

St. Patrick's School

Student/Parent Handbook

2024-2025



354 Elizabeth Street
Oneida, New York 13421
315-363-3620
www.stpatricksononeida.org

Dear Parents,

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

For over 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 very best to meet 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

Principal

**The policies and procedures included in this Handbook are intended to create a safe school environment that promotes spirituality, academic success, respect for others, and order. By registering at St. Patrick's School, students and their families agree to abide by this Handbook and parents agree to assist their children in following the policies and procedures of the school. This Handbook may be accessed on the school website and parents may obtain a print copy in the Main Office.*

** The Principal reserves the right to make changes to this handbook. Those changes will be communicated through the Principal's Newsletter, the school website, and subsequent editions of the Handbook.*

ST. PATRICK'S SCHOOL MISSION STATEMENT

"FAITH, ACADEMIC EXCELLENCE, SERVICE TO OTHERS"

St. Patrick's School, Oneida, NY is a Catholic Christian elementary school that is committed to faith development, academic excellence, and service to others. We encourage our students to live out the teachings of Jesus, gain knowledge to prepare them for the future, and to carry the lessons they learn here throughout their lives and into the greater community.

BELIEF STATEMENTS

SPIRITUAL

We believe that...

- Catholic schools carry out the educational mission of the Church and maintain healthy relationships with parishes
- The Catholic Identity of our school provides the added dimension of a Catholic school education
- Jesus is the Master Teacher and role model for educators
- Parents are the primary educators of their children; Catholic schools work in partnership with parents to transmit our faith and values
- Teachers in our schools are prophets; they bring the Good news of God's love and salvation

ACADEMIC

We believe that...

- Christ-centered environments support the healthy growth of the whole person: physically, emotionally, spiritually and academically
- Children learn at different rates and in different ways; each is a unique child of God
- Academic excellence is a worthwhile and attainable goal
- Quality athletic and extracurricular programs are important components of a comprehensive educational program
- Our teachers are immersed in collaborative professional learning communities that foster growth in all areas of responsibilities
- Our school cultures promote continuous improvement of individuals and programs
- Schools within the system are aligned in regard to educational programs while adhering to National, State and Diocesan standards

STEWARDSHIP

We believe that...

- Our school practices sound fiscal and responsible stewardship practices
- Our students develop leadership skills that enable them to be responsible citizens who serve others
- Catholic schools teach students to be stewards of the gifts and talents God has given them
- Our students have a sense of responsibility for the environment and all of God's gifts

SOCIAL

We believe that...

- Our students are taught to view all people as the family of God; appreciation and respect for diversity is necessary for Christian behavior
- Our school communities foster the growth of caring, compassionate, and morally sound individuals who follow God's command to love one another

Graduates of St. Patrick's School will:

Live their faith by:

- Knowing, understanding and promoting the Catholic faith
- Protecting and nurturing human life at all stages
- Exhibiting behavior and making decisions that reflect high moral character and values of our faith: integrity, honesty, self-control and concern for others
- Serving God through service to others in society and the Church
- Respecting the dignity of others, including those of other cultures and traditions, as modeled by Jesus, with acceptance, empathy, compassion, and loving all
- Being good stewards of God's gifts
- Continuing to devote attention to their own ongoing faith formation and the evangelization of others
- Providing leadership to the Church and future generations

Use their educational experiences by:

- Mastering a rigorous academic program with disciplined work and study skills
- Continuing to build on a strong academic foundation provided in Catholic schools as life-long learners dedicated to academic excellence
- Being effective communicators, orally, in written form, and in the use of technology
- Using technology in an ethical manner to access information and share information
- Demonstrating the acquisition of life skills that promote cooperation, creative thinking, critical thinking, and problem solving in a variety of settings
- Taking active roles as responsible community leaders in order to make significant positive contributions
- Demonstrating an appreciation for and support of the Arts

ST. PATRICK'S SCHOOL

Faith, Excellence, Service

St. Patrick's School is owned and operated by the Spirit of Hope Catholic Community under the direction of the Diocese of Syracuse Catholic Schools Office. The school was established in 1921 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 of Trustees, operating under the guidance of the Diocesan School Office and Superintendent of Schools, and in conformity with the policies of the Diocese of Syracuse and consistent with the policies and plans of the Diocesan School Commission, will concern itself with policy matters pertaining to the general excellence of Catholic education at St. Patrick's School.

SCHOOL HISTORY

The plans for St. Patrick's School began prior to 1920; the cornerstone was laid September 19, 1920 by Bishop Grimes of Syracuse.

It was Father McGraw and his committee that conducted a drive to raise \$50,000 to begin construction of a new school and convent. The drive was successful! The total cost of the school and the convent was \$163,000.

The school was dedicated on September 4th and welcomed its first students on September 7, 1921. The faculty consisted of six nuns, members of the Immaculate Heart of Mary Order from Scranton, PA. There were six classes from first to sixth grade. There were 211 students enrolled on the first day of school. That number jumped to 280 by the second week! One class was added each year until the school went to the 12th grade, but only one class graduated from the four-year high school program. Due to lack of space, the high school was discontinued.

A Kindergarten was started in 1938; at that time the school was a K through 8 school.

An addition was built in 1953 to provide space for a library, enlarged gym, teacher's room, kitchen facilities, and additional classrooms.

The 7th and 8th grade program was discontinued at the end of the 1988-89 school year. This decision made sense because in the Oneida Public Schools there were seven neighborhood schools and all were K-6, so Oneida students from St. Patrick's blended nicely at the Middle School.

For many years the school remained a parish school. It wasn't until September 2001 that the school became a regional school. The school is presently supported by eleven area parishes and has students from over seven different area school districts.

The school experienced some difficulty in the transition from a parish to a regional school, but with a great deal of help from many dedicated people, has remained open and today is alive and well!

The school continues to struggle with enrollment both in the area of recruiting and retention. Improving enrollment is one of the goals the faculty and staff are currently addressing.

It should be noted that the counties of Oneida and Madison are among the poorest counties in the state. Another factor that impacted the school financially was the closing of Oneida LTD. That being said, Turning Stone Resort and Casino is the largest employer in Madison and Oneida counties. The city of Oneida and St. Patrick's School are located in Madison County, but some of the area schools that send students here are from Oneida County.

We are blessed to have a very dedicated staff and a very supportive family group. We at St. Patrick's are quite like a school family. We have so much to be proud of! We are also blessed to be celebrating our 100th anniversary in the spring of 2021.

CONTACT INFORMATION & COMMUNICATION

You may call the Main Office at 315-363-3620. The Main Office will be open from 8-3:30, M-F (Summer Schedule M-TH 8-12).

CALENDAR

The monthly calendar appears on the [St. Patrick's School website](#). It contains important information about special events.

EMPLOYEE DIRECTORY

To reach an employee, you may call the Main Office and leave a message for the individual or email the individual using his/her first initial & last name followed by @syrdiocese.org as well as messaging the individual via Parent Square. [Employee emails are also linked on our website.](#)

FAITH

REGULAR SUNDAY WORSHIP

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.

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.

SCHOOL LITURGIES (MASSES)

The liturgy is the center of our lives. An appreciation for it must be instilled in our entire school community. At school, meaningful and well-planned monthly liturgical experiences will be celebrated on various occasions during the school year. All are welcome to attend these beautiful celebrations planned by the students.

RELIGION LESSONS

St. Patrick's School is a spiritually enriched environment that has a faith dimension which permeates the entire day. Roman Catholic doctrine is taught as a daily 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.

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 is said at lunchtime and various prayer experiences led by students are shared throughout the year.

SACRAMENTAL PREPARATION

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 NOT AT THE SCHOOL. Parents must register at said parish.

ACADEMIC EXCELLENCE

ACCREDITATION

St. Patrick's School is accredited through The Middle States Association (MSA) on Elementary and Secondary Schools. We are the only accredited elementary school in Madison County.

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 1st of that year. It is the school's policy that students entering PK must be 3 years old and toilet independent to register for our program.

SCHOOL HOURS

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. All students will be supervised from 8:30 am until 3:00 pm. Bus students will be supervised until bus dismissal is completed. Dismissal time for walkers and those being picked up is 2:50 pm. Bus students leave school between 2:50 pm and 3:30 pm.

TARDY/LATE ARRIVAL PROCEDURE

If a student is not in their classroom by 8:50 am, he/she is officially tardy. Any student that comes to school late, for whatever reason (except a late bus), must be signed in by a responsible adult. The sign-in book is located in the foyer on the desk by the main entrance. Name, date, and reason must be given when signing in or out.

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.

CURRICULUM

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, English Language Arts, and Mathematics. This foundation includes other building blocks of Social Studies, Science, Music, Art, Physical Education and Health, Technology classes. 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.

SPECIALS CLASSES

Music, Art, Library, Technology and Media, and Physical Education are an integral part of our curriculum.

LIBRARY/MEDIA CENTER

Students attend library class once a week. Families are responsible for any books checked out of the library. We ask that parents help their children to assume the 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.

Families will be required to pay for an unreturned or damaged book at the end of the school year in order to receive his or her report card.

PHYSICAL EDUCATION PROGRAM

All children in Grades PK-6, unless excused by a physician, participate in the Physical Education program. Children are required to wear sneakers during PE class. *Earrings and other jewelry are NOT ALLOWED during PE class.*

If your child cannot not participate in PE class due to medical reasons, the student must bring a note to his/her teacher, who will forward it to the office and the PE instructor. *If your child has a medical excuse for PE class, he/she will also not be allowed to participate in outdoor recess.*

HONOR ROLLS

Students in grades 3-6 will be chosen to receive an honor roll certificate at the end of every marking period if they meet the following criteria:

1. Average of 94.5 & above= **High Honors**
2. Average of 89.5-94.4= **Honors**
3. Average of 84.5-89.4= **Merit**
4. Any grade under 70 is considered **deficient**

(Anyone who receives an unsatisfactory skill grade (1 or 2) in any subject or under Characteristics of a Christian Learner is not eligible for the Honor or High Honor roll.)

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/folder 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.

AT HOME LITERACY 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.

ASSESSMENTS

iREADY TESTING

Three times a year, all students in K-6 participate in a computer-based assessment for 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.)

NEW YORK STATE ASSESSMENTS IN GRADE 3-6

Every spring in grades 3-6, we participate in computer-based testing 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 only 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.

DEFINITIONS OF PERFORMANCE LEVELS ON NEW YORK STATE ASSESSMENTS

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.

INSTRUCTIONAL STRATEGIES IN THE CLASSROOM

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

NYS AND COMMON CORE LEARNING STANDARDS

Explore www.engageny.org for more information about the Common Core Learning Standards

REPORT CARDS

Students in Grades K-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.

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 a 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. *Retention discussions should begin before the end of the school year.*

SCHOOL AND FAMILY PARTNERSHIP

To provide a complete 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.

PAPER NOTICES TO PARENTS

All school notices will be sent home with the oldest child in every family in grades PK-6. **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.

PARENT SQUARE AND EMAIL COMMUNICATION

Our official way to communicate with parents is through the Parent Square app. You will receive important messages and reminders from the office and classrooms at the times you choose when setting up your account. You may also receive email from the school. *It is inappropriate to text on a personal cell phone or message a school staff member on social media.*

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 and December each year. At that time, parents pick up their child's report card and meet with the teacher. 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.

To expeditiously resolve parental concerns or questions, 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, there is no fee to join. Quarterly meetings will be announced on the calendar. Parents are warmly welcomed to volunteer for a variety of activities. **The expectation is that all families will do their part to assist in our success.**

FUNDRAISING

Various fundraisers will be held during the school year that we ask you to volunteer for. Fundraising is a necessary part of our budget. Our largest fundraiser is Basket Bonanza. We need it to bring in around \$30,000.00. The funds raised are used for school operations and to keep tuition low. Since it is our biggest fundraiser, **every family is required to donate a basket valued at \$75 (or pay the cost of a basket) and MUST make arrangements for someone from the family to work the event.** *(If someone from your family does not work the event, you will be charged a \$150 no-show fee.*

SERVICES PROVIDED BY THE PUBLIC SCHOOL

RELATED SERVICES

The public school district provides the following services:

1. Health services, including those of a school nurse
2. Speech therapy
3. Academic Intervention Service (AIS) in ELA and Math
4. Resource (Special Education) class
5. Physical therapy/Occupational therapy
6. Hot lunch program

SPECIAL EDUCATION (RESOURCE)

Special Education Services for K-6 students are handled through Oneida City School District. PK (CPSE) is through the student's 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.**

STATE AND FEDERAL AID

St. Patrick's School receives federal and state aid through your child's district of residence. The various public-school districts in which our students reside contribute funding toward textbooks, computer, and library materials. **Funds are determined by enrollment and the FREE AND REDUCED LUNCH application. It is important that families fill out an application at the beginning of every school year.**

TITLE I (ACADEMIC INTERVENTION SERVICES)

Academic intervention services (AIS) are services designed to help students achieve the learning standards in English Language Arts and Mathematics in grades K-6. These services provide additional instruction that supplements regular classroom instruction. These funds pay for a part time AIS teacher and material and supplies for ELA and Math.

TITLE IIA AND TITLE IV

Materials and supplies are purchased using these funds to support professional development for teachers and family engagement.

TEXTBOOK AID

Students in Kindergarten through Sixth Grade receive 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.

COMPUTER AND LIBRARY AID

We receive funds to purchase hardware and software as well as library books each year for our school through the Oneida City School District. These funds are calculated based on our enrollment.

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	Camden 315-245-0878
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.

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 drivers will report any irregularities to the school principal.

BREAKFAST AND HOT LUNCH PROGRAM

Breakfast will be offered free for students arriving on the bus between 8:00- 8:30 and for the before school program children. Children may either order a hot lunch or bring a bag lunch to school. Hot lunch is free to all students but only one lunch may be ordered per child. Students are expected to practice good manners while eating. Students are allowed to bring additional snacks. 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.

STUDENT ACTIVITIES

BIRTHDAYS

The students' birthdays are recognized in our morning announcements. If a student has a July or August birthday, it will be recognized on their "half" birthday in January or February. The sending of any type of invitations through the classroom is **ONLY** allowed if **all** students are receiving one. *Students are allowed to bring in classroom treats and will be able to dress down on their birthday.*

ACTIVITIES CALENDAR

Please check the calendar for scheduled activities. The school calendar is made in the summer, so is subject to change. *If there is a change of events parents will be notified ahead of time.*

CLUBS & EXTRA CURRICULAR ACTIVITIES

We offer a few different clubs & activities for students to participate in. Only students who are passing all subjects and haven't had any discipline referrals are eligible to participate. Some clubs and activities meet before school and some meet after school.

MUSIC CONCERTS

Each year PK-6th grade students are required to participate in an 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. Concert scheduling is at the discretion of the principal.**

SUPPLY AND ACTIVITY FEE

Our supply and activity fee is \$45 per student and is due at the start of the school year. The office orders supplies 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 (if applicable) take-home folder, and much more.

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 one 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.*

MOVING UP/GRADUATION DAY

Each June, our PK 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.

SCHOOL PICTURES AND YEARBOOK

Each October 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 and can get photos retaken on the scheduled day. School and class photos will be included in our yearbook available for purchase in the spring.

HEALTH

ATTENDANCE AND ABSENCES

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 more than 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 8:45 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 9:15. 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 students are absent outside of the regular school vacation time, they 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 student returns, 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

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 needed. The nurse's office can be reached by calling 315-363-3620 x104.

IMMUNIZATION POLICY

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

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, 3rd and 5th grades and for students new to the school. Either the school district doctor or your physician may give the physical.

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 will 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 available. Unlicensed personnel in the school setting will assist students with the taking of their own oral, topical, and inhalant medication when the nurse is unavailable. Only medications prescribed by a doctor 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 its original packaging or 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 without a doctor's note. NO MEDICATION WILL BE DISPENSED UNLESS THE ABOVE REQUIREMENTS ARE MET.

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.

SAFETY

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.

EMERGENCY SAFETY PLAN

St. Patrick's School has an emergency safety plan in place that the faculty, staff, and students are familiar with. As part of this plan, lock-down and evacuation drills will be conducted and practiced during the school year in accordance with NYS law.

DISMISSAL PROCEDURES

School officials need to be informed by written notice if there is a change to a child's dismissal procedure or if another adult is designated to pick them up. In case of any emergency, call the office **before** 1:30 pm with any change to your child's dismissal plan.

AUTHORIZED PICK-UP LIST

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 and authorization from the parent. Update emergency contact information on FACTS and notify the school in writing of any changes. Emergency contact information on file at the school **MUST** be current.

EARLY DISMISSAL

Any student who needs to leave school before 2:50 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 by an authorized adult. Students will be called to the office and parents will sign them out and wait for them by the sign-out book in the foyer. If the child returns to school after an appointment, the parent must then sign the child back in on his/her return. *Parents are not allowed in classrooms between 9:00 am -3:00 pm.*

The Oneida School District schedules early dismissal days (noon dismissal) for parent teacher conferences in November and December. There will be additional days during the year scheduled for teacher grade level meetings. All early dismissals are noon dismissal with lunch served.

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 coming into contact with children in the school or on a school sponsored field trip as a chaperone.

CHILD ABUSE REPORTING/SAFE ENVIRONMENT PROGRAM

Any teacher or staff member who suspects that a minor has been subjected to physical injuries, neglect, sexual abuse, or emotional maltreatment is mandated by the Child Abuse Reporting Law to notify the proper authorities. Because immediate investigation by child protective agencies of suspected abuse may save a student from repeated injuries, school personnel will report suspicious injuries or behavior to the proper state authorities. St. Patrick's School operates in compliance with the Safe Environment Program of the Diocese of Syracuse (VIRTUS) in order to assure the safety and security of students and employees.

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.** 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.**

MEDIA PERMISSION

At times during the year, the media comes to the school and other school functions to report on special activities. As part of your FACTS online application each family signed a media consent form. Parents who do not wish to have their child participate in media coverage, must inform the office in writing.

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.

SMOKE-FREE POLICY

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

SNOW DAYS AND DELAYS

We follow the Oneida City School District's decision for snow days and delays. Radio and television stations as well as websites and our Facebook page are good places to get updates on closings and delays. All extra-curricular activities are canceled on snow days including before and after school care. On days when Oneida declares "no after-school activities" there will be no after school programs at St. Patrick's. *You can sign up for text alerts on WKTV and choose Oneida City Schools (including St. Pats.)*

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.
2. Students must treat one another properly, i.e., no pushing, pulling on clothes, no roughhousing, etc.
3. No student leaves designated area without asking permission from teacher.
4. Students play on grass or blacktop always in full view of adult supervisors.
5. No one is to be behind the garage.
6. The small swings are for grades PK through Grade 3.
7. No climbing on tunnel. No standing on parallel bears.
8. No climbing on tree.
9. One person on tracker; no pushing each other on tracker and no students with feet above head.
10. Every student goes out at recess, weather permitting.
11. In order 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 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.

TECHNOLOGY

ACCEPTABLE USE POLICY

The Catholic Schools of the Diocese of Syracuse recognize that changes in 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 upon registering regarding its proper use.

CELL PHONES & ELECTRONIC DEVICES

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

TUITION POLICY AND APPLICATION PROCESS

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 has not been reached. Prompt payment of tuition is critical to meet daily operating expenses.

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

RE-REGISTRATION

Students will be re-registered for the following year automatically and billing will begin in July. During the month of February, it is required that all parents notify us if your child will not be returning the upcoming school year. If needed, parents should fill out a financial aid application at that time as well.

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

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 payment plans. The tuition management company does charge a one-time fee for the convenience of making monthly payments.

CHECKS/CASH PAYMENT

Whenever you send a payment 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 \$35 fee.**

DELINQUENT ACCOUNTS

St. Patrick's School reserves the right to enforce the following policies as deemed necessary by the administration when an account becomes delinquent:

- Students may not be allowed to continue to attend classes if scheduled tuition payments become delinquent unless written arrangements are made in advance with the business office.
- Students may be suspended from all activities, clubs, school events, and/or classes until the tuition account is current.
- An official transcript will not be released at the end of the semester or school year if the outstanding account balance is not paid in full.

EXTREME CASES OF TUITION DELINQUENCY

As a caring, Catholic community, St. Patrick's School is dedicated to working with families who are experiencing extreme hardship or unexpected expenses. While remaining fiscally responsible to the school budget, the principal will work with families to the extent possible. An additional consideration is given to families who have been in communication regularly with the principal. Families who have experienced the inability to meet financial obligations are strongly encouraged to apply for financial aid.

WITHDRAWALS

Parents who are withdrawing their child(ren) must notify the principal in writing, and a Withdrawal Interview may be conducted. Credits or immunization records will not be forwarded until written notification is received and approved by the Principal.

ADDITIONAL POLICIES

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 in writing.

DRESS CODE POLICY

Students in grades K-6 are required to wear a uniform. [Our uniform policy can be found on our website.](#) We have a uniform room to borrow used clothes or shoes or uniforms can be purchased from any major retailer or through Flynn & O'Hara. *Dress uniform is REQUIRED on Mass days once a month.*

GROOMING & GENERAL APPEARANCE POLICY

St. Patrick's School believes that a student's appearance has an impact on her attitude and behavior. Respect for the school community, for the students themselves, and for what the school is giving to the students is evidenced by dressing appropriately for the proper time and place. The school does not see the grooming and dress code as an infringement on personal fashion desires, for the student has many off-campus hours to dress as she wishes, and the school has many free dress and dress-up days. Attending St. Patrick's School is a privilege, and the school expects its students to conform to its dress code during the entire school day.

General cleanliness is expected of all students. Hair should be well groomed and of natural color and tone. Hair styling should not be extreme. Excessive or exaggerated makeup, as well as distracting, extreme, or excessive jewelry and/or piercings may not be permitted. Earrings should be small studs only. No other piercings are allowed. Final determination for any personal appearance issues in terms of what constitutes appropriate, inappropriate, in good taste, and the like, will be at the sole discretion of the principal.

TECHNOLOGY 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.

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.

PARENT-TEACHER RELATIONSHIPS POLICY

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.

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.

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.

SEXUAL HARASSMENT POLICY

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.

Educational Rights and Privacy Act

A request form for parents and legal guardians to examine their child's records will be available at the Main Office. The school must be notified twenty-four hours prior to this request. Such records are kept confidential and may not be released or made available to persons other than parents/ guardians or students (over 18 years old) without the written consent of such parents or students. The Principal or another authorized person must be present at the time these records are viewed to help interpret when necessary. The school voluntarily abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, St. Patrick's School will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide St. Patrick's School with an official copy of the court order. Divorced or separated parents must file a court-certified copy of the custody section of the divorce or separation decree with the Principal's office. The school will not be held responsible for failing to honor arrangements that have not been made known.

Personnel Access to Student Records

The following personnel have access to students' records without the previously noted consent:

- Professional personnel at St. Patrick's School
- School Officials at a receiving school
- Authorized personnel of Diocesan or State Education Departments
- Those possessing a court order or subpoena

Code of Conduct Statement of Purpose

At St. Patrick's School, we believe that all children are a blessing from God and their dignity should be held in the highest regard, as each person is created in the image and likeness of God. Therefore, all students have a right to be an active part of a safe and orderly learning environment. As a Catholic school, we emphasize the development of the whole child. Spiritual, intellectual, social, and physical growth are fostered. The school staff aims to see all children develop an ever-increasing awareness of their own self-worth and the worth of others with a reverence for each person.

The school environment attempts to emphasize the need for an increasing sense of responsibility and self-discipline, not imposed control, on the part of all students. Justice and charity are the two guiding virtues. Discipline is the key to good conduct and proper consideration for other people. Good discipline is maintained by recognizing and praising good behavior, taking corrective action when necessary. As much as possible, discipline should derive from a student's responsibility for his/her own actions. Students are expected to put forth their best effort and to conduct themselves at all times in a manner that will promote a safe, orderly learning environment. School/classroom rules and expected behaviors are explained to children. Full parental cooperation in upholding the following standards of conduct is a prerequisite for participation in the educational programs of St. Patrick's School.

Standards of Conduct

Students are expected to demonstrate mature, responsible, and charitable behavior. They will:

1. Treat self, all staff members, and others with courtesy and respect.
2. Demonstrate Catholic values in speech and action.
3. Greet and respond to everyone in a polite manner.
4. Be considerate of the needs of others.
5. Contribute in a positive manner to the classroom and school environment.
6. Maintain good attendance. Arrive to school and classes on time.
7. Follow any additional standards requested by the teachers and staff.
8. Comply with all policies, rules, and regulations as specified or implied in this Handbook.

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