,

communication systems and equipment include, but are not limited to, telephones, voice mail system, cell phones, fax machines, in coming/outgoing mail, e-mail and computer systems (e.g., computer networks, laptops, hardware, software, intranet, Internet, and computer files). The Catholic Schools encourages its employees and volunteers to utilize Diocesan information technology, communication systems and equipment to conduct research, contact others in School related ministry, and explore educational topics relevant to their work. The Catholic Schools anticipates that access to these resources will both expedite and enhance the performance of these tasks. This Policy applies to all users of Diocesan information technology, communication systems and/or equipment including employees, volunteers, as well as other authorized individuals in Catholic Schools (collectively referred to herein as "Users"). Information technology, communication systems and equipment are the property of the Catholic Schools and are to be used only for School purposes consistent with the mission and goals of the school. As such, Users should have no expectation of privacy with respect to their use of any form of Diocesan information technology, communication systems and/or equipment. This Policy authorizes the Diocesan Office of Information Technology to issue additional guidelines, consistent with this Policy, regarding the use of information technology, communication systems and/or equipment. All Users must abide by the terms of this Policy as well as any guidelines developed hereunder. All questions regarding this Policy or related guidelines should be addressed to the Diocesan Director of Information Technology. The following provisions will direct the use of School information technology, computer systems and/or equipment.

#### **TELEPHONES, CELL PHONES & ELECTRONIC DEVICES**

***Our Catholic Schools do not permit students to possess cell phones or other electronic communication devices while in school. If it is necessary for your child to contact you during the day, he or she will inform the principal and the office will place the call for your child. Devices brought to school will be collected by the teacher and returned at dismissal.***



## TUITION POLICY AND APPLICATION PROCESS

It is the goal of St. Patrick's School to provide a quality Catholic education for the children of our communities. Tuition, parish support, PTC support and the Annual Fundraisers provide the revenues necessary to cover the school's expenses. Due to the continually increasing costs, it is essential that each family utilizing the school contributes to the expenses involved by paying tuition.

The Diocese of Syracuse has set forth a policy regarding tuition payment. When tuition payments are delinquent, the school reserves the right to decline enrollment of a student until such payments are made or an alternative agreement is reached with respect to such payment. In addition, one or all the following sanctions will occur for failure to pay tuition according to the tuition schedule:

1. A student may not begin school in September if there is past tuition due. Unless arrangements have been made with the principal.
2. A tuition payment plan must be in place for a student to start the new school year.

Limited tuition assistance is available through the diocesan programs to aid families in financial need. Applications must be made in the spring prior to the next school year.

**A non-refundable registration fee per family will be required** to secure your child's placement in our school. We do realize that tuition is a financial burden for many of our families. Therefore, we offer the **Facts** payment plan. Facts charges a one-time fee to use their service.

### TUITION

Tuition fees only cover a certain percentage of the school budget. Parish subsidies, fundraisers and donations cover the remainder.

The tuition policy for the Syracuse Catholic Diocese is outlined on your child's application. It is the policy of the Diocese that students will not receive their end-of-year report card and will not be allowed to participate in graduation ceremonies if tuition is in

arrears and an acceptable payment plan have not been reached. Prompt payment of tuition is critical to meet daily operating expenses.

### **TUITION PAYMENT POLICY**

Any questions regarding tuition should be directed to either the School Principal at 315-363-3620 or the Catholic School Tuition Office. All tuition must be current before re-application is accepted. This is also true when transferring from one from one Catholic School to another.

### **TUITION RATES**

Tuition as well as additional student fees may be obtained at our school office (315-363-3620) or on our website <http://www.stpatrickseida.org/>.

### **TUITION ASSISTANCE**

The Diocese of Syracuse, through the Hope Appeal, provides the Catholic School Office limited funds to assist needy families with tuition. Parents may request a Tuition Assistance Form from the school office in February at re-application. Scholarship money is available through a request to the principal.

### **DRESS CODE**

AN UPDATED Uniform Dress Code is provided to each family in Grades K-6. We have a Uniform room to borrow clothes or shoes from or they can be found on the Flynn O'Hara website. Students are to be following the Uniform Dress Code. If you are unsure, copies can be picked up in the school office.

### **SAFE ENVIRONMENT TRAINING**

The Syracuse Diocese and St. Patrick's School requires that ALL faculty, staff, parents, and volunteers successfully complete the Virtus program of Protecting God's Children. This includes a two and a half-hour course as well as a background check. All courses are scheduled throughout the Diocese. Participants must pre-register for the Virtus class at <https://syracusediocese.org/safe-environment>.

A complete schedule of classes is also available at this website. A recertification class must be taken every five years by anyone

encountering children in the school or on a fieldtrip.

### **SEXUAL HARASSMENT**

Sexual Harassment It is the policy of the Diocese of Syracuse and St. Patrick's School that all students be free from all forms of sex discrimination including sexual harassment in the school environment. Any allegation that a student has been sexually harassed, or has been involved in sexually harassing another, will be fully investigated. If the allegations are determined to be valid, appropriate action will be taken. Sexual harassment may occur in several ways, including:

- Verbal or physical conduct of a sexual nature
  - Situations where a student's submission to or rejection of such conduct becomes a basis for academic decisions affecting the student and/or impacts the learning environment.
  - When such conduct creates a hostile, intimidating, or offensive learning environment.
- Any student who believes that he/she has been subjected to sexual harassment should immediately report the incident to the Principal so that the matter can be investigated, and the student's welfare protected. All information gathered during an investigation will be kept confidential to the fullest extent permitted by law.

### **WORSHIP**

We encourage family worship. Surely our lives and school community receive strength from the Eucharist. Being in a Catholic School is a wonderful way to enrich the faith lives of your children. Therefore, we are sure that your child's Christian education is reinforced by regular Sunday worship.

## **Civility Policy**

Maintaining an environment supportive of learning and free of disruptive conduct is important to the success of our children's education. To further this goal, it is the intent of the school to promote, through this policy, mutual respect, civility and orderly conduct among employees, parents/guardians, and other members of the public. It is also the intent of this policy to encourage positive communication and discourage disruptive,

volatile, hostile, or aggressive communication or actions. Furthermore, this policy is intended to maintain, to the extent possible, a safe, harassment-free workplace for teachers, students, administrators, other staff, parents/guardians, and the public. We appreciate your cooperation with and adherence to this policy.

### **Expected Level of Behavior**

- School employees and representatives should treat parents/guardians and other members of the public with civility, courtesy, and respect.
- Parents/guardians and other members of the public should treat staff and students and each other, while on school grounds and/or participating in school-related activities, with civility, courtesy, and respect.

### **Unacceptable/Disruptive Behavior:**

Any conduct that disrupts or interferes with the discipline, good order, lawful conduct or administration of any school class or activity, constitutes unacceptable conduct behavior.

Unacceptable conduct includes but is not limited to:

- Disruption of or threats to disrupt school classrooms, activities, and/or operations:
- Threats to the health and safety of students or employees:
- Battery or assault upon students, employees, or other persons:
- Using obscenities or speaking in a demanding, loud, insulting and/or demeaning manner; and/or
- Unauthorized entry onto district premises and school grounds.

***The school principal has the authority to ban persons that are deemed disruptive from school grounds and/or school activities to maintain a safe, disruptive-free learning environment.***

