

# PARENT/STUDENT HANDBOOK & 2017-2018 CALENDAR

(REVISED 01/30/17)



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**"What greater work is there than training the mind and forming the habits of the young?"**  
*~ St. John Chrysostom*

## **PHILOSOPHY STATEMENT – (adopted 4/2014)**

**Philosophy of St. Mary’s School:** St. Mary’s School exists, as a ministry of the Roman Catholic Church, to foster a learning environment, which encourages students to:

1. Know, love, and serve God
2. Achieve their highest academic potential
3. Fulfill their individual needs
4. Develop caring relationships

To make the subject matter relevant to the student in all curriculum areas, the teachers and staff focus on academic excellence, guide each student’s personal growth and encourage them to develop a sense of self. This enables students to reflect and grow from their own experiences and those of others. All students are taught to accept responsibility for their own actions and to make constructive changes for their own personal growth and development.

## **BELIEF STATEMENT – (adopted 4/2014)**

We believe:

1. Each person is made in the image and likeness of God, and so is valued and entitled to a positive, nurturing and safe environment.
2. Jesus values the whole person; therefore, effective education develops the whole person – spiritually, intellectually, emotionally, and physically.
3. The Holy Spirit guides us in instructing and protecting our children.
4. Catholic education should be affordable and accessible to every family who desires it.
5. The universal mission of Jesus is for all people.
6. The Roman Catholic identity is the core of our school.

## **MISSION STATEMENT – (adopted 4/2014)**

### **Mission Statement:**

- St. Mary’s School exists to integrate faith with the student’s social, intellectual, and physical development.
- As a ministry of the Roman Catholic Church, we partner with parents and our community to provide the highest quality faith-based education.
- St. Mary’s School strives to nurture each student in a family atmosphere to become service-oriented, responsible, and self-motivated citizens.

## **ACCREDITATION**

St. Mary’s School is accredited through the Middle States Association of Colleges and Schools Commission on Elementary Education and Secondary Schools as of May 1, 2008. St. Mary’s School was reaccredited May 2015. The Diocese of Rochester has applied for accreditation of all schools and St. Mary’s will be re-evaluated again Fall of 2016.

## **ADMISSION AND TRANSFER POLICY**

### **Criteria for Admission- Nondiscriminatory Policy**

1. St. Mary's School admits students of any race, color, nationality, or ethnic origin to all the rights, privileges, programs and activities generally available at school.
2. Parents must accept and uphold the philosophy and mission statement of our Catholic school as part of their child's education.
3. Children entering kindergarten must be five (5) years of age on or before December 1<sup>st</sup> of the entering year.
4. Children entering first grade must be six (6) years of age on or before December 1<sup>st</sup> of the entering year.
5. Children entering the pre-school program must be four (4) years of age on or before December 1<sup>st</sup> of the entering year or three (3) years of age on or before December 1<sup>st</sup> of the entering year.
6. Catholics who are registered and active parishioners must submit a letter of commitment from their pastor to the principal. Families may be registered at any of the surrounding Catholic parishes.
7. No student will be accepted into Grade 8 after September unless moving from a locality outside of the Ontario County area.
8. Any student who transfers from St. Mary's School to any local public school may not return to St. Mary's during the current school year. Re-registration will be considered for the following year.
9. The following information is required before final acceptance of any student:
  - a. Birth Certificate
  - b. Baptismal Certificate (for Catholic students)
  - c. Proof of Immunizations - In accordance with Public Health Law 2164, all students are to be immunized against diphtheria, measles, mumps, polio, Hepatitis B before entering Grade 7
  - d. A Non-Refundable Registration Fee
  - e. Parents have signed a Tuition Contract with the school
10. Kindergarten admission also requires:
  - a. A pre-kindergarten screening test for auditory, language and perceptual development
  - b. A physical examination or provision for this physical

### **Class Size**

1. Ordinarily, class size will not exceed 30 pupils.
2. Exception may be made when retention of a student is made and the previous grade promotion is already 30 students.
3. If the above exception is made, the student/teacher ratio may not exceed 32:1.

## **Transfer Procedures\***

Parents should notify the school office as soon as they are sure that their child will be transferring to a new school. A parent must sign a Record Release Form. When a child transfers from our school, records are sent to the new school. All precaution is taken to see that only current, factual information concerning academic achievement, grade placement and attendance is sent.

**\* Transfer of school records will not take place until all tuition payments are current.**

## **Change of Address or Phone**

CHANGE OF ADDRESS OR PHONE NUMBERS SHOULD BE REPORTED TO THE SCHOOL OFFICE IMMEDIATELY.

Also, any change in emergency numbers needs to be made as soon as they occur. This is very important so that we are able to reach parents or your designated emergency contact person if needed.

## **SCHOOL FEES**

### **Registration & Re-registration Fee**

A non-refundable registration fee per family will be determined annually. This fee is payable each year at the time of registration for a new family, and of re-registration for a current family. Special arrangements may be made with the principal to pay in installments, when necessary.

## **Tuition Category Definition**

In order to more equally distribute the financial responsibility of St. Mary's School, the following two categories have been established for the purpose of determining annual tuition. The tuition for each category is established annually, and all new families are asked to obtain a signed statement from their pastors indicating that they are affiliated members of that parish (parish commitment form.) All affiliated families are asked to contribute weekly to their parish, which in turn gives the school a large subsidy annually.

### *Affiliated Parish Member:*

A family registered as a parish member at St. Benedict or any other Catholic Parish in the area and contributes to the support of their parish. This affiliation is established by the signing of the Parish Commitment form by the Pastor. The affiliation status can be revoked if a family does not contribute to the support of the parish.

### *Non-Affiliated Family:*

A family not affiliated with any Catholic church as a registered, participating and contributing member. Any family who is not recognized by the Pastor as a registered and supporting member will be considered a non-affiliated family on the tuition contract.

## **Tuition Payments (revised 7/2016)**

FACTS Tuition Management, Inc. coordinates all but annual tuition payments. FACTS offers an Automatic Payment plan through your checking, savings or custodial bank account.

Preschool – Grade 8 tuition can be paid in the following manner as noted on the tuition contract:

1. Annual payments made by May 1 receive a 2% discount when paid by cash or check. Full tuition must be paid by June 30 by cash, check or credit card. Credit card payments (Visa, Master Card, and Discover) are accepted at St. Mary School.
2. Monthly - Payments due the 5th or 20th of each month from July through May using FACTS Tuition Automatic Payments.
3. Quarterly - Payments due the 5th or 20th beginning in July or August through FACTS automatic payment. (July, Oct., Jan., Apr.) (Aug., Nov., Feb., May)
4. Semi-Annually - Payments due the 5th or 20th of July and January or August and February through FACTS automatic payment.
5. Other - Individual requests other than the above will be considered on an individual basis by the Principal.
6. Please contact the Principal or Business Manager with any questions. FACTS is web based and you are able to manage your account online.

## **Financial Assistance**

- An online application for financial assistance is available based on family need.
- Log onto [www.factstuitionaid.com](http://www.factstuitionaid.com) (FACTS does charge an application fee for this service)
- Rev. John A Reddington Scholarship is awarded to students based upon need. Applications are available in the main office.
- Financial Aid applications have specific due dates and require a current year signed Income Tax return.

## **Delinquent Accounts**

All tuition payments are due by the date stated on the FACTS agreement unless other arrangements have been established in writing. After this date, a \$10.00 or 2% late charge will be charged to the account. Please remember that it is the responsibility of the parent to contact the School Principal in writing if a situation exists (i.e. health problems, unemployment problems or other extraordinary circumstances) that prevents them from satisfying the terms of the tuition contract agreement signed at registration. Every attempt will be made to resolve any tuition payment problems. If satisfactory arrangements are not completed with the Principal, then St. Mary's School is obligated to comply with the Diocese of Rochester Policy on the following page:



ROMAN CATHOLIC  
DIOCESE OF ROCHESTER

## Tuition Delinquency Policy

Issued by: Rev. Joseph A. Hart, V.G.

Date Issued: September 24, 2009

Last Updated: September 13, 2013

### **KEY POLICY STATEMENTS:**

The Department of Catholic Schools has established a tuition delinquency policy to be utilized by the Catholic Schools within the Diocese of Rochester. This policy has been established to ensure that the tuition collection procedures are consistent and fair among the families with children attending Catholic schools within the Diocese.

**APPLIES TO:** All Diocesan Schools and Pre-Schools

### **DETAILS:**

In order to ensure the fair treatment of all our school children and families, the following steps have been established in regard to the handling of delinquent tuition:

1. The first step in collecting tuition on a timely basis is to ensure that it is billed on a timely basis. Students that are admitted to or leave the school in the middle of the school year must be communicated to the third party billing service within 10 school days.
2. For tuition not received within 30 days of the due date, a reason and follow-up is documented on the affected student's account.
3. Students whose tuition falls 60 days in arrears, must be removed from the school unless an exception is granted by the Superintendent of Schools and the Chief Financial Officer.
4. Any deviation from the above steps and exception waivers should be noted on the student's account along with the rationale for the deviation.
5. Any tuition that remains uncollected at the end of the school year should be considered for placement with a collection agency.
6. The school may take any action available and consistent with applicable law in order to collect unpaid tuition owed by the parents/guardians including but not limited to withholding academic transcripts.
7. No students will be accepted at any other Catholic school within the Diocese of Rochester if they are carrying a past due balance from any other Catholic school within the Diocese of Rochester.

## **INSURANCE**

All Preschool through Grade 8 students at St. Mary's School are insured with a special Student Accident Insurance from Walsh Insurance Group, PO Box 5016, 801 Main St., Buffalo, NY 14205-5016. A portion of the registration fee currently pays for the annual premium. A covered injury is accidental bodily injuries, which occurs during the policy term and while the Insured Student, is:

1. Attending school during the days and the hours when school is in session, including summer school;
2. Traveling directly and without delay to and from the insured student's residence and school for regular school sessions, within one hour before school starts and one hour after school is over (longer if school bus requires);
3. Participating in or attending scheduled activities, which are organized, sponsored, and continuously supervised solely by the school and school employees. Coverage is afforded for school-furnished and school-supervised travel to and from such activities.

## **STUDENT SUPPLIES**

All students are responsible for having their own supplies. Pens, pencils, erasers, rulers, protractors, assignment books, compasses, notebooks, tablets, pocket folders, crayons and markers may be purchased at any local store.

All students in grades 2-8 must purchase a student planner at school. Occasionally, children may be required to purchase particular materials or paperback books for certain classes.

Student supply list will be available at the end of each school year for the coming September. An annual August parent letter will contain pertinent information about beginning school needs. The website will also be a useful resource for this information. [www.stmaryscanandaigua.org](http://www.stmaryscanandaigua.org)

## **ATTENDANCE**

The quality of learning for any student most often reflects the regularity with which he/she attends classes. It is important to foster habits of regular attendance for your child. The State has set attendance regulations as a means of helping children develop habits which will serve them best while in school and in their later years. Success in any field requires daily effort.

### **School Hours:**

Kindergarten - Grade 8 . . . . . 8:30 AM - 3:00 PM  
Early Childhood. . . . . 9:00 AM - 11:30 AM (3 yr. old/4 yr. old half day)  
9:00AM - 3:00 PM (4 year old full day)

## Arrival/Dismissal

### Arrival:

Children who DO NOT RIDE A BUS TO SCHOOL should arrive between 8:20 AND 8:30 AM. **Children dropped off before 8:20 AM, should be walked to the Activity Center and signed in as there is NO supervision for students who arrive before 8:20 AM.**

**Dismissal:** Dismissal begins at 3 PM.

Order of dismissal:           Activity students  
  Bus students- dismissed in the order that their bus arrives  
  Private vehicle/walking students - approximately 3:15 PM  
  (once all buses have cleared parking lot)

**NO STUDENT WILL CALLED FOR PRIVATE DISMISSAL BEFORE 3 PM or once dismissal begins without a written request submitted by 8:40 AM on the requested day.**

### Private vehicles/walkers:

Parents picking up children in a car should meet them outside of the main school entrance or in the main entry hallway at approximately **3:15 PM**.

**Safety notes:** Cars should follow parking lot signs for entering and exiting.

Parents may never park or wait in the bus circle at dismissal time.

NO driver may ever pass a stopped school bus with flashing lights.

All students are to leave the parking lot IMMEDIATELY.

## Regular Dismissal

1. **PARENTS MAY NEVER GO DIRECTLY TO A CLASSROOM TO PICK UP A CHILD BEFORE OR AT REGULAR DISMISSAL TIME.** St. Mary's School is responsible for the safety of all students. To ensure this, all students must be **signed** out by an adult designated by parent or guardian.
2. **ALL ARRANGEMENTS FOR DISMISSAL SHOULD BE MADE PRIOR TO EACH SCHOOL DAY.** Phone calls "changing" plans may only be made in an emergency situation. Students must have a written note detailing any changes. If a note is not sent, students will be required to follow their regular dismissal procedure.

## Early Dismissal

A child may be dismissed early for any of the legal reasons. **A written request from the parent/guardian must be brought to school on the day the early dismissal is requested.**

A parent or adult designated by parent must pick up the child AT THE SCHOOL OFFICE OR NURSES' OFFICE and sign the Arrival/Departure Book.

In order to protect your child we cannot send him/her out to meet you or allow him/her to go in a taxi. Early dismissal is permitted for doctor or dentist appointments but we ask that you please try to make these appointments on non-school days or before or after school, if at all possible.



## **Procedures for Reporting Absence**

Whenever a child is absent, a parent is requested to phone the school office on the first day of the absence between 8:15 - 8:45 AM. New York State law requires a written excuse for each absence. When a child returns to school, please send a written explanation of the absence to the homeroom teacher. If a reason is not stated on the note, the absence will be considered illegal and will be recorded as illegal in the NYS Attendance Register.

## **Late Arrival - Tardiness**

If a child is going to be late for any reason, the school must be notified prior to 8:30 AM and he/she must bring a written note from the parent/guardian. **Upon arrival, the parent/guardian is required to accompany child to the school office and sign them in the Arrival/Departure Book.** (This does not apply for students who are late because of a bus delay.)

## **Legal & Illegal Reasons for Absence/Tardiness**

Legal excuses for absence or late arrival are sickness, sickness or death in a family, impassable roads or weather, quarantine, court appearance, or attendance at health clinics.

Illegal excuses include unlawful detention, which occurs when a pupil is absent with the knowledge and consent stated or implied of his/her parents, for other than legal reasons. Such excuses as the following come under this heading: "visiting", "away", "vacation", "shopping", "needed at home", "caring for baby", "work", "no shoes", "overslept", etc.. All absences are recorded in the NYS register, a legal document, and are subject to court subpoena.

## **Truancy**

A child whose parents expect him/her to be in school, and who does not attend for other than lawful reasons is truant. Children who are continually truant may be required to make up the time missed.

## **Emergency Contact**

Should a child become ill in school, the parent/guardian will be notified as soon as possible. You will be asked to make arrangements to have your child picked up at the main office or in the nurses' office. In order to protect your child, he/she must be "signed-out." If it is impossible to contact you, we will call the emergency telephone number you have given us. An emergency information form must be completed each year. (Please notify the office if any information changes during the year.) Please inform your designated person that you are listing him/her as someone to contact in case there is an emergency at school and you cannot be reached.

## **Emergency Dismissal**

At times it is necessary for a school to have an emergency closing after the students have arrived. Usually some bus transportation will be provided. An emergency dismissal form is sent to the parents at the beginning of the school year to be returned with the current dismissal procedure. This form includes an alternate destination for the child (children) in the event that no one is home. The teachers will make note of these arrangements in their attendance registers. The form is retained in a file in the school office. When such emergencies arise, the local radio stations are informed to broadcast the dismissal.

## **School Closing/Delay Procedures**

St. Mary's School closes for inclement weather when the Canandaigua City Schools are closed as well as for unplanned emergencies. The Superintendent of the Public Schools is informed to include our school in the school closing announcements. Schools outside the district that transport children from outside the district to our school are informed that, if our school is closed they are not to transport these children to school. If your school district closes and Canandaigua does not close, you will be responsible for your child's transportation to and from school. School closings are announced on the local radio and television stations.

**NOTE: The Activity Center is closed on "snow days" and holidays.**

**The Activity Center will not open in the morning in the event of a weather delay.**

**There will not be Preschool or morning Pre-K classes in the event of delay.**

## **Leaving School Grounds**

In order to ensure the safety of students, no child will be permitted to leave school grounds for any reason between arrival and dismissal times unless he/she has a permission slip signed by a parent or guardian. A designated adult must accompany all students leaving school.

## **ST. MARY'S SCHOOL CODE OF CONDUCT (Revised 2016)**

**St. Mary's students, being representatives of St. Mary's School, are expected to:**

- Live by following the example of Jesus. This means being honest, helpful, and caring.
- Show respect and kindness to others at all times.
- Show pride in themselves, their school, and their individual accomplishments.
- Be accountable for all their decisions and actions.

## St. Mary's School Conduct Expectations

1. St. Mary's students should treat ALL people with respect at all times. (e.g. open doors for one another; greet people with a friendly smile; offer to help whenever you can; respect other people's property)
2. St. Mary's School's Bully Prevention Rules (based on the Diocesan Olweus Program):
  - a. We will not bully others.
  - b. We will try and help students who are bullied.
  - c. We will try to include students who are left out.
  - d. If we know that somebody is being bullied, we will tell an adult at school and an adult at home.
3. St. Mary's School provides Internet access to all students. An agreement must be signed annually by each student and parent to ensure the proper, safe use of all computer/internet functions.
4. Take pride in St. Mary's School. (e.g. keep desks, walls, and floors clean; pick up litter; handle all materials and equipment with care)
5. **BE PREPARED!** (e.g. make sure desks, lockers, and materials are organized; be sure that homework and class work are completed neatly and on time; wear the proper uniform for school and gym)
6. Follow proper school etiquette. (e.g. KEEP FEET AND HANDS TO YOURSELF- physical and/or verbal abuse will not be tolerated!); hallways should always be quiet and orderly (move in lines without talking so that other classes are not disturbed; use appropriate language at all times, respect our buildings and all the fixtures.
7. Follow individual classroom expectations based upon student's grade level.

## Consequences

The students of St. Mary's are expected to accept responsibility for their actions. The following consequences will be in effect at St. Mary's School for violations of the School Conduct Expectations:

1. For minor infractions, students will receive a verbal warning.
2. For repeated infractions or problems, parents will be notified and the student will serve lunchtime detention. If the unwanted behavior continues, after school detention will be served.
3. Unresolved problems will require parent/school meeting to define a resolution. The principal will be informed.
4. For severe problems, a conference involving student, parents, teacher, and principal will be held to determine the next steps.
5. In-school Suspension or Out-of-School Suspension will be used as behavior warrants. Suspensions are determined by the principal. A student behavioral evaluation may follow. Please note: Violations of the technology use policy and procedures will result in automatic suspension from school and/or the use of technology. A meeting with the principal, parent, and student is mandated.

6. Expulsion – A student may be expelled at the determination of the administration after all other options have been exhausted and/or when a parent is unwilling to work with administration to resolve the problem. The Catholic Schools Office will be notified of such consequence.

To determine which behavioral interventions will be implemented by classroom teachers, please refer to **Appendix A**. Each department level flow chart was created with regard to the developmental level of the students.

### **Parent's Role**

Any form of discipline is effective when it is reinforced within the home. **If you have a question about your child's behavior or the consequences given, please first discuss this matter with the teacher. Problems are typically resolved with communication between the parent and teacher.** If the matter is not resolved, please refer to the *Communication Flow Chart* to understand the next steps. *Remember, each student is responsible for his/her own actions.*

The principal or person in-charge becomes involved in serious infractions of behavior policy. The principal or person in-charge will then decide on the consequences and follow up to any concerns.

### **Confidentiality**

To uphold confidentiality and due process, the teacher or principal is only able to discuss **your child** with you in conversation. Please respect the confidentiality of other students and refrain from posting the matter online in any public forum/social media.

## COMMUNICATION FLOW CHART

As a Catholic school community, we recognize the role of parents 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 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/ Concerns	First Contact	Second Contact	Third Contact
<b>Academics</b>	Teacher	Principal	Associate Superintendent
<b>Athletics/CYO</b>	Coach	Athletic Director & Principal	Project Manager for Youth Ministries
<b>Behavior</b>	Teacher	Principal & Counselor, <i>if applicable</i>	Associate Superintendent
<b>Extra-Curricular Activities</b>	Club Advisor	Teacher	Principal
<b>Financial Aid</b>	School Business Manager	Principal	Pastor/ Pastoral Administrator
<b>Medical</b>	School Nurse	Teacher	Principal
<b>Religion</b>	Teacher	Principal	Associate Superintendent
<b>Safety</b>	Teacher	Principal	Superintendent
<b>Special Education</b>	Teacher	AIS Teacher & Principal	K-8 <sup>th</sup> Grade: School District of School Location; Preschool/ Pre-K: School District of Residence
<b>Transportation/B us Behavior</b>	Driver	Principal	Transportation Department of District of Residence
<b>Technology</b>	Teacher	School Technology Coordinator	Principal
<b>Tuition Payment</b>	Tuition Management Company, <i>if applicable</i>	School Business Manager	Principal
<b>Use of Facilities</b>	Parish Office	Principal	Pastor/ Pastoral Administrator

Additionally, except where noted above, the Superintendent is the Fourth Contact.

## **Lunchtime Behavior Expectations and Disciplinary Action**

Every student at St. Mary's School is expected to treat all lunchtime personnel with respect and courtesy. To ensure a safe and enjoyable lunchtime for all, students should remain seated while eating. Provisions will be made for use of the restrooms by the lunch monitor.

The administration of disciplinary action is the responsibility of the lunch coordinator and the classroom teacher. Extreme behaviors will be referred to the principal as stated in the department level discipline policies.

### **Volunteer Lunch/Recess Monitors**

Volunteers are expected to support all the guidelines written in the Code of Conduct. (All volunteers must participate in the "Creating a Safe Environment Training" prior to involvement with any school related activity.)

## **Activity Center Behavior Expectations and Disciplinary Action**

The Activity Center is an environment consisting of about 15 – 35 students from multiple age groups – Preschool to Grade 8.

The behavior expectations of students attending Activity Center do not differ from the expectations of the individual classrooms.

When unacceptable behavior is witnessed, the Activity Center Personnel follow these protocols:

A verbal warning is given to the student(s) involved.



If behavior continues, student is removed from the rest of the group, discusses with Activity Center Personnel the inappropriate behavior, and given time to consider actions and better choices.



If behavior continues or is extreme, teacher and/or principal is informed of student's behavior. Parent contact is made by Activity Center Personnel.

**Detention**

A detention program exists for minor infractions of school directives and the conduct code. Some reasons for detention are: disrespectful behavior, disruptive classroom behavior, physical harm, and incomplete work.

Detention is often served at lunchtime. The children eat and work in the quiet of a designated lunch area (possible locations: health room, science lab, or volunteer conference room). Detention may also be served after school. Parents will be notified by the teacher when a lunch detention has been served. Parents will be contacted regarding the special arrangements that need to be made in regards to an after school detention.

**Suspension**

Short-term in-school suspension of a student is determined at the discretion of the principal. This action will be taken when, in the judgment of the principal, there is a serious infraction of school policy and/or when a student's behavior is detrimental to a constructive learning atmosphere. The principal will determine the length and type of suspension.

All school policies and behavioral expectations are effective during any school activity, field trip, extra-curricular function, and on school property before, during, or after school hours.

Students may serve out of school suspension for any of the following circumstances:

- Selling, bringing or partaking of alcoholic beverages or drugs .
- Smoking.
- Possession of an implement that can be construed as a weapon: i.e. – knife, scissors, razor, sharp object, chain etc.
- Any threat or act that may be construed as a threat to a person or property of St. Mary's.
- Deliberate destruction or vandalism of school property.
- Consistent disorderly or insubordinate conduct by a student which "endangers the safety, morals, health or welfare of others" (NYS School Law) and is disruptive to the learning environment.

Re-admittance to school terminating suspension will be determined by the principal following contact with the parents. This decision to terminate suspension will be based on the principal's judgment that the student can once again become a constructive participant in the learning environment.

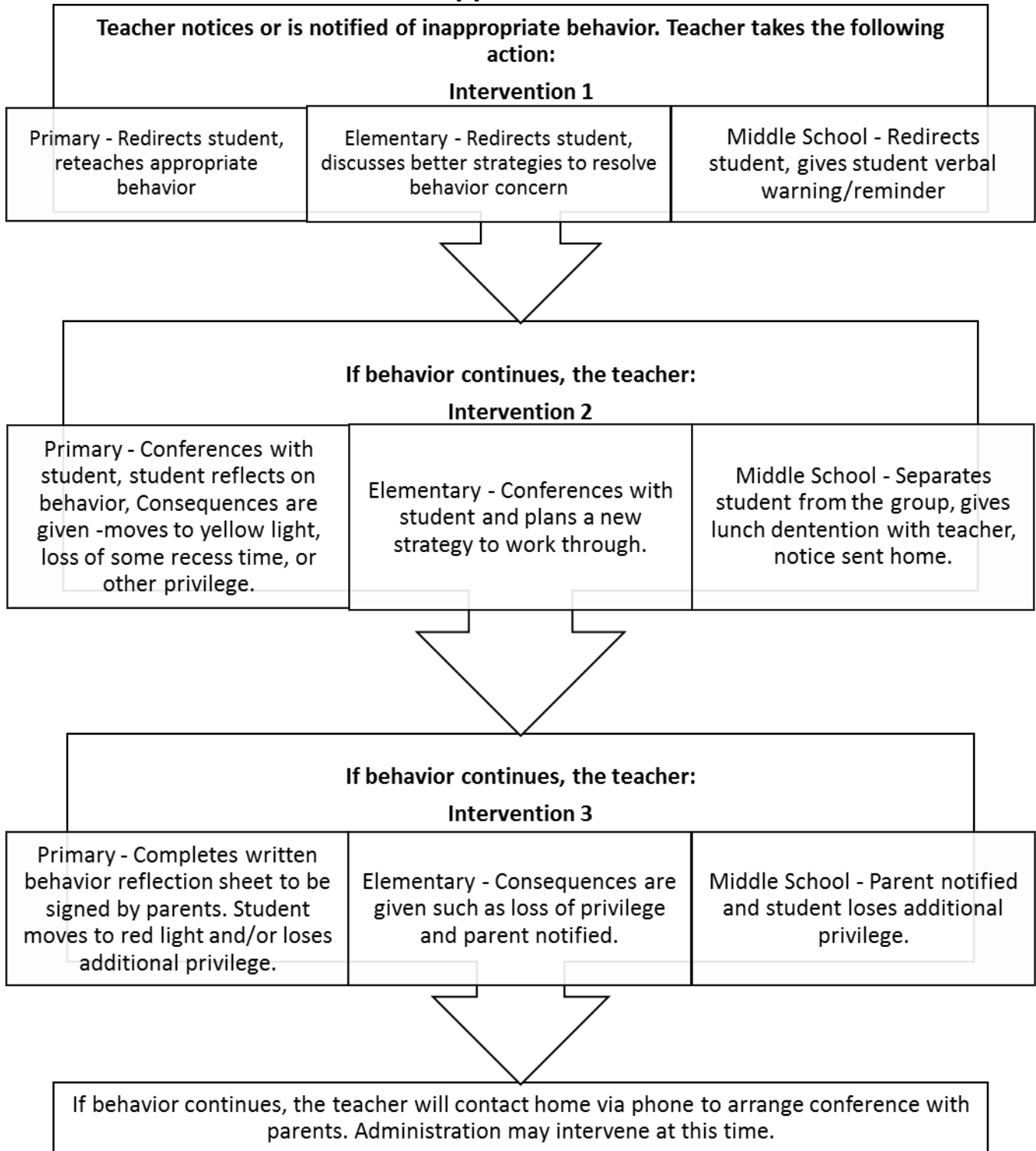
**Expulsion**

A student will be expelled from St. Mary's School at the discretion of the principal, on-site pastor, and the Catholic Schools Office, if there is a serious matter. Expulsion will be considered after a suspension of one to five days and after a conference with parents, student, and the above-mentioned administration. All of the above may be reasons for expulsion.

After the principal has notified the Catholic Schools Office, the principal will notify the parent or guardian at home or at work of their child's conduct and will request the parent or guardian to report

to the school office for a conference. Parents of the expelled student have a right of appeal to the Catholic Schools Office.

## Appendix A





\*All students will be held accountable for the Code of Conduct, regardless if the teacher witnesses the behavior or if it is reported.

\*Email will never be used to discuss a concern by school personnel.

### **Drug and Alcohol Abuse**

It is the policy of St. Mary's School to instruct all students on the abuse and danger of drugs and alcohol in our society. The following circumstances call for an immediate suspension of the student. Suspended students are placed on probation. A second offense while on probation will result in expulsion of the student. Students will be suspended and put on probation for:

- a. Selling, giving or dealing in drugs or alcohol to other students in school or at a school-sponsored event.
- b. Any student at St. Mary's School who is under the influence of drugs or alcohol in school or at a school sponsored event.
- c. Any student at St. Mary's School who is detected using drugs alcohol in school or at a school sponsored event.
- d. Any student at St. Mary's School who is in possession of drugs or alcohol in school or at a school sponsored event.
- e. Any student attending St. Mary's School who has drug or alcohol paraphernalia in his/her possession in school or at a school-sponsored event will be assigned a suitable disciplinary task determined by the principal. Parent(s) or guardian(s) will be notified of the disciplinary action.
- f. In a situation in which counseling is required or recommended, the principal, after consultation with the parent and/or guardian, has the right to consult the counselor.

### **Questioning by Police Officers**

The St. Mary's School administration will cooperate with law enforcement officers who come to school for purposes of questioning students who are currently enrolled. The regulations governed by procedures found in the Administrative Procedures for this Diocesan Policy will be strictly adhered to as well as the following:

- a. Parents will be immediately notified if police are called in by school authorities or if police come with a search warrant for a particular student.
- b. If a police officer wishes to speak with any student without a proper warrant or a probable cause for suspicion, THEY MUST TAKE THE MATTER UP DIRECTLY WITH THE PARENTS.
- c. Parents will be informed when Child Protective Service has questioned a students.

### **Harassment Policy-Reporting Procedures**

1. Anyone who feels they have been a victim of harassment will notify a teacher or the principal and fill out a Diocesan complaint form.
2. The principal will notify the parents of the accusing child and /or the on-site Pastor of all complaints.
3. All complaint forms will be kept in a separate file in the principal's office.

**NOTE:** Specific discipline measures must take into consideration the age of the students involved, the seriousness of the infraction, and the duration of the offense. After the interview with the principal the disciplinary measures might include but are not limited to:

- a. meeting with parents of perpetrator
- b. recommendations for professional counseling
- c. detention
- d. in-school suspension\*
- e. out of school suspension\*
- f. expulsion\*

(\*To be used only in extreme cases.)

## **ACADEMICS**

### **Curriculum**

The curriculum of St. Mary's is prescribed by New York State Common Core Learning Standards and the Diocese of Rochester. Common Core Learning Standards have been written for ELA (English Language Arts), Math, and Social Studies Pre K – grade 12. These core standards of ELA and Literacy are to be integrated in History/Social Studies, Science and Technical Subjects. Religion standards are based upon the guidelines of the NYS inter-diocesan curriculum committee.

Primary (K-2) and Elementary (3-5) students at St. Mary's will have course work in Religion, ELA, Math, Social Studies, Science, Art, Music, Technology, Physical Education, Spanish and Health (gr. 1-5). Middle School Students (Gr 6-8) will have coursework in Religion, ELA, Math, Social Studies, Science, Science Lab, Art, Music, Technology, Physical Education, Spanish, Health and Integrated Algebra (gr. 8)

### **Academic Support**

Academic Support is available for all students through our Academic Intervention Service program. Students who have not met the academic standard in Math and/or ELA, as prescribed by NYS, will be remediated through the Title I program in those subjects. Special Education services are provided for those students who qualify.

### **Homework**

Assignments given to students for completion outside of class time are to be meaningful activities related to the total learning process. They should act as a reinforcement of classroom learning, instill the importance of independent and responsible inquiry, and provide an element of success for the student. The following procedure for St. Mary's has been developed:

1. The purpose of the assignment and specific directions regarding the assignment will be made clear to the student. Homework assignments will be varied and provide, when possible, a creative reinforcement of classroom work. Homework assignments of a repetitious nature will be avoided.
2. At times long-term assignments will be assigned. These are assignments that take more than 1-2 nights to complete. In these cases, it is important that the student begin work as soon as possible and *work over a period of time* toward a due date. Other work may be assigned in the same or other classes. Parents are encouraged to contact the teacher with any questions about long-term assignments.
3. The importance of completing reading and/or study assignments as well as written assignments is emphasized at St. Mary's School.
4. To provide for uniformity within and between department, grades, levels, in assigning a realistic amount of nightly or weekly homework, the following time frame for the average student is suggested:
  - a. Primary Grades K, 1 & 2 -- varies according to level and time of year -- However, review and study of word lists, basic number facts, etc., should never exceed one-half hour. Often there are exercises parents can do to give a child the extra support he/she needs to keep up with their work.
  - b. Intermediate Grades 3, 4 & 5 -- 30-50 minutes per night
  - c. Middle School Grades 6, 7 & 8 -- 60-90 minutes per night
  - d. All grades - all students should read for 20 minutes or more every day
5. Acceptance of student work standards should be adhered to in accepting homework assignments. ALL papers must be neat and must have a proper heading. Any work not meeting these work standards will not be accepted and should be done again.
6. Satisfactory completion of homework is an integral part of determining student grades on progress reports and report cards. It must be remembered that not all children accomplish the same amount of work in the same time. Therefore, some children will find it necessary to spend more time to complete only a minimum amount of work. If you are given cause to wonder why your child does not have any homework or if your child seems to have an excessive amount of homework, please consult with your child's teacher(s).

### **Make-Up Work**

After an absence, the student has the obligation to make up the work missed during his/her absence. Homework/class work will be given upon student's return to class. It is the student's responsibility to consult the teacher(s) in order to find out what work must be completed. Failure to make up work missed during an absence may result in a lower class mark.

## Standardized Testing

St. Mary's School participates in the standardized testing programs recommended by the Catholic Schools Office, Diocese of Rochester, the NYS Education Department and the Title I Remedial Reading Program of the Canandaigua City School District. The results of all of these tests are shared with parents and students, when feasible, and used to help plan effective programs.

## Classroom Testing

In order to ensure proper evaluation of students, periodic written tests are an essential element of our school program. Semester examinations may be given each January and June in Grades 3 to 8. These cover all the work taught during the preceding months and give the student the opportunity to tie together all the material studied. The results of these exams are part of the semester work. All tests will include essay and objective performance questions. The faculty understands the value in returning and reviewing tests within a reasonable time after their administration. In this way, the tests will be a learning experience and a student will know which areas he/she needs to improve on.

## Standards of Acceptance of Student Work

Proper formation of letters and numbers is taught as part of the language arts program and is reinforced by teachers in each subject area. Cursive writing is introduced in Grade 2 and is required in Grades 3-8. Neatness and the correct formation of letters are required on all written assignments, whether class work, homework or tests. In accepting both class and homework written assignments, the following are observed:

1. Work may not be accepted unless it is neat and legible. All work in Grades K-3 is done in pencil. Grades 4-8 must use blue or black pen for all written work. Math work should always be done in pencil.
2. The use of a uniform heading is required on tests, class work, and homework assignments of students in grades 3-8: subject, name, St. Mary's School, grade, and date.
3. Answers (where appropriate) should always be written in complete sentences.
4. Lines are skipped between questions but not between parts of questions.
5. Crossing out errors should be avoided. When this is impossible, errors should be crossed out with a single line and the correct word should be written either above or next to the incorrect one. Excessive crossing out, messy erasures and the use of parenthesis for errors are to be avoided.

The above guidelines and standards of grammar, punctuation and spelling apply to *all subject areas* and will be reinforced by all teachers.

### Sample Heading:

Subject	Name
St. Mary's School	
Grade	Date

## Promotion/Retention/Placement

It is the policy of the Rochester Diocesan Schools to expect maximum performance by every child in the schools and to direct efforts to achieve such performance. Individual differences have long been recognized and all efforts will be made to meet the varying needs of all students.

The placement of a child in a grade is a most serious step. It is the policy of St. Mary's School to promote or retain a student at any given grade level in order to provide opportunities for successful performance and learning. The school faculty makes a major effort to appraise pupil strength and weaknesses and plan programs accordingly. At any grade level, K-8, students may be required to repeat a grade. The criterion for grade advancement according to Diocesan Policy is as follows:

1. Satisfactory completion of academic areas of study according to grade level.
  - a. All early childhood students will be involved in a Diocesan approved program
  - b. Kindergarten, Grade 1, Grade 2 and Grade 3 should be viewed as critical in preparing students for successful achievement in subsequent educational years. A rating system based on a 4-point rubric is used to report progress to parents.
  - c. At grades 4-6, a final rating average of C in the major subject areas\* combined is required.
  - d. At levels 7-8, a final grade (the average of the year's work) of 65 in each of the major subjects\* must be attained. Ratings below 65 are considered failure.

\*Major subjects are Religion, Reading, English Language Arts, Mathematics, Social Studies, Science & Language Other Than English (Spanish 7<sup>th</sup> & 8<sup>th</sup> grades)

2. Achievement of a standardized reading, math and language arts score not more than 1 year below grade level for grades 4-8 as of the date of testing. In grades 1-3, when a student achievement in reading and math is more than 1/2 year below grade level serious consideration should be given regarding promotion.
3. Pupils whose scores are below the prescribed grade level may be advanced provided they give evidence of being able to function on grade level with the assistance of an available remediation or supportive program and also that their classroom performance, homework and growth during the year indicate consistent effort.
4. In addition to the above factors, the following will also be considered:
  - a. emotional, physical and psychological stability of the child
  - b. family background and situation
  - c. previous retention and previous school record
  - d. availability of remedial or enrichment programs in the school or district
  - e. consultation with parents

5. Pupils who overcome reasons for retention as a result of an intensive summer school program may move on to the next grade.
6. Students transferred to the next grade are those judged by the school to be unable to benefit from retention and yet to have serious academic deficiencies for placement in the following grade. In these cases utmost sensitivity for the best provision for the child must be considered. In a case where a child has spent 2 years in a grade and does not qualify for promotion, a transfer is made to the next grade.
7. In the Board of Education *Sycamore v. State ex rel. Wickham* it is "held to be within the power of school authorities to decide on a reasonable basis the proper placement of a student." POTENTIAL RETAINEES must be identified early in the school year and the first notification to parents should be made no later than March 1 of the current school year. Parents will be required to sign a form stating that they have been notified of the possibility of retention for their child.

Frequent parent communication will take place following the notification with a written record kept of all these conferences between teacher and parent. THE FINAL DECISION REGARDING RETENTION WILL BE MADE, IF POSSIBLE, BY THE FIRST WEEK IN MAY.

### **Diploma/Certificate of Attendance**

Each student who has completed the Course of Study prescribed by the Diocese of Rochester and the University of the State of New York receives an Elementary School diploma at graduation from grade eight. A final average of 65% or D in each of the major subject areas -- Religion, English Language Arts, Mathematics, Social Studies, Science and foreign language -- is necessary to receive a diploma. Any student who is unable to complete the Course of Study and who, the school judges, is at the end of his/her stay in the elementary school will be awarded a Certificate of Attendance at the end of grade eight.

Conferences should occur between teacher/principal and parent/student to apprise parents of the possibility that a Certificate of Attendance, not a Diploma, may be awarded at the end of grade 8. Such conferences, duly recorded, will always be inaugurated at the end of the first marking period of grade 8. Parents will be required to sign a Certificate Acknowledgment Form by the end of the second marking period. Final notification that a student is indeed going to receive a Certificate will be made to parents AFTER ALL FINAL EXAMS HAVE BEEN CORRECTED.

By June 10, the Diocesan Superintendent of Schools will be informed of the names of the students who will possibly receive a Certificate and the reasons thereof. Notification of the issuance of a Certificate of Attendance will also be sent to the high school the student plans to attend.

## **GRADING STUDENT WORK**

Student work: class work, homework and projects shall be graded in a timely manner by each subject area teacher. Teachers record grades and assignments on the Diocesan web-based program “MyStudentsProgress”. This new program was adopted by the Diocese of Rochester July 2014. Each parent will have access to a “read only” view of this website through an individual passcode.

## **REPORT CARDS (REVISED July 2014)**

Report cards are sent out four times a year in grades K-8 -- November, February, April, and June and two times a year for Early Childhood classes ---January and June. All report cards will be electronically generated through our web based student information system.

PLEASE SIGN YOUR CHILD’S REPORT CARD FOR QUARTERS 1, 2 AND 3 AND RETURN TO SCHOOL NO LATER THAN 5 DAYS AFTER DISTRIBUTION.

Final report cards are distributed in June and do not need to be returned.

Both academic and personal developments are charted on the reports. The grade given on the report card in grades K to 8 for each marking period is always the combined result of formative and summative assessments, class work and participation, and homework assignments.

Certain special content areas such as art, computer technology, music, and physical education are taught less frequently than other subject areas. In order to provide adequate time for assessment, report card grades are only determined for marking periods January and June. However, you will be made aware of your child’s progress in these areas as needed.

Report cards communicate each student’s progress toward achieving Diocesan and NYS standards.

The following achievement codes are used on the Diocesan report cards:

### **Early Childhood Report Cards**

Early Childhood utilizes a criteria based progress report card with the following marking code for all content areas:

- P Proficient (often)
- E Emerging (in process)
- N Needs More Time
- X Not evaluated at this time

### **Kindergarten – Third Grade Report Cards**

Kindergarten through third grade utilizes a criteria based progress report card with the following marking code for major content areas:

- Level 4 – Demonstrates a thorough understanding of subject matter. Evidence of student achievement in classwork, homework, and assessments meets and exceeds NYS and Diocesan standards.
- Level 3 – Demonstrates a clear understanding of subject matter. Evidence of student achievement in classwork, homework, and assessments meets NYS and Diocesan standards.
- Level 2 – Demonstrates a partial understanding of subject matter. Evidence of student achievement in classwork, homework, and assessments does not always meet NYS and Diocesan standards.
- Level 1 – Does not demonstrate an understanding of subject matter. Evidence of student achievement in classwork, homework, and assessments does not meet NYS and Diocesan standards.

#### **Fourth Grade – Fifth Grade Report Cards**

Fourth and fifth grade utilizes a criteria based progress report card with the following marking code for major content areas:

- **A (95-100)** Excellent, far exceeds standards
- **B+ (90-94)**
- **B (85-89)** Good, above average
- **C+ (80-84)**
- **C (75-79)** Satisfactory, meets standards
- **D (70-74)** Unsatisfactory, does not meet standards
- **F (0-69)** Failure, lacks understanding and ability to apply skills

**Fourth and Fifth Grade** utilizes a criteria based progress report card with the following marking code for subcategories:

- E - Exceeds expectation
- S - Satisfactory
- I - Improving
- N - Needs Improvement
- X Not evaluated at this time

#### **Sixth, Seventh & Eighth Grade Report Cards**

Sixth grade through eighth grade utilizes a criteria based progress report card with the following marking code for major content areas:

- **95-100 (A)** Excellent, far exceeds standards
- **90-94 (B+)**
- **85-89 (B)** Good, above average
- **80-84 (C+)**
- **75-79 (C)** Satisfactory, meets standards
- **70-74 (D+)**
- **65-69 (D)** Unsatisfactory, does not meet standards
- **0-64 (F)** Failure, lacks understanding and ability to apply skills

**Sixth Grade through Eighth Grade** utilizes a criteria based progress report card with the following marking code for subcategories:

- E - Exceeds expectation
- S - Satisfactory
- I - Improving
- N - Needs Improvement
- X Not evaluated at this time



**The Diocese of Rochester has set standards of excellence for all students through the objective grading system. The use of formative and summative assessments provide an opportunity for all students to excel in each academic area. Grade point average is only used at the Middle School (grades 6-8) level to indicate HONOR ROLL STATUS.**

Averages are calculated electronically for major subjects\* only. No grade in any subject lower than 50% will be recorded.

\*Major subjects are Religion, English Language Arts, Mathematics, Social Studies, Science, Language Other Than English (i.e. Spanish)

#### **Seventh Grade – Eighth Grade Honor Roll**

- Highest Honors- 95% or greater in core subject areas  
no grade below 85% in any subject area
- Honors - 85-94.9% in core subject areas  
no grade below 80% in any subject area

#### **Final Course Grades**

The final course grade is an average of the four marking period grades.

#### **Progress Reports**

Progress reports for grades K-8 may be issued mid-way through each quarter (5 week period) for any student not performing satisfactorily in a particular subject area, or a student who has made significant progress. These reports may also be issued at any time a teacher feels written communication with parents is necessary. Parents may also request a progress update at any time. Parents will be required to sign the progress report and return it to school the next school day.

More regular forms of communication such as interim reports, phone calls, e-mails, and letters are strongly encouraged to create a relationship of trust and transparency. For students consistently not meeting academic expectations, discussions should focus on interventions, remedial services, and future placement.

#### **Parent - Teacher Conferences**

It is the policy of the Diocese of Rochester that every parent meets formally with their child's teacher for the purpose of ensuring that all student needs are met. The initial conference is usually scheduled in November. However, at any time during the school year parent, teacher or both may arrange a conference.

This conference provides opportunities for communications between the parent and the teacher and enables both to express concerns, needs and the progress of the student.

Additional Parent-Teacher Conferences are to be arranged by either the teacher or the parent as the individual need arises.

## **Fine Arts Program**

Band lessons are available to students in grades 3-8 through the Paul Effman School Music program. Guitar, String Instruments, and Piano lessons are available to all students through private instrumental teachers.

## **BUS PROCEDURES**

The public school systems are required to transport children within a 15-mile radius of our school. Bus transportation must be requested by parents from the public school district in which they live prior to April 1 for the following school year.

### **Bus Schedules**

Bus schedules and Kindergarten passes are mailed to parents by the school district before the opening of school each year. Parents should contact their public school bus transportation department if there are any questions concerning bus transportation.

### **Bus Conduct**

All students riding buses will be expected to adhere to rules of conduct pertaining to the riding of buses. For the safety of all bus children, it is important that students maintain orderly conduct and follow the directions of the bus drivers. Failure to comply may result in removal from the bus and/or termination of this bus service for the child. Please refer to the Communication Flow Chart in the Code of Conduct section for matters pertaining to conduct.

## **PUPIL SERVICES**

### **Administration of Medication**

At times it is necessary for a child to take medication during school hours. No medication may be left in the classrooms. All medication will be locked in the nurses' office. **NO CHILD MAY BRING MEDICATIONS TO SCHOOL. PARENTS MUST BRING ALL MEDICATION TO THE SCHOOL OFFICE OR NURSES' OFFICE ALONG WITH A WRITTEN ORDER FROM THE PRESCRIBING PHYSICIAN STATING THE DRUG TO BE GIVEN, THE TIME IT IS TO BE GIVEN AND THE DOSAGE TO BE GIVEN. PARENTS MUST ALSO SEND A WRITTEN STATEMENT GIVING THE SCHOOL PERSONNEL PERMISSION TO ADMINISTER THE MEDICATION. NO MEDICATION WILL BE DISPENSED WITHOUT BOTH OF THESE WRITTEN STATEMENTS.**

The nurse will instruct all staff members on how to administer the medication and how to record the date and time the medication was administered. The principal, the school secretary or her substitute will administer all medications in the absence of the nurse.

### **Immunization**

At the time of registration, parents will be informed of the State Public Health Law 2164 which states that all students are to be fully immunized against diphtheria, mumps, measles, polio and rubella before they enter school. In addition all students entering Grade 7 must be immunized against Hepatitis B. The school nurse will verify the records of immunization and if proper records are not available, a form will be given to the parents to be completed by a physician and returned to the school before the child begins formal classes.

It is the policy of the Diocese of Rochester Catholic Schools Office that any child who does not have the proper immunizations will be excluded from class until documentation is received for medical or religious exemptions.

### **AIDS - Acquired Immune Deficiency Syndrome Policy**

Parents or guardians are required to notify the school principal immediately if their child is diagnosed as a carrier of the HTLV-III virus. The principal, in turn, will contact the Diocesan Superintendent of Schools. The Superintendent will begin the procedure to determine the manner in which the student will continue in school. Any and all instances of said virus carriers will be treated on a case-by-case basis. Throughout the entire process it is of the utmost importance that the child and the child's family be treated with confidentiality, sensitivity and Christian love, respect and compassion.

### **Health Services**

All new students, Kindergarten and Early Childhood students require a physical examination by a private physician. Children in grades 2, 4, and 7 are required by the NY State Education Law to have a physical exam before entrance into school in the fall. Hearing and vision tests will be given throughout the year. State Law requires all students in grades 5-8 to be screened yearly for scoliosis. A school nurse is on campus 5 days a week. Daily hours vary.

### **Speech Therapy**

The Canandaigua City School District provides the services of a Speech and Language teacher for all students in Kindergarten – Grade 8 attending St. Mary's School.

### **Psychological Services**

St. Mary's School has the services of a school psychologist employed by the Canandaigua school district. The psychologist will be used as a diagnostician - to observe, test, diagnose and recommend a course of action for parents and teachers. Parents and teachers may request the services of the psychologist for particular learning or discipline problems.

## **Milk Program**

Students may purchase a one-half pint container of milk for lunch. This milk is paid for on a yearly basis. Milk orders will be part of the initial August “welcome packet”. Milk will be available from the first full week of school for the entire year.

## **Lunch Program**

All students at St. Mary’s will eat lunch in the gym/lunchroom. We ask that all lunches be nutritious in nature.

St. Mary’s School does not participate in the NYS free and reduced lunch program. However, we do offer “hot lunches” to all students Mondays, Wednesdays, and Fridays throughout the school year. This is an optional program and may be used as often or as seldom as desired. Hot lunch order forms will be sent home monthly. All orders must be returned by the date designated on the form.

A separate order form for each child must be filled out. Payment is **checks only**, payable to St. Mary’s School. One check may be written for all lunches ordered. Please return ALL slips together in one envelope to your oldest child’s homeroom teacher.

## **School Pictures**

Each year a photographer photographs all children in St. Mary's School. All pictures must be pre-paid. There is a 100% refund guarantee if you are not satisfied.

## **Extra-Curricular Activities**

Extra-curricular activities are offered in a variety of areas such as sports, music, theater/dance and academics. St. Mary’s School will provide extra-curricular activities based on the interest and participation of students and adult volunteers.

We consider extra-curricular activities as an integral part of our school. They not only aid the development of the whole person, but also do so much to teach Christian living through good sportsmanship, respect for the individual, as well as responsibility to the group. This is one of our most valuable tools in developing community.

### **The following activities offered but are not limited to:**

SMS Singers (chorus)	Modified boys lacrosse	E <sup>3</sup> Robotics Club
Ski & Snowboard club	Band	EcoFusion
Modified XC	St. Genesius Players (drama)	Dance/tumbling
CYO basketball	Golf club	Running Club
4 -H Club		

## **Requirements for Participation in Extra-Curricular Activities**

1. Conduct -- At all times, those who participate in school related activities are governed by the disciplinary rules and regulations as set forth in this Parent Handbook and the Diocesan CYO Guidelines pertinent to conduct at such activities.
2. Suspension -- Anyone suspended from school for disciplinary reasons is also suspended from all school-related activities and is required to secure permission from the principal before resuming participation.
3. Attendance – If a student is absent from school on the day of an activity, participation is not allowed in any after school activity.

## **Field Trips**

When teachers organize a class educational trip, an explanation for the trip will be sent home with the children. A form will be sent home with the children for your permission and signature. Please return any such form promptly.

District buses are used for Pre-K – Grade 8 field trips.

Preschool field trips rely on parents/guardians to transport their own child to a local site.

All parents/guardians that volunteer on school field trips are required to take the online “Creating a Safe Environment” prior to trip and submit certificate of completion to the principal.

## **School Advisory Council**

The Catholic school is an expression of the educational mission of the Church. The principal functions as the chief administrator of the school. Today's principal of a Catholic school, with the many demands which are made, needs assistance from a group of people who are committed to the Catholic school and are willing to work for the good of their school.

The School Advisory Council is consultative. The purpose of this group is to participate with the principal to provide a quality Catholic education for the children at St. Mary's School. It assists in the development and promotion of the policies, which govern the operation of our school. Its purpose is to foster an understanding of the school among parents, area parishioners, and the civic community in order to create a better support for Catholic education. It has responsibility and will be consulted for the following:

- a. Catholic Identity
- b. Public Relations and Marketing
- c. Finances -- including budget review, tuition and fund raising
- d. Parent Teacher Organization (PTO) – Hospitality
- e. Academic Excellence
- f. Facilities Planning
- g. Volunteer Coordinator
- h. Information Technology (ad hoc)

The School Advisory Council will consist of nine (9) to twelve (12) members, the principal and the on-site pastor. All parents/guardians are eligible to serve on this committee. Officers will be nominated and a selection process will be initiated to determine the School Advisory Council officials.

Regular meetings of the School Advisory Council are held at St. Mary's School on the second Monday of September then the first Monday of each of the following months: October, November, January, March, and May, at 6:30 P.M. in the school faculty room. Meetings may be held at other times at the principal's request. THE MEETINGS ARE OPEN AND PARENTS ARE WELCOME TO COME AND OBSERVE THE ACTIONS OF THE COMMITTEE, TO ADDRESS THE COMMITTEE AND TO SERVE ON THE WORKING SUB-COMMITTEES. Notice of all meetings is posted on the monthly school calendar sent home in the Parent Newsletter.

### **PARENT-TEACHER ORGANIZATION (PTO)**

All parents and teachers are members of the Parent-Teacher Organization. The parent association's responsibilities, which are critically important to the philosophy and goals of our Catholic school, are as follows:

1. The PTO is a vehicle for bringing parents and teachers together.
2. The PTO is the logical catalyst for building and expanding the faith community to involve parents as well as teachers and students. It must plan to involve parents in building a positive school spirit within the faith community.
3. The PTO helps parents to understand what the school is all about and why a commitment should be made to it.

The Executive Committee members serve two (2) year terms and are selected by the PTO. The officers of the PTO are: President, Vice President, Secretary, and Treasurer.

*A copy of the official By-Laws is available to all parents and teachers.*

### **Curriculum & Middle School Schedule Night**

There will be a joint Curriculum/MS Schedule Night in September. Date will be listed on weekly calendar.

Agenda for this night will be to share and receive information about PTO, Primary/Elementary curriculum and Middle School student schedules.

All teachers will be present to introduce classroom curriculum and expectations.

PTO will review the annual events and discuss some fundraising goals.

Attendance at this early September information evening is expected of ALL parents.

## Open House

The open house during Catholic Schools Week allows for classroom observation during regular school time. Parents, relatives, parishioners, neighbors, and anyone interested in learning more about Catholic education are cordially invited to take advantage of this opportunity.

## Fundraising

All families are expected to work together to benefit St. Mary's School through annual fundraising. Fundraising contributes to the general budget and ensures that we can keep tuition affordable for all families. Current fundraisers are listed below and subject to change. Please choose to help us meet our annual goal by your participation in any or all of our events. These events are wonderful fun and social opportunities!

- Annual Meat Raffle (Nov.)
- Annual Golf Tournament (May)
- Raffle Boards (Aug. & Jan.)
- Chosen Ride- Motorcycle Ride/BBQ

**IMPORTANT:** There may be additional fundraisers (ie. Adirondack Trip and/or Washington, DC and Gettysburg/Philadelphia Trips). These are specific to these grades. The above fundraisers are for the benefit of the entire school in meeting our annual goal to contribute to the general budget.

## School Visits

ALL VISITORS MUST ALWAYS REPORT TO THE MAIN OFFICE BEFORE GOING TO OTHER PARTS OF THE BUILDING. Parents should never go directly to a classroom or to a child's locker. Parents are welcome to observe a class in session at any time if an appointment is arranged through the principal, but we ask that you do not interrupt a teacher during class hours. If you wish to talk with a teacher about your child, please call during school hours for an appointment or send a note to the teacher.

## Parent Volunteers-“Creating A Safe Environment/Safe and Sacred Program”

Every person who wishes to volunteer at St. Mary's School must be trained in the values of Creating a Safe Environment. This training needs to be current. Volunteers are required to sign a Diocese of Rochester Volunteer Code of Conduct, complete a Criminal Record Check and participate in the Safe and Sacred program training online.

Volunteers who have completed the training prior to 2008, will also need to update their credentials through the online Safe and Sacred Program.

Access to this program is found on the Diocese of Rochester website. A certificate of the completion of the Safe and Sacred Program is available and printable. A copy of the certificate must be kept on file in the main office.

## **Phone Calls and Changes in Routine**

Children will not be called to the school phone at any time. In an emergency a message will be delivered to your child. Our school policy is that students may use the office phone with the permission of the teacher and/or principal, or at the request of the parent. Students are not permitted the use of cell phones. Limited use of a cell phone after school hours is at the discretion of the supervising teacher and/or principal.

Please remind your student of any appointments and /or after school activities prior to arriving at school. A note to the teacher is always necessary if the student will be leaving during regular class time or staying after school.

**Parental permission to stay after school, go home with a friend, walk instead of ride the bus, etc. must be arranged the day before so that children can bring a written note from the parent.** If a note is not turned in to the homeroom teacher at the beginning of the school day, the normal routine will be followed.

PLEASE REFRAIN FROM CALLING THE OFFICE FOR DISMISSAL CHANGES DURING THE SCHOOL DAY AS IT IS DIFFICULT TO GET MESSAGES TO STUDENTS AND/OR TEACHERS.

NO STUDENT WILL BE ALLOWED TO CHANGE OR MODIFY THEIR NORMAL ROUTINE WITHOUT PERMISSION FROM HIS/HER PARENT/GUARDIAN.

## **EDUCATIONAL RIGHTS AND PRIVACY ACT**

### **Availability of Student Records**

Consistent with the provision of the "Family Educational Rights and Privacy Act of 1974", official records, files and data directly related to their children are available to parents. To examine records at school, a parent or guardian must complete a request form available at the school office and submit it to the principal twenty-four hours prior to reviewing the records. The principal will release the records to the parent or guardian for study in the office. These records may not be taken from the room. The principal or her authorized delegate shall be present while the records are being examined to help interpret test scores and answer questions. Such records are confidential and may not be released or made available to persons other than parents without the written consent of parents.

### **Non-discrimination**

St. Mary's School admits students of any sex, race, color, religion, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. We do not discriminate on the basis of race, color, sex, national or ethnic origin in administration of our educational policies, admissions policy, scholarship or loan programs, and athletic and other school-administered programs.



## **DRESS CODE (REVISED JULY 2014)**

All educators agree that there is a direct correlation between the way children dress and their conduct and manners. We, therefore, insist that our students show good taste in their appearance and are neat and clean at all times. Boys and girls from grades K-8 are required to wear the school uniform or abide by the dress code from the first day of school in September until the last day of June. We rely upon our parents to observe the policy. As with sport teams, or businesses, the best results come when everyone works together and celebrates their identity!

### **St. Mary's School Uniform Policy**

1. All children must be in uniform every day. If this is not possible a note must be written to the homeroom teacher. (exceptions=celebration of birthday/casual dress day)
2. The wearing of jewelry is restricted to watches, small earrings (posts) and small rings. No dangle or hoop earrings, necklaces or bracelets should ever be worn. BOYS may not wear earrings at any time. GIRLS may not wear more than one set of post earrings. (Religious medals may be worn under the uniform.)
3. In grades 1-8 dress shoes are to be worn on dress uniform days, gym days are designated sneaker days.
4. Kindergarten may wear sneakers every day. All shoes with laces must be tied at all times. Sandals, flip flops, clogs, or open shoes of any kind may not be worn.
5. Socks or tights must be worn with dress uniform. Socks must be worn with gym uniform.
6. Sweat pants may be worn under skirts for warmth but must be removed in the classroom. Shirts should be tucked in at all times. Jeans are NOT permissible to wear under skirts.
7. Pants must be worn at the waist and be correct length.
8. **MASS DAYS: As a Catholic School, Mass is our most important worship time. To celebrate, all boys are expected to wear uniform pants, middle school ties; and all girls are to wear uniform jumper or kilt.**

### **St. Mary's School Uniform Policy (Revised October 2015)**

#### **GIRLS**

##### **Grades K-5 Dress Uniform**

JUMPER*	Uniform plaid jumper (purchased at Flynn & O'Hara)
SHIRT*	Yellow blouse with rounded collar (long or short sleeved) Yellow turtleneck and/or golf style polo - Optional
SLACKS	Navy blue twill uniform slacks
SHOES	Dress shoes- black, brown or blue leather top (Kindergarten only may wear sneakers)
SOCKS/TIGHTS	White or navy blue socks (crew or knee) or tights
BELT	Black, brown or blue leather (optional for K- Gr.2)
OPTIONAL	St. Mary's Sweatshirt or monogram SMS sweater

### **Girls Grades 6-8 Dress Uniform**

KILT*	Uniform plaid kilt (purchased at Flynn & O'Hara)
SHIRT*	Yellow button down collar shirt (long or short sleeved)
SLACKS	Navy blue twill uniform slacks
SHOES	Dress shoes-black, brown or blue leather
SOCKS/TIGHTS	White or navy blue socks (crew or knee) or opaque tights
BELT	Black or brown leather
SWEATER*	Navy blue SMS monogram sweater or vest

### **BOYS**

#### **Grades K-5 Dress Uniform**

PANTS*	Navy blue twill uniform pants (no cargo pants/painter pants)
SHIRT	Light blue polo shirt (long or short sleeved) Light blue turtleneck – optional
SHOES	Dress shoes-black or brown (Kindergarten only may wear sneakers)
SOCKS	White or navy blue socks
BELT	Black, brown or blue (optional for K-Gr.2)
OPTIONAL	Navy blue SMS sweatshirt or monogram sweater

#### **Grades 6-8 Dress Uniform**

PANTS*	Grey twill uniform pants (no cargo pants/painter pants)
SHIRT	Light blue button down collar shirt (long or short sleeved)
SHOES	Dress shoes-black or brown
SOCKS	White or navy blue socks
BELT	Black or brown
TIE*	Navy blue (Gr. 7 & 8 wear daily, Gr. 6 Mass days only)
SWEATER*	Navy blue SMS monogram sweater or vest

### **\*ALWAYS WORN ON MASS DAYS**

#### **OPTIONAL SCHOOL UNIFORM FOR SEPTEMBER – OCTOBER/MAY – JUNE**

(Exact dates will be announced on the calendar)

Navy blue knee length walking shorts (NO cargo style) OR navy blue skorts (Girls = K-Gr. 8)

All grades may wear sneakers with walking shorts/skorts

## **Gym Uniform**

### **K-5 Boys and Girls**

SHIRT	Gold gym shirt with school logo
SHORTS	Navy blue gym shorts (Flynn & O'Hara)
SWEATPANT	Navy blue solid color (required dates on school calendar)
SOCKS	White (must cover ankle bone)
SHOES	Athletic style sneakers
OPTIONAL	Navy blue SMS gym sweatshirt may be worn as part of the gym or dress uniform at anytime

### **Grades 6-8 Boys and Girls**

SHIRT	Navy blue gym shirt with school logo
MS HOUSE SHIRT	Worn on Thursdays as part of gym uniform
SHORTS	Navy blue mesh gym shorts (Flynn & O'Hara)
SWEATPANT	Navy blue solid color (required dates on school calendar)
SOCKS	White (must cover ankle bone)
SHOES	Athletic style sneakers
OPTIONAL	Navy blue SMS gym sweatshirt (crew or hoodie)

NOTE: Gym shorts and sweatpants must be in solid navy blue color. NO designer logos or stripes acceptable.

**SPIRIT WEAR:** Students are encouraged to wear Spirit Wear to and from school or on casual days. Spirit Wear may not be worn as part of the dress or gym uniform.

### **School Dress Uniforms are available at the following locations:**

Flynn and O'Hara Uniforms (carry all uniform items)  
Stitchworks, Rochester, NY (carry all uniform items)  
JC Penney Catalog  
Land's End Catalog  
Target

### **Uniform Exchange**

Clean, gently used uniforms are gladly accepted throughout the year. Uniform Exchange dates will be announced on calendar.

## Personal Appearance

1. Children should take personal pride in their appearance. Uniforms should be clean and in good repair. We will work with parents in promoting good habits of personal hygiene emphasizing especially neat and clean hair, hands, and fingernails.
2. Hair should be natural color only. Dye, streaked or colored hair is not allowed. Boy's length should be no longer than base of their natural hairline.
3. Girls only may wear stud earrings (No dangles). Boys may not wear earrings to school/school functions. Religious medals may be worn by all, but not recommended during gym.
4. This dress code will be strictly enforced at all levels. Boys and girls should be in their proper uniforms at all times. Parents are responsible to monitor their child's dress each day.
5. On occasion, we will have "casual dress" days, when it will not be necessary for the students to be in uniform. We expect, however, that they will be dressed appropriately and in good taste. Below you will find the dress guidelines that have been approved for all "casual days" for all students.

### CASUAL DRESS DAYS:

- Safe footwear
- Jeans, slacks, khakis, capri pants
- Shorts/skorts, with an inseam of at least 4 inches in length
- Dresses and skirts, which reveal 4 inches or less when measured from the top of the kneecap
- Shirts/Tops that have shoulder straps that are at least 2" wide and provide coverage as defined below
- Sweaters, fleece, and sweatshirts
- Appropriate undergarments

The following is considered as unacceptable dress for our students:

- Messages on clothing, jewelry, and personal belongings that are in poor taste/advertising a product etc.
- Items that promote and/or endorse and/or encourage violent activities
- Coats or outerwear worn inside the building other than SMS uniform sweatshirt
- Shirts/tops that have shoulder straps less than 2" wide
- Strapless shirts/tops/dresses
- Any tops that are considered revealing
- Display of undergarments
- Mid-cut or backless shirts/tops that reveal the midriff or back
- See-through clothing

**NOTE:** Every effort will be made by faculty and staff to enforce the uniform policy consistently. If your child comes to school in violation this policy it is the discretion of the homeroom teacher to create and enforce an appropriate consequence. Extreme violations of this policy may result in the student being asked to call a parent to bring a change of clothes.