



ROMAN CATHOLIC
DIOCESE OF ROCHESTER

STUDENT / PARENT HANDBOOK

UPDATED 8/12/19

St. Mary's School



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2019-2020

DIOCESE OF ROCHESTER – DEPARTMENT OF CATHOLIC SCHOOLS
ST. MARY’S SCHOOL – STUDENT/PARENT HANDBOOK

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Mission Statement

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

Our schools:

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

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1.00 WELCOME

Welcome to St. Mary’s School community. St. Mary’s is a Christ centered, academically excellent school where the focus is on the spiritual, intellectual, and moral development of the whole child. “***Faith in Every Student***” is the motto that inspires us to believe in the potential of every child and guide them to become the best version of the person God created them to be.

We embrace the relationship we foster with parents as the primary educators of each child and create a partnership that ensures the success of every student. Our open communication policy means that your questions will be answered, your concerns will be addressed, and your feedback is always welcome.

Thank you for choosing St. Mary’s School and entrusting the growth and development of your child in a safe, inspiring and enriched community. We value this responsibility for the best interest of your child.

1.01 Student Expectations

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 their fixtures.
7. Follow individual classroom expectations based upon student’s grade level.

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Consequences

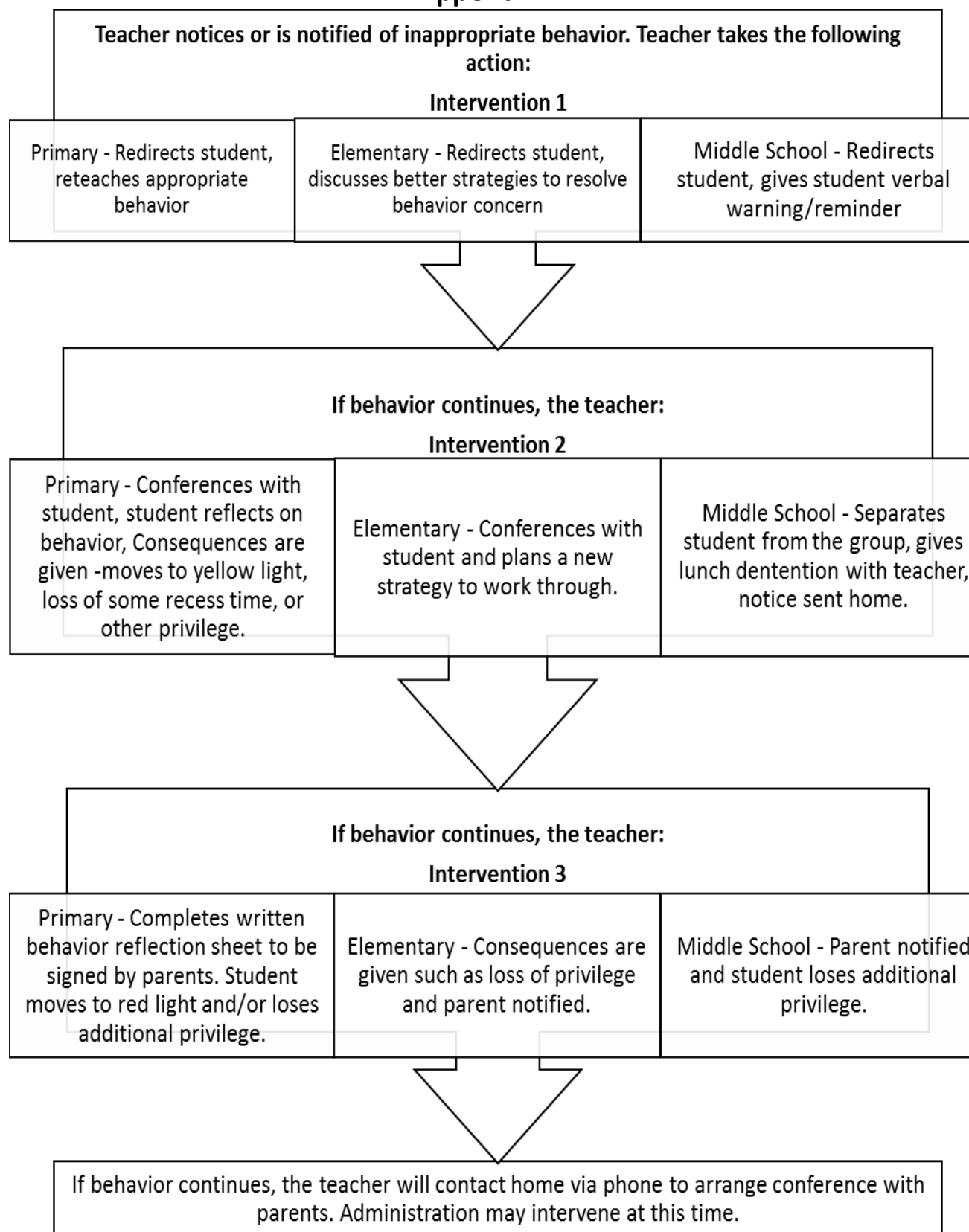
The students of St. Mary's are expected to accept responsibility for their actions. The following consequences will be in effect at St. Mary's School for violations of the School Conduct Expectations:

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 development level of the students.

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Appendix A



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1.02 Parent/Guardian Expectations

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

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

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

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

RESOLVING QUESTIONS OR CONCERNS

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

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

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

PARENT/GUARDIAN VOLUNTEERISM

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

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

Diocese of Rochester Volunteer Requirements

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

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

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

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2.00 SCHOOL ADMINISTRATION

2.01 SCHOOL HOURS

The School Day begins at 8:30 AM and ends at 3:00 PM. For safety and security reasons, students are not allowed to enter the school building or be on school grounds before 8:20 AM or after 3:30 PM, unless attending an authorized school program or function.

Arrival Procedures:

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

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.)

Dismissal Procedures:

Dismissal begins at 3:00PM. Parents may never park or wait in the bus circle at dismissal time. Bus students are dismissed in the order that their bus arrives. Students riding in private cars, student walkers and Activity Center students will be dismissed once all buses have cleared the parking lot at approximately 3:15 PM. At dismissal, all students are to leave the parking lot IMMEDIATELY.

Parents picking up children in a car should meet them outside of the main school entrance.

A student will not be called for private dismissal between 3:00-3:15 PM or once dismissal has begun.

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 possible.

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2.02 SCHOOL FACULTY & STAFF

Pastor	Rev. Michael Costik
Parochial Vicar	Rev. Clifford
Principal	Ms. Lisa Milano
Early Childhood Teacher	Mrs. Marisa Cheramie
Early Childhood Aide	Ms. Morgan Wright
Kindergarten	Mrs. Cristina Falbo
Teaching Assistant	Mrs. Carol Commisso
Grade 1 & 2 (Multi-age)	Ms. Christine Palmeri
Grade 3	Ms. Ruth Salvetti
Grade 4	Mrs. Jennifer Baxter
Grade 5	Mrs. Stacy Maslyn
Grade 6 Homeroom, Gr. 6 ELA & MS Science	Mrs. Sharon Radak
Grade 7 Homeroom, Gr. 8 ELA & MS Math	Miss Suzanne Pohorence
Grade 8 Homeroom, MS Social Studies & MS Religion	Mr. James Williams
Spanish Gr. 1 - 8 & Gr. 7 ELA	Mr. Patrick Pursel
Instructional Technology, Gr. K - 8	Mrs. Debra Marvin
Physical Education/Health, Gr. K - 8	Mrs. Wendy Cowan
Art, EC - Gr. 8	Mrs. Ann Campolieto
Music, EC - Gr. 8	Ms. Karen Snyder
Administrative Assistant	Mrs. Pamela Negley
Office Assistant	Mrs. Donna Kamholtz
Library/Lunch Aide	Mrs. Marisa Enzinna
Lunch Coordinator	Mrs. Deanna Koch
Lunch Monitor	Faculty
School Nurse	Mrs. Suzanne Nicholson
Band	Paul Effman Music
Guitar	Mr. Alex Kelley
Piano	Mrs. Vickie Cambalik & Mr. Val Wolfe
Activity Center Aides	Mrs. Sue Guittar
	Mrs. Deanna Koch
After School Care	Mrs. Meg Chaides
	Miss Sue Finewood
	Mrs. Sue Pietropaolo
Finance Director/Parish & School	Mr. Anthony DiPrima
Business Manager	Mrs. Patricia Simmons
Maintenance	Mr. Richard Clayton
	Mr. Laurent Paré
	Mr. Joseph Schrader

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2.03 SCHOOL DRESS-CODE AND UNIFORMS

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. 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.
6. Pants must be worn at the waist and be correct length.
7. **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

GIRLS

Grades K-5 Dress Uniform

JUMPER*	Uniform plaid jumper (purchased at Stichworks)
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 Stichworks)
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

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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 and 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 (Stitchworks)
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 (Stitchworks)
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.

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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:

Stitchworks, Rochester, NY (carry all uniform items)

JCPenney, Land's End and Target

Uniform Exchange

Clean, gently used uniforms are gladly accepted throughout the year.

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 and appropriate hair style for school.
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 of this policy it is the discretion of the homeroom teacher

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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.

2.04 SCHOOL CLOSINGS & WEATHER EMERGENCIES

St. Mary’s School closes for inclement weather when the Canandaigua City Schools are closed. 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.**

2.05 DIGNITY FOR ALL STUDENTS ACT

St. Mary’s School adheres to the New York State’s Dignity for All Students Act (“The Dignity Act”) which seeks to provide a safe and supportive environment free from discrimination, intimidation, taunting, harassment, and bullying on school property, a school bus, and/or at a school function. All Diocese of Rochester Catholic Schools have implemented the Olweus Bullying Prevention Program, which is based on over 35 years of research, dedicated to effecting positive change at schools by utilizing four essential social environments: community, school, classroom, and individual. The Olweus Bullying Prevention Program effectively trains our school leaders and school teachers on the latest research regarding bullying and effective methods to prevent it and address it. Diocese of Rochester Schools have pledged to eliminate bullying and harassment as best as possible by not only posting and enforcing school wide rules against bullying and harassment, but by applying our key instrument: involving parents/guardians.

2.06 ATTENDANCE & ABSENCE

Regular student attendance is an integral factor in maintaining a quality educational program and is one of the most powerful factors of a student’s success in school.

Parents/Guardians must notify the Main Office at 585-394-4300 to report student absences.

Approved excused absences are defined as:

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

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3.00 SCHOOL ADMISSION

3.01 AGE REQUIREMENTS

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

3.02 IMMUNIZATION

The Diocese of Rochester and its Affiliated Employers follow New York State Public Health Law which requires every student entering school to be immune to diphtheria, tetanus, pertussis, measles, mumps, rubella, poliomyelitis, hepatitis B, varicella and meningococcal in accordance with Advisory Committee on Immunization Practices (ACIP) recommendations and the NYS Public Department of Health Immunization Laws and Regulations. Exemptions may be granted for medical reasons.

3.03 NONDISCRIMINATION

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

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

If you believe you or another person has been discriminated against, harassed or denied an opportunity on the basis of any protected category, please promptly contact Lisa Milano, the Title IX Coordinator, at 585-394-4300 x 16 to report your concerns. All concerns reported will be promptly and thoroughly investigated/ reviewed. Confidentiality will be maintained to the greatest extent possible under the circumstances. Retaliation against persons who raise concerns is strictly prohibited. If you believe you have suffered reprisal for raising concerns, please contact the Title IX Coordinator to report your concerns.

3.04 LEAD TESTING FOR PRE-SCHOOL AND KINDERGARTEN STUDENTS

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

3.05 TRANSFERS

Students with past due balances will not be accepted at any other Catholic school within the Diocese of Rochester until the past due amount is resolved.

4.00 SCHOOL CURRICULUM

Our curriculum is unique to the individual teacher and school as it integrates our faith and includes all teaching and learning experiences. All curriculum in our schools meets and exceeds the minimum learning standard requirements set forth by New York State. Teachers are expected to use a variety of resources to devise lesson plans and tailor instruction to the individual needs of their students. Teachers of all subject areas are encouraged to collaborate to show the connection between subject areas and allow for students to apply knowledge and skills in preparation for college and careers.

Religion is taught daily as a core subject as well as integrated into all subject areas and aspects of the school day. Prayer occurs multiple times daily and the integration of religious values within other subject areas is the constant responsibility of all faculty and staff.

Shared Expectations for Excellence in Development guides curriculum and instruction in our schools. The document is available online at the Diocese of Rochester Department of Catholic Schools' website (www.dorschools.org)

5.00 STUDENT HEALTH AND SAFETY

5.01 ADMINISTRATION OF MEDICATIONS AT SCHOOL

Prescribed medications will only be dispensed by the school nurse, doctor, or other health professional when the “Parental Authorization for Administration of Medications in School” is completed and returned to the school. In the absence of the health care professional, there will be a designated staff member who has been properly trained to administer medication, in most cases the administrative assistant or the principal. Additional document includes a written order from a health care professional stating the drug to be given and the time and dosage. In keeping with New York State law, medications must be transported directly by the parent/guardian to the school (medications CANNOT be transported on the school bus).

5.02 EMERGENCY TREATMENT

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

5.03 STUDENT PREGNANCY

The Diocese of Rochester maintains a pastoral approach to ministering to the needs of female and male students involved in a pregnancy as well as to their families. Each such case will be treated individually by the Principal and Pastor/Pastoral Administrator in consultation with the family.

5.04 CHILD PROTECTIVE SERVICES ACT

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

5.05 DRUG, ALCOHOL, AND TOBACCO

Student use, possession, sale, conveyance, distribution or manufacture of controlled substances (as defined by New York Penal Law and Title 21 of the Code of Federal Regulations) and/or illegal drugs is expressly prohibited on parish, school, or diocesan (including vehicles) property. Underage possession or use of alcohol and tobacco on parish, school, or diocesan (including vehicles) property is strictly prohibited. Students

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shall not be under the influence of alcohol or other prohibited substances on parish, school or diocesan grounds or at parish, school or diocesan-sponsored events.

School authorities (minimum of two adults) may conduct a search of a student's book bag, locker, and/or a personal search of a student when there is sufficient cause to believe that drugs, alcohol, tobacco, weapons or other materials are hidden

Local police must be called to investigate suspicion of a violation of this policy. Anyone on school premises who is taking drugs prescribed by a physician, dentist, or other licensed practitioner which may affect their ability to function in the school environment, should bring this information to the attention of the principal. Prior to the ingestion of any such prescribed medication every student must provide to the principal a written statement from the prescribing practitioner that identifies any restrictions that the medication may necessitate.

New York State Law prohibits smoking in all parish and diocesan buildings as well as anywhere on school grounds. Students may not smoke on school grounds at any time. For purposes of this policy, smoking includes the use of any tobacco products, such as lighted or unlighted cigarettes, cigar, cigarillo, pipe, bidi, clove cigarette, spit/spitless tobacco and any other smoking or tobacco product. The use of e-cigarettes and any other products containing nicotine is also prohibited.

Compliance with this policy is a condition of enrollment, and any student who engages in any such behavior may be subject to disciplinary action, up to and including expulsion.

5.06 WEAPONS ON SCHOOL PREMISES

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

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

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6.00 FINANCIAL

6.01 TUITION

The annual tuition at St. Mary’s School is **\$5110** for parishioner and **\$6473** for non-parishioner. Tuition payment options are annual or monthly

6.02 PARISHIONER STATUS

Families are granted parishioner status by Pastor/Pastoral Administrator authorization. Neither **St. Mary’s School** nor the school principal has the authority to grant parishioner status.

Should a discrepancy arise regarding a family’s parishioner status, it must be resolved through their home parish. It is the responsibility of the family to resolve the discrepancy with the Pastor/Pastoral Administrator, not **St. Mary’s School** or the school principal.

6.03 DELINQUENT ACCOUNTS

Families that are one payment in financial delinquency will be notified by **FACTS** as being past due. The Pastor/Pastoral Administrator, Business Manager/Finance Director and Principal will be notified of the past due status.

Families with balances greater than 60 days past due will not be permitted to return to school until the outstanding balance is resolved.

St. Mary’s School will pursue every avenue to obtain tuition and extended care payment, including collection agencies and legal options. Academic records and transcripts will not be released until the outstanding balance is paid in full, as well as any collection fees incurred.

7.00 TECHNOLOGY

7.01 ACCEPTABLE USE OF THE COMPUTER NETWORK AND INTERNET POLICY

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

Internet Terms, Conditions, and Regulations

Acceptable Use

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

Unacceptable Use

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

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

Privileges

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

Warranties

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

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responsibility for the accuracy or quality of information obtained through its services. The computer user will be responsible for any financial obligation incurred through the use of Internet and related technologies that are not previously approved as part of the school budget.

Acceptable Student Use of the Computer Network and Internet Policy

Rules and Responsibilities:

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

To that end, **St. Mary’s School** has set the following standards for acceptable student use of on-line information sources via the Internet.

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

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- Any other form of cyber bullying.
5. Violations will result in loss of access as well as other disciplinary action as determined by the school principal.

7.02 USE OF ELECTRONICS – CELL PHONE AND OTHER ELECTRONIC DEVICES

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

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8.00 PARENT INFORMATION & COMMUNICATION

8.01 COMMUNICATION FLOWCHART

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

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

Additionally, the Superintendent of Schools is the Fourth Contact.

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8.02 MEDIA RELEASE STATEMENT

St. Mary's School subscribes to the following photo release policy:

Minors:

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

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

Adults:

St. Mary's School does not require signed release form to publish images of adults.