

## **The Mission of Saint Aidan School**

Saint Aidan School, in partnership with the home and parish, commits itself to nurturing students' life-long faith formation, spirituality, compassionate service, and intellectual growth by promoting Gospel values and by fostering an environment of academic excellence comprised of rich, rigorous curricula and opportunities for immersion in school and parish life, in preparation for their future roles as global citizens.

Recognizing that everyone is a child of God, we strive to be an inclusive community where all are treated with respect and dignity.

## Statement of Beliefs

The Saint Aidan Community believes ...

- that the life and teachings of Jesus Christ are the foundations of our Catholic Christian learning environment that shows reverence for God and respect for ourselves, each other, and all creation.
  
- that education requires the active participation of students, teachers, families, and the entire school community.
  
- that our school provides a safe, secure, and supportive learning environment by implementing a code of conduct and collaborating with parents to guide students' formation of character.
  
- that our religious, rigorous, and relevant curriculum equips all students with the spiritual, intellectual, and personal skills needed for the challenges of the 21st century.
  
- that infusing gospel values in educational technology instruction guides students to make safe, informed, and ethical decisions in the digital world.
  
- that embracing our school's motto – “Together in Learning, Together in Christ” – demonstrates our commitment to each other as companions with unique gifts and talents to share on our common journey.

**Pastor**  
Monsignor James McDonald

**Principal** Miss Eileen Oliver

**Assistant Principal** Mrs. Julie O'Connell

**School Board**

Karen Suero, *President* - 746-1687

Joseph Galante - 410-2600

Dominic Macedo - 782-3500

Helene Pacher - 294-3104

Nora Grady - *PACE Co-President*

Linda Kucz waj - *PACE Co-President*

**PACE Executive Board**

Nora Grady	<i>PACE Co-President</i>	(917) 612-8301	<i>ngkearns@yahoo.com</i>	Joanne Manopella <i>VP Class Coordinators - Lower School</i> (516) 456-3306 <i>jmanopella@gmail.com</i>
Linda Kucz waj	<i>PACE Co-President</i>	(516) 528-0152	<i>lindad75@yahoo.com</i>	Cristina Macedo <i>VP Class Coordinators - Upper School</i> (516) 747-0832 <i>6macedos@optonline.net</i>
Maria Kick	<i>Secretary</i>	(917) 697-2562	<i>mariakick112115@gmail.com</i>	Michele Ungania <i>VP Class Coordinators - Upper School</i> (646) 246-8132 <i>michmu73@yahoo.com</i>
Monica Friedrich	<i>Treasurer</i>	(516) 621-9115	<i>mfriedrich@rbmcpas.com</i>	

Grade	Teacher	Coordinator	Email	Phone	Subject	Location	Teacher	Ext.
N-1	Mrs. Eisenhuth	Denise Marotta	mardee1098@verizon.net	516-294-5002	Academic Intervention	East & West Campus	Mrs. Masci	
N-2	Mrs. O'Gara	Jennifer Galanga	kgord14@gmail.com	516-695-8225	Art	East & West Campus	Mrs. Gustafson	
		*assisted by Jean Tranchina	jeanols21@gmail.com	516-742-1389	Band	East & West Campus	Mr. Friedman	
			tarabaynon@yahoo.com	516-578-6718	Computer	East Campus	Mrs. Radonic	9307
PK-1	Mrs. Biscardi	Tara Walls	josullivan@casurcontracting.com	516-852-6323		West Campus	Mrs. Powers	9204
PK-2	Mrs. LaScala	Jennifer O'Sullivan	klb1015@optonline.net	516-294-4417	<i>Inspiration Program</i>	East Campus	Mrs. Ghirardi	
PK-3	Mrs. Golembiowski	Kristen Blenderman		516-884-2776	Librarian	East Campus	Mrs. Volpe	
				917-435-8260		West Campus	Mrs. Serrano	9305
K-1	Mrs. Farinacci	Joanne Olson	kph916@gmail.com	516-361-9706	Music	East & West Campus	Mrs. Serrano	9205
K-2	Mrs. Sullivan	Catherine Herr	kgillen78@yahoo.com	646-460-0459	Physical Education	East & West Campus	Mrs. Mochwart	
1-1	Mrs. Pearles	Kelly Gillen	kcdean17@hotmail.com	516-776-4119	Spanish	East & West Campus	Mrs. Luti	
1-2	Mrs. Arguiarrio	Kimberly Corcoran-Galante	m2mdanker@gmail.com	646-369-0429	Secretary	East Campus	Miss DiCostanzo	
2-1	Ms. Cornils	Maria Dankenbrink	strikeout19@hotmail.com	516-732-2545		West Campus	Mrs. Jaronczyk	9302
2-2	Miss Kurz	Emily Brewer	kakyrose@hotmail.com	516-993-1120	Nurse	East Campus	Mrs. Kaiser	9202
3-1	Mrs. Tringone	Karen Rosier	jeanols21@gmail.com	516-742-1389		West Campus	Mrs. Pisciotto	9306
3-2	Mrs. Robinson	Jean Tranchina	mariagelo@hotmail.com	516-385-4507	Office Assistant	East Campus	Mrs. Pisciotto	9206
4-1	Miss McAward	Maria Finocchio		347-453-6913		West Campus	Mrs. Farrell	9303
			jackieex@aol.com	516-742-7210	Teacher Assistants		Mrs. Farrell	9203
4-2	Mrs. Spohr	Jackie Exarhos		516-244-4278			Mrs. Flynn	
			raffaskis@aol.com	516-456-0808			Mrs. O'Rourke	
5-1	Mrs. Ghirardi	Michele Broming	karenkos1@aol.com	516-524-5917			Mrs. Tullo	
5-2	Mrs. McAward	Karen O'Sullivan	sjmurphy24@verizon.net	516-581-1770			Mrs. Ursini	
6-1	Mrs. Pumilia	Jennifer Murphy	artniffer@aol.com	516-741-2269			Mrs. Vigario	
6-2	Mrs. Barnes	Jennifer Jones	cooke5glenmore@gmail.com	516-877-2117	Cafeteria		Mrs. D. Vitale	
7-1	Mrs. Fincher	Kathleen Cooke	lenarevagh@gmail.com	516-248-4299			Mrs. Przeniczny	9309
7-2	Mrs. Volpe	Rita Mariani					Mrs. Bianco	Mrs. Walls
8-1	Mrs. Hanophy	Shannon Bradley					Mrs. Dellolio	Mrs. Wing
8-2	Mrs. Michel	Marie Russelman					Mrs. Rufrano	Mrs. Zakovic
							Mrs. S. Vitale	

## GENERAL INFORMATION

### **Saint Aidan School stresses Religious Education.**

- Religion is taught daily as a subject and permeates the entire curriculum.
- Prayer is taught and shared.
- In partnership with parents, moral values are strengthened.
- Students witness the example of faculty members living Christianity.
- Students grow in the Christian life through the preparation and reception of the Sacraments with the entire parish community.

### **Saint Aidan School offers a quality Academic Education.**

We follow the New York State and Diocesan Curriculum Guidelines and offer the following:

- *2 Computer Centers* - Continuously upgraded to stay abreast with the latest in educational software and hardware; SMARTBoards (interactive white boards) available for classroom instruction.
- *iPad Program* – iPads are provided to all students in grades five through eight to enhance their educational experience in class and at home.
- *Library Media Center - East Campus* - state of the art library and media center equipped with desk top and lap top computers, SMARTBoard, videoconferencing technology, and sound system
- *Libraries - East & West Campuses* - Over 9,000 books in circulation, 14 periodicals, DVD's, VCR's and reference materials
- *Science Lab* - fully equipped for hands-on experiments and teacher demonstrations
- *Band Program* - Grades 3 through 8 have the option of learning to play a musical instrument and participate in the Diocesan Honors Band.
- *Foreign Language*
- *Remediation Programs*
- *Programs for Gifted Students*

- *After School Enrichment Program*
- *Testing Program* - New York State-mandated tests, IOWA Test of Basic Skills annually. Class scores rank above grade level. More than 98% of our graduates go on to Catholic High Schools.

### **Saint Aidan School has dedicated, caring teachers and administrators.**

- Teachers are qualified professionals committed to Catholic Education.
- All teachers are certified, hold a Master's Degree or are working toward one.
- Teachers regularly update educational methods and techniques by attending workshops, lectures, etc.
- In addition to professional qualifications, teachers bring years of experience, stability, loving and caring personal involvement to the school community.

### **Saint Aidan School offers a close family-type community.**

- In the Saint Aidan School community we believe that we are an extension of the family, the first community a child knows.
- Together with parents, our mission is to enhance the values and behaviors that are initiated in the home.
- Although each student is an individual, he or she learns how to contribute more fully to the larger communities of parish, country and world.

### **Saint Aidan School, though unique, is part of an extensive Catholic School System within the Diocese of Rockville Centre.**

### **Saint Aidan School provides freedom of expression for Catholic teachers to teach, to pray, to speak of**

### **God, to read the Bible without fearing censure - and freedom of choice of education for parents. And....Saint Aidan School**

- is served by a dedicated Pastor and Parish Priests and Deacons
- participates in Parish Family Liturgies
- is supported by a caring, devoted parent organization, *Parents Acting for Catholic Education (P.A.C.E.)*
- is strengthened by a committed and supportive School Board
- is assisted by generous and responsible volunteers
- participates in a very active Parish and Middle School Sports Programs
- maintains an outstanding and nourishing Lunch Program
- offers an after school care program for working parents.

### **Non-Discrimination Policy**

Dr. Kathleen Walsh, Diocesan Superintendent of Schools, is recognized as an official with authority to respond to Revenue Procedure (75-50) which was published in the Internal Revenue Bulletin dated December 8, 1975. In conformity with the IRS regulation, notice is hereby given that the schools of the Diocese of Rockville Centre admit students of any race to all the rights, privileges, programs and activities generally accorded or made available to students at the schools and that the schools do not discriminate on the basis of race in administration of their education policies, scholarship and loan programs, and athletic and other school-administered programs.

The very notion of racial discrimination is diametrically opposed to the concept of Christian communities that our schools strive to be. Our Catholic schools have always welcomed and have been enriched by students from various ethnic groups.

## RULES AND REGULATIONS

### ABSENCES/ATTENDANCE

**Regular attendance is a critical factor in school success for pupils. Therefore, both pupils and their parents must view regular attendance as the most effective way of meeting course requirements. Course credit is awarded based on satisfactory completion of course requirements. It is the responsibility of the parent to notify the school administration of an attendance concern.**

Excused
The following reasons for absence or tardiness may be considered excused.
<ul style="list-style-type: none"> <li>• sick</li> <li>• scheduled medical appointments</li> <li>• sickness or death in family</li> <li>• day of religious observance</li> <li>• bad weather; impassable roads</li> <li>• court appearance</li> <li>• family emergency</li> <li>• district bus problem</li> </ul>
Unexcused
The following reasons for absence or tardiness would ordinarily be considered unexcused.
<ul style="list-style-type: none"> <li>• music lessons</li> <li>• take child to work</li> <li>• high school visits</li> <li>• family trips</li> <li>• CYO trips</li> <li>• didn't have a ride</li> <li>• truant</li> </ul>

**When a student is absent, his/her parents are required to call the school nurse on extension #9555 by 8:00 AM to inform her of the reason for absence. This requirement is for the safety of your child. Calls may be left at any time on this voicemail. It is checked by the school nurse in the morning.**

The day a student returns to school after an absence, he/she must present **a written note of excuse to the homeroom teacher as required by New York State Law.**

Parents wishing to have their children excused early from school are to inform the Homeroom Teacher by note which will then be authorized by the Principal. The child's parent or guardian must report to the School Office, sign the Release Book and accompany the student out of the building.

Vacations should be planned to coincide with the school calendar. If this is not adhered to, the absence will be recorded as an illegal absence. **THE SCHOOL WILL NOT PREPARE, IN ADVANCE, ASSIGNMENTS FOR STUDENTS WHO ARE ABSENT ILLEGALLY FROM SCHOOL. PARENTS MUST TAKE FULL RESPONSIBILITY FOR THEIR CHILD'S COMPLETION OF ALL CLASS WORK AND ASSIGNMENTS.**

When students are late either in the morning or when returning from lunch, they must report to the Office for a late pass. Every lateness appears on the student's permanent record card. **AFTER FIVE UN- EXCUSED LATENESSES, A STUDENT WILL BE REQUIRED TO SERVE A SCHEDULED DETENTION. A CONFERENCE WITH THE PRINCIPAL WILL BE HELD FOR ADDITIONAL LATENESSES.**

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

### ASSESSMENT

Student achievement is evaluated according to the New York State Standards for Learning. Included in student assessment are exams, quizzes, projects, reports and, on occasion, graded homework assignments. The quality and consistency of homework is a determining factor in assessing the effort put forth by a student. Tests, homework and reports must be signed as required by the individual teacher.

Assessment reports are distributed three times during the school year, at the end of each trimester, i.e., December, March and June. Parents are requested to pick up the first and second report personally and confer with teachers regarding their child's progress. Teachers are available for conferences immediately following each distribution of Assessment Reports.

### ASSIGNMENTS

The nature and degree of home study requirements will vary with each grade level, subject area, individual class and individual learner.

Parents of students who consistently neglect homework will be notified by the teacher either by e-mail or by phone.

#### **Grades K-3**

Homework assignments must be done at home, or in some cases, completed at home in the manner required by teachers. Assignments must be signed by parents if required by teacher.

#### **Grades 4-8**

Assignments/Independent Work consist of projects, tests, quizzes and/or daily homework. Projects, performance tasks and/or tests will be given at the end of each major topic. Quizzes may follow a homework reading/study assignment.

In the event of illness, students should conference with their teacher(s) regarding the completion of missed work. Work will not be sent home unless a student is absent for more than one day. Books will not be sent home with other students. Books should be picked up from the main office.

### BICYCLES AND SKATEBOARDS

Students may ride their bicycles to school **if they observe safety regulations established by the N.C.P.D.** However, each person must have a lock for the bicycle. Saint Aidan will not be responsible for damaged or stolen bicycles. **One is never permitted to ride bicycles or skateboards on parish grounds.**

### BRING YOUR OWN DEVICE POLICY

The Bring Your Own Device (BYOD) Policy is an addendum to the Technology Use and Student Behavior Policy.

St. Aidan School has the right to protect its network and technical resources. Thus, any network user who brings his/her own personal device into the school building is required to adhere to the Technology Use and Student Behavior Policy. Both the BYOD

(Bring Your Own Device) Policy and the Technology Use and Student Behavior Policy must be signed by the student and parent / guardian.

Students in grades 4-8 may bring their electronic readers to school provided students and parents sign this document and abide by the policy. The complete document may be found on the school website under the Parent Information banner.

## **BUS TRANSPORTATION**

Students who ride the bus are expected to behave appropriately. No student has the right to jeopardize the safety of other children. No parent or teacher can give a student permission to ride on a school bus. Permission can only be given by the school district. Children may be deprived of riding a bus for repeated failure to conform to the safety rules.

## **CAFETERIA/LUNCH**

Students are allowed to go home or out to lunch during the specified time when accompanied by a parent or guardian. The student must be signed out in the office and signed in upon his/her return.

All students may bring their lunch to school. In addition, third through eighth graders may purchase lunch in the school cafeteria. A menu will be distributed on a monthly basis. **The following are never permitted in the lunch room:**

**glass bottles**

**soda of any kind**

**lunch brought in from any outside fast**

**food chain**

If you wish to bring your child out to lunch, please do so by adhering to our sign out policy.

If lunchroom behavior is unacceptable, a student will not be able to remain in school for lunch and parents will be required to make other arrangements.

## **CELL PHONES**

**The Administration discourages students from bringing cell phones to school.** Cell phones are not permitted in classrooms. If a student must bring a cell phone to school, it must be handed in to school office personnel as the student enters the building in the

morning. It is to be picked up as the student leaves the building at the end of the school day.

## **CODE OF BEHAVIOR**

St. Aidan School is a Catholic educational institution that provides supportive discipline. All students have the right to learn and interact in an orderly and structured educational environment. All students have a responsibility to respect the rights of others at all times. In respecting the rights of others, our students learn the concept of self-respect, dignity and pride in their accomplishments.

It is the St. Aidan School policy to provide consistent and equitable progressive discipline for violations of the Code of Behavior, Anti-bullying Policy, procedures, rules, regulations, and for any other offenses that may occur. Disciplinary action may take the form of a warning, detention, counseling, suspension or expulsion.

Disregard for the above Code of Behavior will be addressed as follows:

1. Student will receive a verbal warning that his/her behavior is unacceptable.
2. Student and parents will be notified with a Behavior Referral form. This is a written warning which must be signed and returned to the teacher the next school day.
3. If the above warning does not cause a change in behavior, the student will receive a Detention form. This form must be signed and returned to the teacher the next school day. **Any failure or refusal on the part of the parent(s)/guardian(s) to sign the Behavior Referral form or the Detention form in no way negates the fact that the discipline was issued.**
4. If improvement in behavior is not shown, student and parents or guardians will be called in for a conference with the teacher(s) involved.
5. The final disciplinary action necessitates a formal conference with the student, parents/guardians and principal. This may lead to suspension and possible expulsion.

**All disciplinary action will be cumulatively determined based on the merits of the offense(s) and the student's past disciplinary record. However, any**

**single offense, depending upon its nature and severity, can result in detention, exclusion from class trips or graduation exercises, suspension or expulsion, exclusive of other considerations.**

In the past, certain behavior was considered harmless child's play. However, in our world today, this same behavior can be seen as harassing. **Any behavior that can be interpreted as intimidating, humiliating or disrespectful, whether in word or gesture is absolutely unacceptable.** This includes any behavior that causes undue trouble, worry or discomfort. The deciding factor is whether a particular phrase, gesture or behavior is unwelcome by the student or students receiving it or witnessing it. Harassment of a sexual nature may include notes, letters, drawings and offensive words and comments, spoken privately to a person or in front of others. It also includes unwanted physical contact as well as non-verbal and non-physical gestures, looks and displaying of suggestive objects, pictures, magazines, etc.

If a student(s) is/are thought to have acted in a harassing manner as detailed above, the following disciplinary steps will be taken.

- A thorough, administrative investigation of all parties involved will take place. During this investigation, the student(s) accused of harassment may be suspended.
- Students found to have engaged in harassing behavior will face the possibility of exclusion from school activities, suspension and/or expulsion.
- A student found to be guilty of a second incident of harassment will face automatic expulsion.

Any student who thinks he or she has been the victim of any type of harassment should report the conduct to someone in authority.

## **COMPUTERS**

St. Aidan School has two fully equipped computer laboratories and at least one computer in every classroom. The labs, as well as the classrooms, have internet access. All students in grades K-8 must read and sign the Student Use Policy as established by the administration of St. Aidan School. The form will be distributed to these families in September and must be

signed and returned before students will be able to use the school computers. A copy of this document can be found on the school website under the Parent Information banner.

### CONFERENCES

Teachers are available any time after school for conferences by appointment only. Please write or phone for an appointment beforehand in the event that the teacher has made other commitments. Teachers will not be called to the phone during school hours. Please avoid conferring with teachers when they are responsible for the supervision of students, i.e. bus duty, yard duty, etc.

### CURRICULUM

Each grade level will distribute a copy of their curriculum objectives, guidelines and requirements in the beginning of the school year.

### EMERGENCIES

All students are required to have a correct phone number, business phone number or alternate phone number to be used in an emergency. **It is very important** that parents notify the school whenever changes are made in these numbers.

### GYM UNIFORM PASS

These passes are distributed for various accomplishments. The pass may be turned in on any day the student chooses. On that day the student may wear his/her gym uniform to school. These passes should not be turned in on days that we are scheduled to attend Mass or any religious or special service.

### HEALTH AND SAFETY

Drugs/Medication - Students who must take any type of medication during school hours must leave the medication with the Nurse before morning homeroom.

The possession of illegal drugs will incur immediate suspension pending investigation.

**New York State** regulations regarding the administration of medication:

1. All medication must be in the original container
2. Written request from the doctor which indicates the

frequency and dose prescribed must be sent in with the medication

3. Written permission from a parent must be presented to allow the nurse or designee to administer medication

Any student coming to school with a cast, crutches or brace must be accompanied by a parent to the Nurse's office before being admitted to class.

### INSURANCE

Diocesan Student Accident Insurance is **COMPULSORY** for each student in school. Brochures with rates and coverage information will be distributed annually.

### MEDIA REQUESTS

Occasionally, the media requests to interview or photograph children for newsworthy purposes. The Principal will screen all such requests to determine their suitability for student participation. Any parent or guardian who does not want his/her child to participate in any such activity must notify the school in writing prior to the first day of the school year. Later requests will be honored but will not affect events prior to receipt of the request. This also includes pictures and articles we submit to all local publications.

### NATIONAL JUNIOR HONOR SOCIETY

The Saint Aidan Chapter of the NJHS has been established to create enthusiasm for and the recognition of scholarship, to promote leadership and service, and to encourage citizenship.

Nomination for membership is offered to 7th and 8th grade students who meet the criteria. Members will be nominated and selected by a Faculty Council. An installation ceremony will be held in the Fall.

Members of the NJHS who do not maintain their grades will be put on probation for one trimester. If the student is unable to improve his/her grades he/she will no longer be considered a member of the National Junior Honor Society.

### NO SMOKING LAW

As per New York State Law smoking is not permitted and no person shall smoke within one hundred feet of the entrances, exits or outdoor areas of any public or private elementary or secondary schools. This bill was signed into law on September 5, 2012.

### NOTICES

It is the responsibility of students to bring home all notices and memos. If these require a signature, they should be returned the following day. In an effort to be more environmentally friendly, most notices will be posted on our school website, [www.staidanschool.org](http://www.staidanschool.org). Please make an effort to check the school website every day.

### PERSONAL APPEARANCE

The Administration and Faculty ask for parent support and cooperation in carrying out the following regulations:

**GIRLS:** No makeup is to be worn. Excessive jewelry may not be worn no dangling, hoop earrings, or choker necklaces. Hair extensions are not permitted and may not be worn. No unusual nail polish may be worn.

**BOYS:** Hair is to be no longer than collar length. No tails, spike hair cuts or sculptured cuts are permitted. Jewelry and earrings are not permitted.

Disciplinary action will be taken by the Principal or teacher, if there is any infraction of these rules. We expect that parents will provide clean garments every day and that hygiene relative to body care and hair care be practiced on a daily basis.

**FINALLY, THE PRINCIPAL, IN CONSULTATION WITH THE PASTOR, WILL MAKE THE FINAL DECISION AS TO WHAT IS ACCEPTABLE REGARDING APPEARANCE AND BEHAVIOR.**

## PESTICIDE NOTIFICATION

Parents will receive written notice during the school year of the use and application of pesticide. If you wish to receive 48 hours advance written notice of pesticide applications, please notify the principal in writing by September 1st of the school year.

## PHYSICAL EDUCATION

To be excused from physical education classes, a student must have a note from his/her doctor stating the length of time he/she will be unable to attend and when he/she will be able to resume physical education class and normal outdoor activity. Therefore, a valid written excuse from a parent will only be accepted for one class.

## PRE-SCHOOL PROGRAMS

### *Nursery:*

The morning session is 8:15-11:15. Children entering Nursery must be three years old by November 30 of the year they will be entering school and toilet trained.

### *Pre-Kindergarten:*

The full day Pre-K follows the regular school hours from 8:00 AM - 2:20 PM.

Children entering Pre-K must be four years old by November 30 of the year they will be entering school.

### *Kindergarten:*

Consists of **full-day sessions** 8:00 - 2:20. Children entering Kindergarten must be 5 years old by November 30 of the year they will be entering the school.

## PUBLIC SCHOOL DISTRICTS PROVIDE

- Psychological Services, a Learning Disability Specialist, Speech therapy, Occupational therapy and a School Nurse.
- Textbooks: every student is responsible for his or her books. **Every textbook must be covered.** A lost or misplaced book should be reported to the teacher immediately. If the book cannot be found, the student must see the Assistant Principal for a replacement book. Payment for lost or damaged books will be required.

- Transportation: Bus service is provided only for those who are eligible and have filed a request for the school year. Complaints are to be directed to the school district in which the student resides.

## RECORDS

School records are confidential and are never released except with a parent's written request.

## REGISTRATION

Registration is held in late January or early February. Dates and times are published in the Parish bulletin.

A child entering Grade 1 must be six years of age by November 30 of the year he/she will be entering school.

There is a \$150 non-refundable registration fee per family.

**In the event of over-registration the following priorities have been established for accepting a child:**

1. brothers or sisters already attending Saint Aidan School
2. registered in Parish and supporting by the use of the envelope system
3. registered member of another parish
4. non-Catholics

## RETENTION AND SUMMER SCHOOL

Retention for a student will be decided upon by the Principal and teachers. Plans for retention will be made in conference with parents at least by the beginning of the third trimester. The final responsibility for a student's promotion or retention rests with the Principal. (*Handbook of Policies*, Diocese of Rockville Centre).

**Students in grades 4-8** who fail a major subject and have not made the effort to work to their full capability will be required to attend summer school at the end of the year.

**Fourth, Fifth and Sixth graders** must complete an agreed upon summer tutoring program. **Seventh and Eighth graders** must attend a 6-week program. **Eighth graders will not receive a Diploma until a satisfactory grade is attained in all subjects.** Any capable student who fails three major subjects will repeat the year's work.

## SCHOOL HOURS

**SAINT AIDAN SCHOOL OPENS AT 7:45 AM EVERY DAY. STUDENTS SHOULD NOT ARRIVE BEFORE THIS TIME AS SUPERVISION IS NOT AVAILABLE.**

Sessions are as follows:

### Full Day Schedule

Nursery	8:15-11:15	A.M. Program
Full Day Pre K	8:00 - 2:20	Bus Students
	8:00 - 2:30	Walkers
Grades K-8	8:00 - 2:20	Bus Students
	8:00 - 2:30	Walkers

### Early Dismissal Schedule

Full Day Pre K	8:00 - 11:30	Bus Students
thru Grade 8	8:00 - 11:40	Walkers

**Nursery see specific days for early dismissal times.**

Students in grades K-8 entering the building after 8:00 must report to the office for a late pass.

## TUITION

The annual tuition is ordinarily due at the beginning of the school year. However, monthly payments are scheduled to assist parents and guardians in budgeting their annual tuition obligation. If you choose to pay the tuition on a monthly basis, tuition is due on the first of each month. It is imperative that tuition payments be current. A \$50 late fee is required with late payments. (Due Date no later than 10th of the month.)

Supporting parishioners are those who substantiate their support of the parish by using the envelope system, attend mass, and are involved in parish life.

A student will not be permitted to advance to the next grade if there is a tuition balance from the previous year. Prior to graduation exercises, all financial obligations must be fulfilled, e.g. tuition, lost books, graduation fees, etc. If a student transfers, tuition and all other outstanding fees must be paid before the transfer is finalized.

Compliance with the above is mandatory and an exception can only be made due to extreme financial hardship and after consultation with the Pastor and Principal.

An annual technology fee of \$75 per student in



grades K-8 is due upon billing from the school. This annual fee will be strictly utilized to maintain and upgrade our technology program.

## UNIFORMS

Uniforms are provided by:

Flynn and O'Hara (flynnohara.com)  
131 Sunnyside Blvd.  
Suite 104  
Plainview, NY 11803  
(516) 221-3006

Students are expected to be in full uniform at all times.

### Required for Girls:

#### *Grades K-5*

Uniform jumper  
Uniform blouse (short or long-sleeved white blouse with round collar)  
Uniform navy cardigan sweater (optional)  
Navy socks  
Plaid uniform tie

#### *Grades 6-8*

Uniform kilt skirt  
Uniform blouse (short or long-sleeved white oxford blouse **OR** over-blouse **OR** short-sleeved knit shirt)  
Uniform navy sweater or sweater vest (optional)  
Navy socks

### Required for Boys:

#### *Grades K-8*

Uniform pants  
Uniform shirt (short or long-sleeved white shirt **OR** short-sleeved knit shirt)  
Plaid Uniform tie  
Black or navy belt  
Navy socks  
Uniform navy sweater or sweater vest (optional)

#### *Shoes*

Recommended shoes are available for purchase at Flynn and O'Hara. All students are required to wear black, brown, navy or cordovan shoes. It is also required that students wear either a penny loafer or a tie

shoe. **The following shoes are not permitted: black sneakers, work boots, hiking boots, platform shoes, clogs, ballet flats, etc. Shoes may have a heel no higher than 1 inch.**

## SUMMER UNIFORM

All students in grades K-8 have the option to wear the summer uniform during the months of September, October, May, and June.

Navy uniform shorts  
Uniform knit shirt

## WINTER UNIFORM

All students in grades K-8 have the option to wear the winter uniform from October 15 through March.

Navy uniform pants (boys and girls)  
Uniform turtleneck, long or short-sleeved knit shirt

## PHYSICAL EDUCATION UNIFORMS

Gray t-shirt with school logo  
Navy gym shorts (September, October, May, and June)  
Can be worn under sweatpants during the remaining months.  
Shorts must be purchased at Flynn and O'Hara.  
Navy sweatpants with elastic at the ankle (November - April)  
Gray sweatshirt with school logo

## VOLUNTEERS

All school parents must complete the following:

- Application for Volunteer Service
- Signed Volunteer Code of Conduct Form
- Background Check Release Statement
- VIRTUS Training (Completion Certificate Required)

## WEATHER/EMERGENCY CLOSINGS

As a general rule, St. Aidan School follows the same closing procedures as the Mineola School District. When there is a delayed opening, the third grade students will not have lunch in the upper school. They are to bring a bag lunch and drink to school and will

remain in the lower school for their lunch and recess. In our effort to improve communication between parents and school, we have implemented *School Messenger*, a telephone and electronic broadcast system that will enable us to notify all households and parents by phone within minutes of an emergency or unplanned event that causes early dismissal, school cancellation or late start.

In addition, you may consult the school website and the following for school closings and delayed opening information.

- News 12 Long Island (Cable TV) or log on to [www.news12.com](http://www.news12.com) and click on Closings and Delays
- Verizons' FiOS1News or log on to [www.fios1news.com](http://www.fios1news.com)

## WITHDRAWAL

In the event that the parents wish to withdraw their child from St. Aidan School the following procedure is to be used:

1. Written notification to the Principal
2. Exit interview with the Principal