



**Diocese of Rochester**  
**Catholic Schools**

Faith. Academics. Community.

## STUDENT PARENT/GUARDIAN HANDBOOK



**St. Patrick's Preschool**

A MINISTRY OF SAINT PATRICK'S CHURCH



Accredited by Middle States Association

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**2026-2027**

DIOCESE OF ROCHESTER – DEPARTMENT OF CATHOLIC SCHOOLS  
ST. PATRICK'S PRESCHOOL– STUDENT/PARENT HANDBOOK

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## *Mission Statement*

*The Diocese of Rochester Catholic Schools offer families an authentic Catholic education rooted in the Gospel of Jesus Christ and the teachings of the Roman Catholic Church.*

*Our schools:*

- ***Guide** students to be disciples who know and live the Catholic faith;*
- ***Inspire** a learning community to foster academic excellence; and*
- ***Empower** young people to fulfill the two great commandments of Jesus Christ by loving God and being service-oriented, responsible, and self-disciplined neighbors to others.*

# DIOCESE OF ROCHESTER – DEPARTMENT OF CATHOLIC SCHOOLS

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### 1.0 WELCOME

#### 1.01 SCHOOL MISSION

##### WHO WE ARE

We identify ourselves with the following core values:

- Authentic Faith. Rooted in the Gospel of Jesus Christ and the teachings of His Church.
- Welcoming. Rooted in the human person's dignity and right to encounter Jesus.
- Engaging. Rooted in the human person's capacity to reach his or her full potential.

##### WHY WE EXIST

Rooted in the Gospel of Jesus Christ and the teachings of His Church, St. Patrick's Catholic Preschool fosters spiritual and educational growth, enabling students to achieve success through human, spiritual, intellectual, social, and emotional growth in a safe and supportive child-centered program.

##### WHAT WE DO

Forming and nurturing God-given gifts of faith and reason among our preschool students.

##### WHERE ARE WE GOING

St. Patrick's Preschool nurtures a love of believing and learning by:

- Guiding students to encounter God who unconditionally loves them.
- Inspiring students to foster academic excellence.
- Providing students an environment where they learn to love God and neighbor.

#### 1.02 School Information

St. Patrick's Preschool fosters spiritual and educational growth, enabling students to achieve success through human, spiritual, intellectual, social, and emotional development in a safe and supportive child-centered program.

We have 3-year-old Preschool, offering three options: two day (Tues/Thurs mornings) or three day (Mon/Wed/Fri mornings) per week. Or choose both for a five day per week option. We also have 4/5-year-old Preschool offering Mon-Fri mornings, also ideal for 5-year-olds not attending kindergarten.

All curriculum is guided by both NYS guidelines and Diocese of Rochester Preschool curriculum.

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## 1.03 Parent/Guardian Expectations

The philosophy of the Diocese of Rochester Catholic School community is to proclaim the Gospel message of Jesus, educate the whole child, guide students in the love and service of God and others, and integrate Christian virtues (love, faith, hope, courage, reconciliation, and justice) into the curriculum.

By registering your child/ren at a Catholic school, parents/guardians become members of the school community of students, faculty, and staff that recognizes the mission of building Christ-like presence in our schools by instilling Christian values in our young men and women who will shape our future. By registering at a Catholic school, parents/guardians agree to uphold the policies, procedures, and decisions of the school as a partner in the education of each child. This partnership obligates all of us to share in the responsibilities for the education of children by agreeing to the following oath:

- I (We) fully understand the importance of guiding my (our) children's faith development, acting as a good Christian role model, actively participating in church membership and attending weekly Mass or church services.
- I (We) fully understand the importance of attending Parent Teacher Conferences at the teacher's request, cooperating with school staff, and being present at other school events to support my child/ren.
- I (We) understand the importance of reviewing my child/ren's mail/homework daily.
- I (We) support and work with the faculty and staff to ensure a nurturing learning environment.
- I (We) agree to volunteer for events and projects within the school year.
- I (We) will ensure that students are picked-up from school and from school events on time.
- I (We) will register dissatisfactions and complaints in a reasonable and fair way, will not gossip, and will give everyone the benefit of the doubt by assessing the facts before passing judgment. Solutions to specific classroom issues must be sought at the level of the teachers before approaching the administration. ***The school expects that students and parents/guardians are respectful of one another, the faculty, and staff, including verbal, written, and face-to-face communications. Inappropriate and slanderous comments and/or social media behavior will not be tolerated and addressed appropriately by the school principal.***
- I (We) will fulfill financial obligations to the school in a timely manner, including the payment of tuition, fees, and other expenses.

This promise is designed to implement the blessings of the Church-Family-School relationship. The Catholic school becomes a faithful atmosphere with the positive interaction of students, parents/guardians, teachers, administration, and support staff.

### RESOLVING QUESTIONS OR CONCERNS

The mark of a Christian society is the way in which conflicts are resolved. Virtue and respect for others demand that questions or concerns be addressed directly to those involved and not discussed with others, requires an understanding that sometimes people have to “agree to disagree”, and that they not be presented to higher levels of authority unless previous attempts at resolution have been unsuccessful.

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All interaction with faculty, staff, and administration should be by appointment. Parents/Guardians should not expect availability on a “drop-in” basis. **For the safety and security of all students and staff, visitors must report to the main office and be escorted throughout the building and abide by all safety policies and procedures set forth by the school.**

- Questions regarding classroom order, expectations, grading, and other classroom related issues should be discussed directly with the teacher to address concerns.
- General questions regarding academics should be addressed to the teacher and then the Principal.
- Disciplinary issues should be addressed with the Principal.
- Financial questions should be addressed with the Business Office.

### **PARENT/GUARDIAN VOLUNTEERISM**

We love an active group of volunteers – Volunteers are the main support system of every Catholic School. Please become involved in some capacity. The Principal expects every family will become involved in one of our celebrated events to support their child/ren and the school. As Jesus said, “I am the way and the truth and the life. No one comes to the Father, except through me” (John 14:6). In service to the children and the school, your gifts will be realized and valued.

All parent/guardian volunteers must complete the online Diocese of Rochester’s Creating a Safe Environment (CASE) for Volunteers Training (before volunteering at any event where students are present). Information is provided below:

### **Diocese of Rochester Volunteer Requirements**

Catholic school system or in its parishes and related ministries fulfill the following criteria:

1. Participate in or complete online a Creating a Safe Environment Training course (<https://www.dor.training/home.aspx?pagename=volunteer-training>).
2. Complete and sign a Diocese of Rochester Volunteer Code of Conduct Form.
3. Complete the Criminal Record Check process.
4. If driving children, complete the Volunteer Driver Information Form and have driving record checked. This must be completed every year.

This is required to work with children in any capacity in our school - room parent, assist in the classroom, chaperone/drive on fieldtrips, athletic coach, and/or assistant at any social event where students are participating. All volunteers must participate in a renewal of training as determined by the Diocese of Rochester.

## 2.00 SCHOOL ADMINISTRATION

### 2.01 SCHOOL HOURS

#### A. Arrival

**RED TEAM:** (TBD IF NEEDED)

**GREEN TEAM:** 9:00am

**BLUE TEAM:** 9:10am

**YELLOW TEAM:** 9:20am

#### B. Dismissal

**RED TEAM:** (TBD IF NEEDED)

**GREEN TEAM:** 11:30am

**BLUE TEAM:** 11:40am

**YELLOW TEAM:** 11:50pm

### 2.02 PARENT VOLUNTEERS

Parent volunteers are most welcome and appreciated on an as needed basis. Please come in the main door and sign your name in the book in the office and pick up a visitor pass. Please sign out when you leave. Parent volunteers must complete the Creating a Safe Environment training program and authorize a background check performed by a third party for the Diocese of Rochester.

### 2.03 VISITORS

Parents are welcome to visit St. Patrick's Preschool. During the school day, all outside doors will be locked. Please buzz at the front door and wait to be identified and admitted. Come directly to the school office to sign in whenever you come to school; please do not go directly to the classrooms. This helps prevent children and teachers from being distracted in the classroom as well as ensures the safety of all our children.

### 2.04 LUNCHES

St. Patrick's Preschool does not provide lunch.

### 2.05 CLASSROOM SNACKS/TREATS

St. Patrick's Preschool will provide a healthy snack for each child every day. Water is provided for students to drink. We are a tree & peanut-free facility. Please visit with your child's teachers if there are special dietary needs or food allergies that we need to be aware of.

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### **2.06 GOING OUTSIDE**

As a general guideline, when the wind chill and real feel temperature is too low or too high, outdoor activity will be suspended. This follows the Victor Central School guidelines approved by the Ontario County Public Health Department. Otherwise, please make sure your child is dressed appropriately for the possibility of outdoor recess/PE. If your child is too sick to go outside, they are too sick to send to school. Personnel are not available to provide the additional supervision required for a child to stay inside the building if their class goes outside at recess.

### **2.07 SCHOOL CLOSING**

St. Patrick's Preschool is closed when the Victor Central School District is closed due to serious weather conditions. Please listen to local radio stations and check local television stations for school closing information. All St. Patrick's Preschool faculty, staff, and parents will be notified via our FACTS system and/or email if the school is closed. We will also post school closing information on our social media pages. If the Victor Central School District is open and you do not receive any notification from us, please assume that St. Patrick's Preschool is open.

### **2.08 SCHOOL FACULTY & STAFF**

The key to our successful climate for growth is the faculty and staff. Each teacher and support staff member is a highly committed and qualified professional – one who loves children and works to foster their growth. All of our core teachers are highly trained educators who provide our students with both academic excellence and spiritual growth.

### **2.09 SCHOOL DRESS-CODE AND UNIFORMS**

#### **A. School Uniforms**

St. Patrick's Preschool does not implement a school uniform. Please dress your child in comfortable clothing suitable for an early childhood environment. Please be mindful of our toilet training policy of being independent with clothing while using the restroom, outside play, art activities, gross motor movement, and sensory activities while choosing appropriate outfits for your child. Students should wear appropriate footwear at all times during the school day.

### **2.10 DIGNITY FOR ALL STUDENTS ACT**

St. Patrick's Preschool adheres to the New York State's Dignity for All Students Act ("The Dignity Act") which seeks to provide a safe and supportive environment free from discrimination, intimidation, taunting, harassment, and bullying on school property, and/or at a school function. Diocese of Rochester Schools have pledged to eliminate bullying and harassment as best as possible by not only posting and enforcing school wide rules against bullying and harassment, but by applying our key instrument: involving parents/guardians.

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### **2.11 ATTENDANCE & ABSENCE**

#### **A. Regular Attendance**

Regular attendance is a big step toward success in school and life. Children who are regularly tardy or absent have additional challenges. When excessive whole or partial absences are noted a School Attendance Notice will be sent home. If attendance continues to be an issue, parents will be notified and a meeting arranged to address the situation and seek the best solutions. Regular absences and/or tardiness may result in a child not be promoted to the next grade level and/or referral to Child Protective Services. Parents/Guardians must notify the Main Office at (585) 924-2800 to report student absences.

Approved excused absences are defined as:

- Sickness
- Serious family illness
- Death of a family member or close friend
- Religious
- Medical or Dental Appointment
- Court
- Approved school-related program

#### **B. Tardiness**

A student is considered tardy after 10 minutes past their assigned class arrival time. Students arriving late must report directly to the main office. Parents/ guardians are responsible for ensuring their child arrives on time.

#### **C. Absences**

Please call the school before 8:45am and speak to someone in the school office/leave a voice mail if your child will be absent, arriving late, or leaving early. Please state the reason for the absence, late arrival or early dismissal. If you know in advance, send a written excuse/email for the absence. Otherwise, send in a written excuse/email explaining the absence, late arrival, or early dismissal upon your child's return to school.

If your child is absent due to contagions such as strep throat, pink eye, lice, or any symptoms related to COVID-19, please make the principal or administrative assistant aware. If your child has a temperature of over 100 degrees Fahrenheit, please keep your child home and share this information with our administrative staff. Medical information about a child may be shared with staff on a "Need to Know" basis to ensure the safety of your child. If there is information you do not want shared, please contact the us to discuss the matter at (585) 924-2800. If your child's doctor requests activity restrictions for any reason (illness, injury and the like) please provide a doctor's note stating specific restrictions.

## **3.00 SCHOOL ADMISSION**

### **3.01 ADMISSIONS POLICY**

St. Patrick’s Preschool accepts children of any race or religion – as long as they fully participate in religion classes and celebrations.

It is the policy of St. Patrick’s Preschool that children entering preschool in September are fully and completely toilet trained. This includes both the three-year-old and four-year-old preschool classes. Completely toilet trained includes:

- \*Recognizing the need to use the toilet without frequent reminders.
- \*Being able to remove the necessary clothing to use the toilet.
- \*Cleaning private areas with toilet paper after using the toilet.
- \*Dressing self before exiting the bathroom.
- \*Washing hands after using the toilet.

The use of a “Pull-Up” or similar brand of underwear is not a substitution for being toilet trained. Please let us know if there is any reason your child needs to wear a “Pull-Up” during the school day.

St. Patrick’s Preschool is aware that at this young age, accidents sometimes happen. In the event of an accident the following procedures will occur:

- \*The child will take his/her fresh clothes into the bathroom to change. Your child will be given a plastic bag to put his/her wet clothes in.
- \*If a change of clothes is not in the child’s backpack, the child will be taken to the office and a relative/guardian will be contacted to bring a change of clothes.
- \*In an accident involving feces, a relative/guardian will be called to change the child as we do not have the proper facilities to clean them thoroughly. It is up to discretion of the administration and parents on whether or not the child should be dismissed for the day.
- \*If accidents are frequent, we would ask that you re-evaluate your child’s readiness to be enrolled in preschool. Your child’s teacher can help you in that decision making process.

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### **3.02 AGE REQUIREMENTS**

New York State Law requires children entering Kindergarten must be five years of age on or before December 1 of the entering year. Similarly, children entering a pre-school program for four-year-olds must be four on or before December 1 of the entering year. The same rule applies for three-year-olds.

### **3.03 IMMUNIZATION**

The Diocese of Rochester and its Affiliated Employers follow New York State Public Health Law which requires every student entering school to be immune to diphtheria, tetanus, pertussis, measles, mumps, rubella, poliomyelitis, hepatitis B, varicella and meningococcal in accordance with Advisory Committee on Immunization Practices (ACIP) recommendations and the NYS Public Department of Health Immunization Laws and Regulations. All students entering preschool must also receive the pneumococcal and Hib vaccines. Exemptions may be granted for medical reasons only. Religious exemptions are no longer allowed per New York State Law.

### **3.04 NONDISCRIMINATION**

Title IX – Nondiscrimination, Harassment, and Bullying: Diocese of Rochester and its Affiliated Employers personnel must follow regulations of Title IX and the guidelines of the nondiscriminatory policy of the Federal government. Diocese of Rochester and its Affiliated Employers will not discriminate in the administration of their educational policies, admission policies, scholarship and financial aid programs, athletic and other school-administration programs. It is the responsibility of the principal (Title IX Coordinator), teachers and staff, students and parents/guardians to create an environment free from harassment, bullying and discrimination.

All students have equal educational opportunities at St. Patrick’s Preschool without regard to any legally-protected category under federal or state law. Moreover, harassment against students on the basis of a protected category will not be tolerated.

If you believe you or another person has been discriminated against, harassed or denied an opportunity on the basis of any protected category, please promptly contact Margie Everett, the Title IX Coordinator, at (585) 924-2800 to report your concerns. All concerns reported will be promptly and thoroughly investigated/ reviewed. Confidentiality will be maintained to the greatest extent possible under the circumstances. Retaliation against persons who raise concerns is strictly prohibited. If you believe you have suffered reprisal for raising concerns, please contact the Title IX Coordinator to report your concerns.

### **3.05 LEAD TESTING FOR PRE-SCHOOL AND KINDERGARTEN STUDENTS**

New York State Public Health Law requires proof of lead testing for admission to preschool and kindergarten in order to be compliant with the New York State Lead Poisoning Act.

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## **3.06 TRANSFERS**

Any family wishing to transfer a student from one Diocese of Rochester Catholic School to another Diocese of Rochester Catholic School must receive approval from the Superintendent of Schools in consultation with the CFO before that transfer can take place. Students with past due balances will not be accepted at any other Catholic school within the Diocese of Rochester until the past due amount is resolved.

## **3.07 Proper Placement of Students**

The Administration and Faculty of St. Patrick’s Preschool realize that the progress and growth of each child differs during their school career. Therefore, it is imperative that the proper placement is attained for each child. It would be unfair and improper for St. Patrick’s Preschool to admit or retain any student for whom the school did not have an appropriate program. To determine the proper placement of all students entering St. Patrick’s Preschool the following procedures are required:

1. academic screening
2. review of previous school records
3. consultation with parents/guardians

For continued proper placement of all students currently in St. Patrick’s Preschool the following procedures are followed:

1. The faculty is required to monitor each child’s progress in relationship to the class norm. (This process may be done through performance assessment, standardized testing and quarterly reports.)
2. The Administration and parents/guardians are to be informed of any student who, in the teacher’s judgment, is significantly below the class norm. (Further diagnostic evaluation may be recommended.)
3. Results of all evaluations will be shared with parents/guardians. The administrator in consultation with staff and parents/guardians, will make appropriate placement.

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### **4.00 SCHOOL CURRICULUM**

Our academic program is centered on the Catholic formation and education of our children. The primary focus in each class is the message of the Good News as spoken, realized and challenged in our world today. It is our goal to prepare students with strong souls, open hearts and enlivened minds. St. Patrick’s Preschool students have an excellent record of high achievement. Our strong academic program is structured, challenging, creative, and attentive to individual needs. Shared Expectations for Excellence in Development guides curriculum and instruction in our schools. The document is available online at the Diocese of Rochester Department of Catholic Schools’ website ([www.dorschools.org](http://www.dorschools.org))

#### **4.01 Curriculum**

Our curriculum adheres to the New York State Education requirements incorporating Catholic faith, principles, virtues and practices. Students are required to take the entire core and specials subjects. The core subjects are Religion, ELA, Mathematics, Social Studies, and Science.

#### **4.02 Field Trips**

Each class has field trips as part of their curriculum. Students must have a permission slip signed by their parents to go on a field trip. Confirmation by phone is not permissible. Transportation for local trips may be provided by bus (4/5-year-old students only). All chaperones must complete Creating A Safe Environment and authorize a background check.

#### **4.03 Performance Assessment– Daily subjects**

At the school level, our teachers use a variety of methods to assess students’ achievement. This includes Benchmark Assessments, student work, special projects and homework, as well as other methods. There are two grading periods each school year. Report cards are made available electronically at the end of each semester through FACTS or will be sent home as a hard copy. The second semester report card is sent home as a hard copy.

##### **Grades PK-3 and PK-4/5**

These grades will be un-weighted using the following marking codes:

E = Exceeds Grade Level Diocesan Standards

M = Meets Grade Level Diocesan Standards

W = Working Towards Grade Level Diocesan Standards

N = Not Yet Meeting Grade Level Diocesan Standards

X = Not Evaluated at This Time

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### 4.04 Parent Teacher Communications

If you would like to set up a meeting with a teacher please email the teacher or contact the school office to set up a meeting. Please respect teachers' rights to privacy. Instead of contacting them at home or speaking with them at school events, please call the school office or email your child's teachers. By scheduling a convenient time for both of you, the teachers will be able to focus his or her full attention on your concerns. In the classroom, the teachers are responsible for the education and well-being of many children, and it is very important that they give all their attention to the students.

### 4.05 Spiritual Activities

Many spiritual opportunities are given to students so what is learned in class can be put into action.

#### A. Prayer Together

Every morning we gather as a class to pray together as part of our morning program. Students say grace before snack and pray together in the classroom at the end of the day immediately before dismissal.

#### B. School Liturgies

Our celebrations to worship God are just that - celebrations! Students are active in the execution of these celebrations and times of prayer. All students are encouraged to participate fully and reverently.

#### C. Outreach

Caring for others is put into practice through a variety of outreach activities. We participate in many service projects throughout the school year to help and give back to our community. Offerings of goods, gifts, groceries, and prayers for families in need are collected throughout the season.

### 4.06 Parent Activities

St. Patrick's Preschool is a great place to grow because of the involvement and commitment of its parents. There are several standing parent committees. If you are interested in volunteering for any of them please call the school office.

#### A. School Advisory Board Committee

Our school board discusses school events, budget, enrollment, fundraising, advertising and other Preschool related areas of strength and areas in need of improvement. If you would like to be a parent representative, please reach out to the principal.

#### B. Fundraising Committee

We are always looking for new and profitable fundraising opportunities. If this is an area where you feel you could offer valuable insight as well as planning, implementing and overseeing any or all fundraising initiatives, activities and events, please reach out to the principal.

## **5.00 STUDENT HEALTH AND SAFETY**

### **5.01 ADMINISTRATION OF MEDICATIONS AT SCHOOL**

St. Patrick’s Preschool does not have a health care professional on staff and does not currently have a designated staff member who has been properly trained to administer medication, therefore any prescription medicine must be administered by a parent/guardian. However, our preschool staff is trained to administer Epi-Pens and First Aid care. In order for staff to administer an Epi-Pen, the “Parental Authorization for Administration of Medications in School” must be completed and returned to the school. Additional document includes a written order from a health care professional stating the drug to be given and the time and dosage. In keeping with New York State law, medications must be transported directly by the parent/guardian to the school (medications CANNOT be transported on the school bus).

### **5.02 EMERGENCY TREATMENT**

If a student becomes ill during school hours, the parent/guardian will be notified. Each year an “Emergency Treatment of Students” form must be completed and returned to the school. This form summarizes emergency contacts, medical conditions, medications, and allergies.

### **5.03 CHILD PROTECTIVE SERVICES ACT**

Under the New York State Child Protective Services Act, school personnel who “suspect” that a child coming before them in their “professional capacity” is being abused, maltreated, and/or neglected are mandated to report this suspicion to the New York State Central Register for Abuse and Maltreatment. All school faculty and administration are mandated reporters. All Diocese of Rochester Schools are legally and morally bound to make such reports and will contact the local Department of Social Services when necessary.

### **5.04 WEAPONS ON SCHOOL PREMISES**

No implement that can be construed as a weapon (e.g., firearms, knives, large sticks, matches, lighters, or the like) will be allowed on school or parish grounds. Appropriate disciplinary action should be taken if a weapon is found including contacting the police, if the student possessing the weapon is considered to be jeopardizing the safety of themselves and/or others. In the event of contacting the police, the Diocese (Department of Catholic Schools and the Chancellor’s office) must be notified immediately.

School officials must cooperate with law enforcement officers who come to the school for purposes of questioning pupils. Cooperation with police will be done in such a way as to protect the legal rights of each individual student.

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### 5.05 Code of Conduct

St. Patrick’s Preschool and the Diocese of Rochester Department of Catholic Schools take the safety, well-being, as well as character building of our students very seriously. The Code of Conduct addresses and aligns with the guidelines in accordance with the Dignity for All Students Act in terms of issues of discrimination, harassment, and bullying. The guidelines in this law reinforce our commitment to building a strong, Christian character in all of our students as well as employees. Our goal is to encourage a Christian community where all students and staff respect the uniqueness of each person, develop an increased sense of respect for oneself and others, and create an atmosphere that enables students to grow in self-discipline. Provisions are in place that prohibit discrimination, bullying ( including cyber bullying) and harassment against any student by employees or students on school property, school bus, or at a school function, that creates a hostile environment by conduct with or without physical contact and/or by verbal threats, intimidation or abuse, of such a severe nature that:

1. has or would have the effect of unreasonably and substantially interfering with a student’s educational performance, opportunities or benefits, or mental, emotional and/or physical well-being or:
2. reasonably causes or would reasonably be expected to cause a student to fear for his or her physical safety.

Provisions for responding to acts of discrimination, harassment and/or bullying against students by employees or students on school property or at a school function are described in the contents of this handbook

### 5.06 Rights and Responsibilities

St. Patrick’s Preschool Community is committed to safeguarding the rights accorded to all those in the St. Patrick’s Preschool community under local, state, and federal law. The mission of St. Patrick’s Preschool is to serve God by providing a challenging academic education integrated with Catholic values and morals. We develop the whole child spiritually, intellectually, emotionally, physically, and socially. In order to promote a safe, healthy, disciplined, and respectful school environment; students, parents, teachers/staff, and volunteers have rights as well as responsibilities.

#### **A. St. Patrick’s Preschool Community’s Rights:**

All St. Patrick’s Preschool Community members have the right to:

1. Take part in all school activities on an equal basis regardless of age, race, religion, color, national origin, sex, sexual orientation, disability, or socio-economic status.
2. A school that is free of tobacco, alcohol, and drugs.
3. A clear, fair, and consistently-administered discipline code.

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4. Courtesy and respect from one another (including students, parent/guardians, teachers/staff, and volunteers).
5. Share his/her side of the situation in regards to important events, at an appropriate time, to school personnel (principal, teachers, and staff).
6. Access to the school rules and the code of conduct, and when necessary, receive an explanation/reminder of those rules from school personnel (principal, teachers, and staff).

### **B. Student Responsibilities:**

All St. Patrick's Preschool students have the responsibility to:

1. Contribute to maintaining a school environment conducive to learning and to show respect to other persons and to property.
2. Follow all St. Patrick's Preschool handbook policies, school rules, and this Code of Conduct.
3. Refrain from negative and harmful verbal or physical acts towards others.
4. Attend school every day unless they are legally excused, and be in class on time, and prepared to learn.
5. Work to the best of their individual ability in all academic and extra-curricular activities and strive toward their highest possible level of achievement.
6. Complete all assignments as directed.
7. Keep parents informed of school-related matters including class and homework assignments as well as school events and ensure that parents receive communications that are sent home by teachers and school staff members.
8. Help maintain a school environment free of tobacco, weapons, illegal drugs, and alcohol.
9. React positively, proactively, and responsibly to directions given by principal, teachers, staff, and volunteers.
10. Avoid using cell phones, smart watches, and other personal electronic devices during the school day.
11. Display their emotions in an appropriate manner and communicate using respectful, appropriate language both verbally and in written form.
12. Ask questions when they do not understand.

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13. Seek help in solving problems that might lead to discipline.
14. Dress according to the St. Patrick's Preschool uniform policy for school and school functions.
15. Accept responsibility for their actions.
16. Conduct themselves as representatives of St. Patrick's Preschool when participating in or attending school-sponsored extra-curricular events (such as but not limited to fieldtrips and enrichment activities), while on a school bus, or on school grounds and to hold themselves to high standards of conduct, character, and sportsmanship.

### **C. Parent/Guardian Responsibilities**

All parents/guardians are expected to:

1. Recognize that the education of their child(ren) is a joint responsibility of the parents, the students, and the school community.
2. Send their child(ren) to school prepared to participate and learn.
3. Ensure their child(ren) attend school regularly and on time.
4. Ensure absences are excused and properly documented.
5. Insist their child(ren) be dressed and groomed in a manner consistent with the St. Patrick's Preschool uniform policy.
6. Help their child(ren) understand that in a democratic society, appropriate rules are required to maintain a safe and orderly environment.
7. Know St. Patrick's Preschool rules and help their child(ren) understand them.
8. Convey to their child(ren) a supportive attitude toward education and the mission of St. Patrick's Preschool.
9. Build relationships of mutual respect and dignity with the principal, teachers, staff, other parents, and their child(ren)'s friends.
10. Help their child(ren) deal effectively with peer pressure and communicate any problems being faced by your child to the teacher and principal.
11. Inform the St. Patrick's Preschool office staff of changes in the home situation that may affect student conduct or performance.
12. Provide a place for study, necessary tools, and ensure assignments are completed.
13. With your child(ren), check daily the school website including teacher pages, planners, and take-home folders for updates and information.

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### **5.07 Prohibited Student Conduct**

Rules concerning student conduct and sanctions for major infractions are clearly discussed with the students and parents in the beginning of each school year. Administration of disciplinary action is the primary responsibility of the classroom teacher. Every effort is made to assure that consequences are fair and proportionate to the infraction. Parents will be informed if students persist in misbehaving. Exceptional cases are referred to the principal. The St. Patrick's Preschool Administration reserves the right to discipline students for conduct on or off school property that is detrimental to St. Patrick's Preschool. Students may be subject to disciplinary action if they engage in any conduct that is disorderly, insubordinate, disruptive, or violent; endangers the safety, morals, health, welfare, or educational rights of themselves or others; or goes against the student responsibilities listed in this Code of Conduct.

### **5.08 Disciplinary Procedures and Consequences**

As Catholic school educators, we hold Jesus Christ as our model for our words and actions. Discipline is most effective when it deals directly with the problem at the time and place it occurs, and in a way that is reasonable and impartial. School personnel who interact with students are expected to use disciplinary action only when necessary and to place emphasis on the students' ability to grow in self-discipline, responsibility, and awareness of other people. This discipline policy is intended to encourage and cultivate a caring and respectful Christian community. Disciplinary action, when necessary, will be firm, fair, and consistent so as to be the most effective in changing student behavior. In determining the appropriate disciplinary action, school personnel authorized to carry out disciplinary consequences will consider the following:

1. The student's age.
2. The nature of the offense and the circumstances which led to the offense.
3. The student's prior disciplinary record.
4. The effectiveness of other forms of discipline.
5. Information from parents, teachers and/or others, as appropriate.
6. Other circumstances.

As a general rule, discipline will be progressive. This means that a student's first infraction will usually merit a lighter penalty than later infractions. [Examples of lighter consequences: verbal warning for first offense, and written warning for second offense.]

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### **A. Ordinary Situations of Misbehavior**

Individual situations of an ordinary nature are handled by the classroom teacher or staff member. If any incident seems of a more serious nature, the teacher/staff member will notify the principal so that a plan is developed to address and correct the misbehavior.

### **B. Repeated Instances of Serious Misbehavior**

School and Family Partnership:

The family and school are partners in education and must work together to address repeated instances of misbehavior. The principal will monitor when and if family counseling should be initiated for both the support of the family and the school. If family counseling is seen as necessary, the principal may determine this as an expectation for continued enrollment at the school.

### **C. Disciplinary Procedures for Serious Misbehavior**

If a student is unable or unwilling to move from externally-imposed discipline to self-discipline, the principal, in partnership with the teacher/staff member, will determine what is best for all concerned: school, student, and family. The parent/guardian will be notified when any form of serious discipline is used. Certain forms of discipline may be used with appreciation for the student's individual needs and age. They may include exclusion from school activities or events, out-of-school suspension, counseling, and expulsion. Special disciplinary situations such as weapons possession, substance abuse, bullying, or harassment are regarded as serious offenses and require immediate forms of serious consequences.

### **D. Truancy**

Students are required to attend school on a regular basis. In repeated instances of truancy, the principal is obligated to initiate a procedure in which every means available will be used to discover the cause of the problem. If a parent is unable to or unwilling to ensure school attendance, the principal will initiate legal proceedings. Repeated instances of irresponsibly arriving late at school will be communicated to the home. Tardiness due to bus schedules or inclement weather is not defined as a disciplinary matter. Tardiness is recorded on the student's permanent record card.

### **E. REMEDIAL CONSEQUENCES:**

The focus of discipline is on discerning and correcting the reasons why the misbehavior occurred. The progressive remedial consequences are designed to be balanced and age-appropriate. The remedial consequences are also designed to correct the behavior, prevent another occurrence of the behavior, and protect the target of the act. Appropriate remedial consequences include:

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1. **Behavioral assessment and designing of a plan and/or contract**, with benchmarks that are closely monitored. The contract will be signed and dated by the student, parent/guardian, and the principal.
2. **Student counseling** when deemed necessary.
3. **Parent Conferences** that focus on involving parents in discipline issue.
4. **Out-of-School Suspension:** Out-of-school suspension is a major disciplinary step invoked in a matter that indicates a serious infraction(s) of school discipline and policies. Parents are notified immediately and must come to school to pick up their child. In order for the student to return to school, they must be accompanied by their parents and confer with the principal, so that the terms for returning to school are clear to all. Suspension becomes a permanent part of a student's record.
5. **Student Expulsion:** Expulsion of a student is a very serious matter and is used in extreme cases. The Pastor, Principal, Diocesan School Superintendent, and the student's parents/guardians must review the infraction(s) of the student, which will be presented in writing by the principal before expulsion can take place.

### 5.09 Discipline Communication

We strive to ensure that all disciplinary matters are communicated with parents in a timely manner so that we continue to work as a unit on teaching students about behavior, choices, and consequences, in a Catholic and Christ-centered manner.

Teachers and principals will document all infractions with a description of the infraction, the disciplinary response, and the communication made to parents, whether written or verbal.

### 5.10 Home to School Chain

The Catholic Schools Office encourages parents to discuss their interests regarding their children's education as early and as directly as possible. The following steps should be followed:

1. Discussion with the Teacher
2. Discussion with the Principal
3. Submission of the concern in writing to the Superintendent of Schools.

Most concerns can be dealt with at the source and this is the best place to seek solutions.

### 5.11 Matrix of Behavioral Expectations

Behaviors listed in this Code of Conduct are examples and are not an all-inclusive list.

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| All Settings                                                                                                                                                                                           | Classroom                                                                                                                                | Hallway<br>Stairway                                                                                                 | Lunch                                                                                                              | Playground                                                                                                                 | Bus                                                           | Bathrooms                                              |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------|--------------------------------------------------------|
| <b>Be Safe</b> <ul style="list-style-type: none"> <li>Follow the safety procedures of the school</li> <li>Move safely at all times</li> </ul>                                                          | -Walk/move safely<br>-Use materials and supplies safely<br>-Follow classroom expectations                                                | -Walk safely                                                                                                        | -Follow instructions of monitor<br>-Follow schedule<br>-Walk in appropriate areas                                  | -Stay on school grounds<br>-Play safely                                                                                    | -Be on time<br>-Allow others their space<br>-Follow bus rules | -Flush after use<br><br>-Report problems to the office |
| <b>Be Responsible</b> <ul style="list-style-type: none"> <li>Care for school &amp; personal property</li> <li>Be truthful and honest</li> <li>Recognize and appreciate individual qualities</li> </ul> | -Be ready & on time<br>-Be on task and attentive<br>-Work for success<br>-Listen to, and follow, instructions                            | -Carry your own supplies<br>-Keep the area clean                                                                    | -Clean up after you eat<br>-Follow the schedule<br>-Use appropriate voice and language                             | -Follow instructions of monitors<br>-Take care of your things<br>-Be responsible with equipment                            | -Listen to and follow driver's instructions                   | -Respect people's privacy<br>-Clean up after yourself  |
| <b>Be Respectful &amp; Kind</b> <ul style="list-style-type: none"> <li>Use appropriate voice &amp; language</li> <li>Follow adult directions</li> <li>Assist others in need of help</li> </ul>         | -Respect other's property and space<br>-Respect other's right to learn<br>-Use polite and quiet voice<br>-Work cooperatively with others | -Use quiet voice<br>-Listen carefully to instructions<br>-Walk single file in hall<br>-Do not disturb other classes | -Use good manners<br>-Be and act kind to all<br>-Respect other's space<br>-Be sensitive to other people's feelings | -Keep playground clean<br>-Share equipment<br>-Keep hands and feet to self<br>-Include others.<br>-Show good sportsmanship | -Stay in assigned seat<br>-Wait in designated area            | -Wash hands<br>-Respect people's privacy               |

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### **5.12 Progressive Discipline**

The school's Code of Conduct has been communicated to students and parents. Discipline actions arising as a result of students not adhering to the Code of Conduct will be based on the notion of progressive discipline with the last possible erosion of instructional time depending on the severity of the infraction. When investigating behavior issues, we must adhere to the facts as they are presented to us.

### **5.13 Progressive Step System**

This system is a whole-school approach that utilizes interventions, supports, and consequences to address inappropriate student behavior and to build upon strategies that promote positive behaviors. When inappropriate behavior occurs, disciplinary measures will be applied within a framework that shifts the focus from one that is solely punitive to one that is both corrective and supportive. These interventions, supports, and consequences include learning opportunities for reinforcing positive behavior while helping students to change their behavior and make good choices.

#### **Step 1**

After a minimum of 3 minor infractions in a short period of time a student receives a Behavior Sheet. Teacher sends the form home to be signed and returned.

#### **Step 2**

If behavior continues, teacher calls parent to discuss behavior and ways to support student at home and at school.

#### **Step 3**

If behavior continues, parent/teacher/student conference requested. Parent, teacher, and student develop a plan. If available, School Services may become involved to support change in student behavior.

#### **Step 4**

If behavior continues, teacher, student, parent, and principal meet to discuss behavior and review plan.

#### **Step 5**

If behavior continues, principal may consider serious consequences such as suspension and/or expulsion.

\*A student can progress quickly through the steps for more serious infractions such as fighting, defiance, bullying, consistent use of disrespectful language, etc.

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## 5.14 Minor and Severe Infractions

All infractions and interventions result in communication with parents/families.

| <b><u>Tier 1 Infractions</u></b> | <b><u>Tier 2 (Serious) Infractions</u></b>                                                    | <b><u>Tier 3 (Severe) Infractions</u></b>                               |
|----------------------------------|-----------------------------------------------------------------------------------------------|-------------------------------------------------------------------------|
| Teacher Intervention             | Teacher + Principal Intervention<br>May result in suspension or expulsion                     | Teacher + Principal +Pastor Intervention<br>May result in expulsion     |
| Disrespect to Adults (defiance)  | Disrespect to Adults (repeated defiance, intentional refusal)                                 | Bullying                                                                |
| Dress Code Violation             | Verbal Aggression (including threats of violence and harm that endanger the safety of others) | Physical Aggression and/or violence that endangers the safety of others |
| Inappropriate language           | Fighting                                                                                      | Inappropriate physical contact                                          |
| Property damage/misuse           | Technology violation                                                                          | Weapons                                                                 |
| Cell phone use                   | Inappropriate physical contact depending on severity                                          | Tobacco/Alcohol                                                         |
| Lying/Cheating                   | Tier 1 Infractions that are repeated after Intervention become Tier 2 Infractions             |                                                                         |

In some circumstances, short-term suspension may be needed. In the case of a serious incident, expulsion may be the response that is required. If two students are disciplined for the same infraction but one of the students has had a previous Reflection Sheet(s), the consequence(s) may look different for that student.

In considering the most appropriate response to address inappropriate behavior, the following will be taken into consideration:

- The particular student and circumstances (e.g., mitigating or other factors) such as; student’s age, maturity and special needs (if any-such as intellectual, physical, sensory, emotional and behavior disability)
- The nature, severity and frequency of actions of the behavior
- The impact on the school and classroom climate
- In all matters the principal will make the final determination regarding consequences up to and including continued enrollment.

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### 5.15 Consequences

When inappropriate behavior occurs, the school will utilize a range of interventions, supports, and consequences that are developmentally appropriate and should include opportunities for students to focus on improving behavior. Consequences may include, but are not limited to, meeting with the parent(s), student, teacher, and principal; focus on repairing relationships (restorative justice), loss of recess time, or loss of privileges including school and class trips or special celebrations.

The range of consequences increases with each visit to the office and may result in out of school suspension time or expulsion.

### 5.16 Bullying

Bullying can be physical, verbal, or emotional. Bullying happens everywhere in all different forms. There are six primary types of bullying:

- Physical bullying – using strength and size to overtake a victim
- Verbal bullying – using harmful words, cursing or name calling to intimidate a victim
- Sexual bullying
- Relational bullying – working to destroy someone's reputation and make their friends turn against them
- Reactive bullying – convincing others to take part in bullying, completely overpowering and outnumbering the victim
- Cyberbullying

In considering the most appropriate response to address bullying, the following will be taken into consideration:

- The particular student and circumstances
- The nature and severity of the bullying incident, as well as how long the bullying has been going on
- The impact on the school and classroom climate
- The school will take all reasonable steps to prevent retaliation against a student who has made a complaint about behavior that is a breach of the code of conduct.

### 5.17 What Bullying Is Not

The incidents on this list are NOT considered bullying:

- Not liking someone – It is natural that people do not like everyone around them and, as unpleasant as it may be to know someone does not like you, verbal and non-verbal messages of “I don't like you” are not acts of bullying. However, in a Christian environment, our teachers will do everything they can to build relationships between students, teaching tolerance, patience, and understanding for those different from ourselves.
- Accidentally bumping into someone – When people bump into others, the reaction sometimes depends on the bumped person's mood. If they are having a bad day, they may think it is an act of aggressive behavior. If they are having a

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good day, they smile back and attract an apology. This is also relevant for playing sports on the playground. It is important to understand that some accidents happen without bad intention and should not turn into a big conflict.

- Making other kids play a certain way – This is natural behavior in terms of development and is not an act of bullying. Teaching students to use their voice, make some compromises, and learn to set boundaries for themselves during play and sharing is part of the educational process.
- Arguments – These disagreements between two (or more) people are also a natural part of development, especially when students are together all day, every day. It is appropriate for people to have different interests and disagree occasionally.

All of the above behaviors are unpleasant and need to be addressed, but they are not to be treated as bullying. Sometimes students will fight, name call or argue, but will talk the next day after they've made their apologies or have moved on from the incident.

Teachers will use various strategies to teach students life skills needed to work cooperatively with others, develop self-advocacy, and, most importantly, keep Christ at the center of their dealings with each other. All classrooms are currently using Caring School Community, along with their religious curriculum and strong Catholic Identity, to continue to teach, model and practice values that support the development of a responsible, self-sufficient, and productive graduate who has empathy and compassion for others, with Christ as the guiding force in his/her life.

### **5.18 Cyberbullying and Internet Safety**

The Acceptable Student Use of the Computer Network and Internet Policy was outlined for parent approval and signature in the Technology (7.0) section of the Student Handbook. This section pertains to bullying and threats using social media and the internet.

Many incidents involving inappropriate student behavior while online occur outside of school. However, these problems often spill into the school in the form of bad feelings, arguments, and disruption. What we see most frequently includes cyberbullying or cyber threats via instant messaging or in chat rooms, the posting of hurtful messages, the sharing of hurtful text messages, embarrassing comments, and inappropriate photos and videos being uploaded to social networking sites such as Facebook, YouTube, Instagram, Snapchat, and more.

Most of these incidents occur without the knowledge or consent of parents, who aren't aware of their children are doing when they go online either in their own home or at a friend's house.

Cyberbullying will be treated in a serious manner and students who partake in hurtful images or messages will be dealt with accordingly.

We encourage parents and families to support, learn and monitor what your child is doing online.

- Communicate with your child about what they are doing online.
- View your child's instant messaging and social media sites
- Check your child's files and photos to see what images are being sent
- Learn how to adjust/increase privacy settings

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### 5.21 Anti-Bullying and Harassment Policy

In keeping with our Catholic mission to uphold the dignity of every child, St. Patrick's Preschool strictly prohibits all forms of discrimination, harassment, and bullying, including cyberbullying, of any student by another student on school property or at a school function. This policy is adopted in accordance with the *Jack Reid Law: Protect All Students Act* and applies to all diocesan Catholic schools.

#### Definitions

- School Property: In or within any building, structure, athletic playing field, playground, parking lot, or land contained within the real property boundary line of school grounds, as well as in or on school buses.
- School Function: Any school-sponsored extracurricular event or activity.
- Harassment and Bullying: The creation of a hostile environment through conduct, threats, intimidation, or abuse (including verbal, non-verbal, and cyberbullying through electronic actions) that:
  - Has or would have the effect of unreasonably and substantially interfering with a student's educational performance, opportunities or benefits, or mental, emotional, or physical well-being;
  - Reasonably causes or would reasonably be expected to cause a student to fear for physical safety;
  - Reasonably causes or would reasonably be expected to cause physical injury or emotional harm to a student; or
  - Occurs off school property and creates or would foreseeably create a risk of substantial disruption within the school environment where it is foreseeable that the conduct, threats, intimidation or abuse might reach school property.
- Cyberbullying: Harassment or bullying as defined above, that occurs through any form of electronic communication.

#### Prohibition

No student shall be subjected to harassment, bullying, or cyberbullying by other students on school property or at any school function. Harassment, bullying, and cyberbullying as defined by law and this Policy are strictly prohibited.

#### Policy Adoption and Publication

This policy, prohibiting harassment and bullying, shall be adopted by the School and shall be shared annually with employees, parents, and students through the student parent/guardian handbook at the start of the school year.

#### Bullying and Harassment Reporting Requirements

- School Employees: Any school employee who witnesses or receives an oral or written report of harassment, bullying, or cyberbullying must:
  - Orally notify the principal/head of the School (or designee) promptly, no later than **one school day** after the incident is witnessed or

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- reported, and
  - File a written report with the principal/head of the School (or designee) promptly, no later than **two school days** after the initial oral report.
- Students and Parents: Are strongly encouraged to report concerns of bullying and harassment to school leadership orally or in writing. Upon receipt of concerns, school leadership will direct the student(s) and/or parent(s) to the proper reporting form.

### **Investigation and Response**

- Upon receipt of a complaint, the principal/head of the School or designee shall acknowledge receipt of such complaint to both the complainant and the accused and inform them that an investigation will be conducted.
- The principal/head of the School or designee must promptly investigate all reports from students, parents, and staff, no later than three (3) school days after receipt of a complaint.
- Written findings of the School's investigation will be communicated to the victim and the accused.
- As necessary, the School will take immediate steps and appropriate follow-up action to ensure that any harassing or bullying conduct has stopped and ensure the safety of the student(s). Both the accused and the complainant will be informed that retaliation against any individual who, in good faith, reports an incident or assists in an investigation is strictly prohibited.

### **Accountability and Remedies**

Disciplinary and restorative measures will be applied as necessary and as appropriate, consistent with Catholic values of justice, mercy, and reconciliation and the Catholic mission.

### **Training**

The School shall provide training on this Policy and the proper procedure and expectations for School staff when bullying or harassment is suspected, witnesses, and/or reported to them.

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### **6.00 FINANCIAL**

#### **6.01 TUITION**

Tuition is payable monthly on the first day of the month, beginning August 1 with final payment on May 1. We prefer online payments but also accept cash, check or money order for tuition payment. For online payments, use our website: [www.stpatricksvictor.org](http://www.stpatricksvictor.org). Under the Preschool tab use Online Payment from the drop-down menu. You can set up your payment account to make single or recurring online payments. Please stop by the Preschool Office if you need to make any other payment arrangements. If your student is enrolled in our program, tuition payments must be made regardless of attendance. Refunds of tuition are available only for withdrawal and funds are prorated based on the date of withdrawal. Registration fees are non-refundable. There will be a \$10 late fee after 10 days with no notice. Please stay in touch with us so we can work with you.

#### **6.02 PARISHIONER STATUS**

Families are granted parishioner status by Pastor/Pastoral Administrator authorization. Neither St. Patrick's Preschool nor the school principal has the authority to grant parishioner status. Should a discrepancy arise regarding a family's parishioner status, it must be resolved through their home parish. It is the responsibility of the family to resolve the discrepancy with the Pastor/Pastoral Administrator, not St. Patrick's Preschool or the school principal.

#### **6.03 DELINQUENT ACCOUNTS**

Families that are one payment in financial delinquency will be notified as being past due. The Pastor/Pastoral Administrator, Business Manager/Finance Director and Principal will be notified of the past due status. Families with balances greater than 60 days past due will not be permitted to return to school until the outstanding balance is resolved. St. Patrick's will pursue every avenue to obtain tuition and extended care payment, including collection agencies and legal options. Academic records and transcripts will not be released until the outstanding balance is paid in full, as well as any collection fees incurred.

#### **6.04 DONATIONS**

Donations to St. Patrick's Preschool are tax deductible and can be sent directly to the school and will be used directly for our school. The generous donations of our school parents, grandparents, parishioners and area businesses make it possible for us to support our families with tuition assistance as needed. Donations are also used to buy new equipment for our classrooms and make improvements in our school. We are a Christian family helping each other.

#### **6.05 FUNDRAISERS**

Fundraising events are determined by members of our Preschool Staff and approved by our Preschool Board. At least one fundraising event is held each school year.

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## **7.00 TECHNOLOGY**

### **7.01 ACCEPTABLE USE OF THE COMPUTER NETWORK AND INTERNET POLICY**

It is the policy of St. Patrick’s Preschool to require the ethical use of the Internet and related technologies by all students as set forth below in the Acceptable Use of the Computer Network and Internet Policy.” Access privileges may be revoked, administrative disciplinary action may be taken, and/or appropriate legal action taken for any violations that are unethical and may constitute a criminal offense.

Internet Terms, Conditions, and Regulations

#### Acceptable Use

Use of the Internet and related technologies must be in support of education and research and consistent with the educational objectives of St. Patrick’s Preschool. Use of other organizational networks or computing resources must comply with the rules appropriate for these networks.

#### Unacceptable Use

Transmission of any material in violation of any national, state or Diocesan policy or law is prohibited. This includes, but is not limited to, copyright materials, threatening, violent, or obscene material or material protected by trade secret. Use for commercial activities is not acceptable. Use for product advertisement, unauthorized chat or chain letter communication or political lobbying is also prohibited. Other examples of unacceptable information are pornography, information on bombs, inappropriate language and communications, flame letters, or like material.

Acts of vandalism are prohibited. Vandalism is defined as any malicious attempt to harm or destroy data of another user, or to damage hardware or software. This includes, but is not limited to, the uploading or creation of computer viruses. Unauthorized use of another’s computer, access sign-on and/or password and/or accounts, and/or files is prohibited.

#### Privileges

The use of the Internet and related technologies is a privilege, not a right. Inappropriate use may result in cancellation of those privileges. Each user, who is provided access to Internet and related technologies, will participate in a discussion with assigned staff person(s) concerning the proper use of the network. The faculty, staff, or parent/guardian may request the administrator or designee to deny, revoke, or suspend a specific user access to the Internet and related technologies due to unacceptable use.

#### Warranties

The educational programs governed by St. Patrick’s Preschool make no warranties of any kind, whether expressed or implied, for the service it is providing and will not be responsible for any damage’s users may suffer. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions. Use of any information obtained via the Internet and related technologies is at the user’s own risk. The educational program governed by St. Patrick’s Preschool specifically denies any responsibility for the accuracy or quality of information obtained through its services.

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The computer user will be responsible for any financial obligation incurred through the use of Internet and related technologies that are not previously approved as part of the school budget.

### ***Acceptable Student Use of the Computer Network and Internet Policy***

#### **Rules and Responsibilities:**

Access to the Internet will enable students to explore thousands of school-related libraries, databases, and research media. While St. Patrick's Preschool intent is to make Internet access available to further educational goals and objectives, students may find ways to access objectionable material as well. St. Patrick's Preschool believes that educational benefits to students from accessing the Internet, in the form of information, resources, and opportunities for collaboration, exceed any disadvantages.

To that end, St. Patrick's Preschool has set the following standards for acceptable student use of on-line information sources via the Internet.

1. Students are responsible for good behavior on school computer networks, just as they are in the classroom. Communications on the network are often public in nature. The Internet network is provided for students to conduct research and communicate with others as a regular part of the curriculum. Access to Internet network services is given to students who agree to act in a responsible manner. Parental permission is required, and access is a privilege - not a right.
2. Network administrators and teachers may review files and communications to maintain system integrity and ensure that users are employing the system responsibly. Network storage areas will be monitored regularly. Users should not expect that files used or stored on school computers or servers would always be private.
3. Access to information will be honored within reason. During school hours, teachers will guide students toward appropriate materials. Outside of school, families bear the same responsibility as they would when guiding their children with information sources such as books, periodicals, television, telephones, movies, radio, and other potentially offensive media.
4. The following list describes behaviors and/or actions that are not permitted. The principal, as school administrator, has final authority to determine what behaviors and/or actions are unacceptable:
  - Sending, displaying, or downloading offensive messages or pictures;
  - Using obscene language;
  - Harassing, insulting, or threatening others;
  - Damaging of computer systems or computer networks;
  - Violating copyright laws;
  - Submitting documents from the Internet as a student's personal work;
  - Using another person's sign-on and/or password;
  - Trespassing in someone else's folder, work, or files;
  - Intentionally wasting limited resources;
  - Using the network for commercial purposes;
  - Revealing a personal phone number, name or address of one's self or another;
  - Any other form of cyber bullying.

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5. Violations will result in loss of access as well as other disciplinary action as determined by the school principal.

### **7.02 USE OF ELECTRONICS – CELL PHONE AND OTHER ELECTRONIC DEVICES**

Neither the Diocese of Rochester nor the school is responsible for any electronic items brought to school; including cell phone, tablets, or any digital equipment. All electronic communications devices are subject to the Acceptable Use of the Computer Network and Internet policy.

### **7.03 RESPONSIBLE USE OF ARTIFICIAL INTELLIGENCE (AI)**

Artificial Intelligence (AI) is increasingly present in the technology students encounter every day, including educational software, search tools, and other digital resources used at St. Patrick’s Preschool. Used thoughtfully and under the guidance of a teacher or parent/guardian, AI can be a helpful tool that supports learning; however, AI must never replace the relationships, guidance, and judgment that are central to a child’s growth and formation. As a Catholic school community, our use of technology, including AI, must always respect the dignity of the individual student and support – not substitute for – the work of teachers and the responsibility of parents/guardians as the primary educators of their children.

#### Use of AI at School

Students may only use AI tools that have been selected and approved by St. Patrick’s Preschool for instructional purposes. Students may not independently access, download, or create personal accounts with AI chatbots, generative AI applications, or similar tools on school devices or the school network. Any AI tool introduced in the classroom will be reviewed for age-appropriateness, safety, and data privacy before it is used with students.

#### Personal Information and Online Safety

Students may never share their name, address, phone number, photograph, or any other personal or family information of themselves, other students, teachers, staff, or others with an AI chatbot or similar application. AI companion or “chat” applications designed to simulate a friend, conversation partner, or emotional relationship are not permitted on school devices or as part of any school assignment. A student who encounters AI-generated content that is confusing, upsetting, inappropriate, or that requests personal information must tell a teacher, parent/guardian, or other trusted adult immediately.

#### Student Responsibilities

Use only AI tools introduced or approved by a teacher

Never enter personal, family, or identifying information of oneself or others into an AI tool  
Rely on one’s own thinking, reading, writing, and understanding, using AI only to support learning and never as a substitute for it

Remember that AI-generated information may be inaccurate and should never be assumed to be true

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### A Note to Parents/Guardians

Many everyday tools, such as spelling and grammar checks or predictive text, already use AI in the background and are not the focus of this handbook. Please note that most publicly available AI chatbots require users to be at least 13 years old and are not intended for use by elementary-age children without direct parental involvement.

### Violations

Use of AI in a manner inconsistent with this policy – including submitting AI-generated work as a student’s own or disregarding the safety expectations above – will be addressed under the Acceptable Use of the Computer Network and Internet Policy (7.01) and may result in loss of technology privileges and/or other disciplinary action as determined by the school principal.

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## 8.00 PARENT INFORMATION & COMMUNICATION

### 8.01 COMMUNICATION FLOWCHART

As a Catholic school community, we recognize the role of parents/guardians as the primary educators of their children. Therefore, we value communication as a key to the success of all children entrusted to our care. This communication flow chart serves as a guideline and should assist parents/guardians and school community members in contacting the appropriate school staff members with questions or concerns. We encourage you to contact the staff member most immediately involved with your question or concern as the first contact. If the issue is not resolved, please progress through the flow chart below.

| Questions/<br>Concerns          | First Contact                                              | Second Contact                   | Third Contact                                                                       |
|---------------------------------|------------------------------------------------------------|----------------------------------|-------------------------------------------------------------------------------------|
| Academics                       | Teacher                                                    | Principal                        |                                                                                     |
| Athletics/CYO                   | Coach                                                      | Athletic Director &<br>Principal | Director of CYO Sports                                                              |
| Behavior                        | Teacher                                                    | Principal                        |                                                                                     |
| Extra-Curricular<br>Activities  | Club Advisor                                               | Teacher                          | Principal                                                                           |
| Financial Aid                   | Business<br>Office                                         | Principal                        | Pastor/ Pastoral<br>Administrator                                                   |
| Medical                         | School Nurse                                               | Teacher                          | Principal                                                                           |
| Religion                        | Teacher                                                    | Principal                        | Coordinator of Curriculum &<br>Instruction                                          |
| Safety                          | Teacher                                                    | Principal                        |                                                                                     |
| Special Education               | Teacher                                                    | AIS Teacher &<br>Principal       | K-8 <sup>th</sup> : District of School<br>Location; Pre-K: District of<br>Residence |
| Transportation/<br>Bus Behavior | Driver                                                     | Principal                        | Transportation Department<br>of District of Residence                               |
| Technology                      | Teacher                                                    | School Technology<br>Coordinator | Principal                                                                           |
| Tuition Payment                 | Tuition<br>Management<br>Company, <i>if<br/>applicable</i> | Business Office                  | Principal                                                                           |
| Use of Facilities               | Parish Office                                              | Principal                        | Pastor/ Pastoral<br>Administrator                                                   |

Additionally, the Superintendent of Schools is the Fourth Contact.

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### 8.02 MEDIA RELEASE STATEMENT

St. Patrick's Preschool subscribes to the following photo release policy:

#### Minors:

Photos and images of minors (children under 18 years of age) may be included in print and Web publications only when the parent/guardian sign Model Release.

If no Model Release is available, photos and images of minors may only be included in print and Web publications and video productions when the minors' faces are indistinguishable (ie, turned away from the camera or otherwise unidentifiable).

#### Adults:

St. Patrick's Preschool does not require signed release form to publish images of adults.

### 8.03 METHODS OF COMMUNICATION

#### EXAMPLES OF COMMUNICATION INCLUDE:

##### **A. Classroom Mailboxes**

Each classroom has a mailbox for each student. The mailboxes will hold any student work, handouts, etc. that will be sent home. Teachers will pass out mailbox items on a daily basis.

##### **B. Notices Sent Home**

Parents/Guardians may be notified of school or classroom events and activities via flyers/handouts.

##### **C. Parent Teacher Conferences**

Parent Teacher Conferences will be scheduled and held once during second semester. If additional parent teacher meetings are needed, they may be requested.

##### **D. Friendship Lists/Family Directory**

Each classroom will request a parent volunteer to create and distribute a Friendship List to share family contact information with permission from each family.

##### **E. Preschool Newsletters**

School newsletters will be sent home monthly. Classroom teachers may also send home class newsletters on a weekly or monthly basis.

##### **F. Email Communications**

Teachers and school administrators will communicate via email on a regular basis.

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**Student Parent/Guardian Handbook Acknowledgement**

As the parent and/or guardian of the following students at St. Patrick’s Preschool, I have read and will support the rules and procedures outlined in the St. Patrick’s Preschool Student Parent/Guardian Handbook. I have also instructed my child/children to cooperate with and support the guidelines set forth in this handbook.

Student Name \_\_\_\_\_

Student Name \_\_\_\_\_

Student Name \_\_\_\_\_

Parent/Guardian Name \_\_\_\_\_

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*Signature of Parent / Guardian*

*Date*