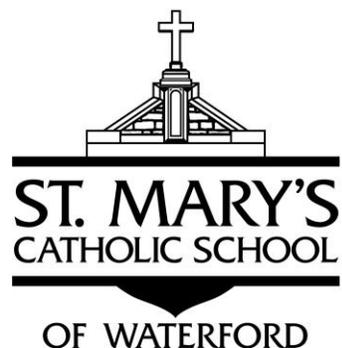


*A Community of Faith, Tradition and
Excellence since 1953*



Parent Student Handbook

~Mission Statement~

It is our mission to provide our students with an academic environment which uniquely balances the importance of education, faith and family. Our nurturing atmosphere enables our students to excel intellectually and thrive spiritually, developing into compassionate, lifelong learners. An outstanding academic program combined with the moral foundation of Gospel teachings creates young adults who are critical thinkers and leaders for the future.

12 Sixth Street, Waterford, NY 12188
Phone: (518) 237-0652 Fax: (518) 233-0898
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A school of the ROMAN CATHOLIC DIOCESE of ALBANY

Accredited by North Central Associations of Colleges and Schools

Introduction & General Policy Statements

We at St. Mary's School want to become partners with parents and their children, helping students to develop a code of personal behavior and attitudes which will make them successful not only in school but throughout their entire lives. It is important that the adults in our students' lives take the rules listed here seriously. If we ignore what is presented, we, by example, tell the students they are not important. Working together we can ensure these precious people will reach their full potential.

We believe that by setting high expectations for the development of academic skills, we offer all children a chance to assume responsibility for their learning and to participate fully in the process of self-development and growth. Each teacher within the classroom will establish a system of tracking behaviors for each student which will serve as a microcosm of our total school disciplinary procedure. Students will be taught to recognize that appropriate behavior will bring about appropriate responses and inappropriate behavior will bring about consequences. Realizing that we have all been created by God with our own unique talents and capabilities, it is our hope that each student will learn to become a compassionate Catholic contributor to a society that needs their talents and gifts.

Working together

Our goal at St. Mary's School is to create a community where parents, faculty, administration, clergy and staff work together to provide a faith filled education environment for our children. We believe that when children see cooperation taking place they will put forth their best effort. In order to provide the very best education possible, we need and encourage the commitment of everyone involved.

Once you have chosen to enter into a partnership with us at St. Mary's School, we trust you will be loyal to this commitment. During these formative years (Pre-K to 8), your child needs constant support from both parents and faculty in order to develop his/her moral, intellectual, social, cultural, and physical endowment. Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest of challenging, yet nourishing, the student to reach his/her potential. It is vital that both parents and teachers remember that allowing oneself to be caught between the student and the other partner will never have positive results. To divide authority between school and home or within the home will only teach

disrespect of all authority. If there is an incident at school, you as parents must make investigation of the complete story your first step. Evidence of mutual respect between parents and teachers will model good mature behavior and relationships.

Volunteers

We welcome families to share their gifts, talents and time to assist St. Mary's in our stated mission. We welcome parents and grandparents into our school as volunteers. St. Mary's School adheres to requirements delineated by the Albany Roman Catholic Diocese with respect to volunteers. Namely:

- Volunteers must complete VIRTUS Training which is provided by the Dioceses.
- Volunteers must give consent to St. Mary's School to process a background check.
- Volunteer must review and sign the Code of Conduct.

We encourage all families within the framework of Christian values to follow the teachings of Jesus and strive to bring His healing presence into our world. Participation in the Eucharist and presence at Liturgy either at St. Mary's Church or at your local parish would be logical extension of our religious program here at school. We believe that God has created us all to live in harmony, and we should expect from our children the highest standards possible.

Admission Policy and Information

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

St. Mary's seeks to accommodate students with special needs. Please contact the administration for an appointment to discuss how we can meet your child's special needs.

Only students who have previously received the Sacraments of Baptism and First Reconciliation in the Catholic faith are permitted to receive the Holy Eucharist. A student must have received First Holy Communion in order to become an altar server.

Children entering Pre-K must be four (4) years of age by December 1st. Students entering the PreK 3 program must be three (3) years of age by September 1st. All preschool children must be toilet trained.

According to New York State education law, students entering Kindergarten must be five (5) years of age by December 1. Students will be conditionally accepted into Kindergarten with full acceptance contingent upon the results of the Kindergarten readiness test.

Your child's teacher will determine class placement upon promotion to the next grade level. We take into consideration many factors and ask that you trust the faculty and administration in this process. While we do not discourage parents from communicating any special circumstances regarding your child's placement, we cannot guarantee placement will be made based upon the request of a parent or guardian.

Application Requirements

The following requirements must be submitted to the school office in order to be considered for admissions to St. Mary's School:

- Application
- Baptismal Certificate (Catholic applicants only)
- Birth Certificate (original to be photocopied by administration)
- Health Records
- Immunization Records
- Record of IESP or 504 Plan including all histories
- Report Cards
- Standardized Test Results

Students applying for Admission to Grades 1 - 8 must present a copy of the academic transcript including current report card and any standardized test results. These will be reviewed to determine whether the program at St. Thomas the Apostle School will meet the educational needs of the student. An interview with the student and parents is part of the admission process. Evaluations and placement testing may be held for new incoming students in Grades 1 - 8.

Office Records

Parents/Guardians are required to notify the School Office in writing of any change of address, home telephone numbers, cell phone numbers, business phone numbers, e-mail addresses and/or phone numbers of emergency contacts. This will ensure that office records are accurate, complete, up to date, and that the school is able to contact the parent/guardian in the event of an emergency.

Code of Conduct

Our expectations for our students can be summarized in the following statements and examples:

1. *St. Mary's students should develop appropriate character.*
 - a. We expect our students to display positive character, to accept challenges and criticism, and to continuously seek out ways to improve.
 - b. We expect our students to be productive contributors in the classroom.
 - c. We expect our students to exhibit exemplary morals therefore cheating of any type will not be tolerated. Students who choose to cheat will be unable to participate in any school sponsored afterschool activities, face a failing grade, detention, suspension, and/or expulsion. A student athlete, involved in the CYO program, who is involved in cheating, will also be unable to participate in sports at the discretion of the Principal and/or CYO Commissioner.
 - d. As part of the St. Mary's curriculum, Middles School students are instructed on the meaning of plagiarism. Plagiarism is defined as "the unauthorized use or close imitation of the language and thoughts of another author and the representation of them as one's own original work." Plagiarism is cheating and therefore subject to the same consequences.

2. *St. Mary's students should display appropriate social skills.*
 - a. We expect our students to interact with others in an appropriate manner. To enable students to develop appropriate social skills, electronic devices, including, but not limited to: I Pods, MP3 players, CD players, cell phones, palm pilots and hand held video games are not allowed during school hours. If a student needs a cell phone after school due to walking home from school, entering a house where no one is home, or attending after school co-curricular activities, he/she should bring the cell phone to the office upon arrival in the morning to park the cell phone in the off position for the day. The cell phone may be picked up by the student at dismissal. At no time during the day should a cell phone be in a student's locker, cubby, book bag or in his/her possession. Additionally, items such as, but not limited to, questionable books and pictures, white-out, knives, guns, matches, cigarettes, radios, trading cards, pagers, laser lights, or anything that will detract from a learning situation are not allowed at school at any time. **These items taken away from students will be returned to the parent(s)/ guardians(s) upon meeting with the Principal.**
 - b. We expect our students to be courteous and respectful.

- c.** We expect our students to find peaceful solutions to the conflicts that can arise during the school day.
- 3.** *Students should respect authority.*
- a.** We expect our students to listen to persons in authority and follow directions promptly.
- b.** We expect our students to accept responsibility for their behavior.
- 4.** *St. Mary's students should respect the rights of others.*
- a.** We expect our students to use an appropriate tone of voice and language with each other.
- b.** We expect our students to respect other's opinions and points of view and refrain from harassment, bullying or belittling others.
- c.** St. Mary's School attempts to provide a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats against other students, faculty or staff, Principal or Pastor of St. Mary's School (**seriously or in jest; online or via text messaging**) face detention, suspension, and/or expulsion.
- d.** Engagement in online blogs and social networking sites such as, but not limited to, MySpace.com®, Xanga®, Friendster®, Facebook®, etc. may result in disciplinary actions if the content of the student's blog includes defamatory comments regarding the school, the faculty, other students or the parish. It is the parent's responsibility to monitor their children's online social networking sites and to ensure that the content does not contradict the policy set forth herein. (See Diocesan Computer Usage/Internet Safety Policy, page 16)
- 5.** *St. Mary's students should respect themselves and their school traditions.*
- a.** We expect our students to come to school promptly and be fully prepared with needed materials and complete assignments.
- b.** We expect our students to follow the complete uniform dress code, unless otherwise notified.
- c.** We expect our students to attend and participate in various prayer and liturgical activities throughout the year.
- d.** 8th grade students are expected to attend the graduation ceremony unless they are unable to due to a family emergency. Any student whose behavior does not meet the school's code of discipline may not participate in the 8th grade graduation ceremonies, at the discretion of the Administration.
- e.** We expect our students to participate as fully as possible in our various community service projects.

Discipline Policy

The purpose of this policy is to outline for staff, parents and students the expectations and procedures that will be followed if a student's behavior does not meet the standards of St. Mary's School.

The primary standard of behavior at the school is respect; respect for God, respect for self, and respect for others. Respect is another word for love. In Matthew's Gospel we read:

"Teacher, which is the greatest commandment in the law? Jesus answered, you shall love the Lord your God with all your heart, with all your soul and with your entire mind. This is the first and greatest commandment. And the second is like it; you shall love your neighbor and yourself. On these two commandments rests all the law and the Prophets." (Matthew: 5:36-40).

Students are still learning how to apply these standards to life and they are going to slip. When they do, discipline, which is intended to correct behavior not punish, is necessary. Discipline at St. Mary's can take on many different forms, most commonly these include; discussing with the student the seriousness of the situation, a writing assignment relative to the offense, a lunch detention, or after school detention. In the case of middle school students a Referral Form may be issued. The Principal or Pastor reserves the right to determine the appropriateness or inappropriateness of a student's action if any doubt arises.

It is expected that the classroom discipline will be handled by the teacher. After repeated attempts to correct the behavior, the principal may become involved. If a teacher refers the student to the principal, the principal may notify the parent. A meeting with the parent may be requested by the teacher or principal.

In the middle school, if repeated attempts to correct behavior are not successful, a Referral Form may be issued. This form lists the unacceptable behavior. The student is required to have the Referral signed by a parent, and must return it to the teacher the next school day. After the student has been issued several Referral Forms a meeting with the parents will be required.

For extremely inappropriate behavior such as but not limited to: fighting, any physical altercation, use of abusive language, damaging or theft of school or another person's property, deliberate disrespect for the authority of any adult or person in charge, or the bringing of weapons onto school property, the administration may take the following steps as determined by the principal:

1. The student will be placed on immediate in-school suspension.
2. The parents will be notified.
3. In case of weapons, the police and school community will be notified.

4. A meeting with the parents will be held.
5. The Principal will determine the appropriate discipline which can include:

a. **After School detention:** Students who are given after school detention will remain in the after school homework room, will not be allowed to interact with other students and will be given additional work to complete. Parents of these students will incur the normal after-school fee of \$12.00 per day. These students will be picked up from the aftercare program at 4:00 p.m.

b. **In-school suspension:** Students who are given an in-school suspension will be required to report to school each day and work with a substitute teacher paid for (\$70.00) by the suspended student's parents.

c. **Out-of-school Suspension:**

Students who receive an out-of-school suspension will not be allowed on School grounds during the time of their suspension. Students must complete all class work and tests from the days of suspension but failing grades will be recorded for this work.

d. **Expulsion:** Removal of student permanently from school, after notification to the Pastor and Superintendent of Schools. Students whose parents have violated the tenants of this policy document may also be excluded from St. Mary's School.

General School Information & Policies School Hours

Daily Routine

Hours on School Days	
School Office	7:30 am – 3:30 pm
Early Drop Off-Morning Care*	7:00 am – 7:30 am
Before School Care	7:30 am – 8:00 am
K- 8	8:05 am - 2:40 am
PreK 4 Half Day	8:00 am – 11:30 am
PreK 4 Full Day	8:00 am – 2:30 pm
PreK 3 (T, Th)	9:00 am – 11:30 am
After School Care *	3:00 pm – 5:30 pm

*Additional Fees Applied

All K-8 students are to arrive at school by 8:00 a.m. at the latest. Doors are open at 7:00 a.m. for Morning Care, which is available from 7:00-7:30 for an additional, nominal fee, above and beyond standard tuition. Parents who are dropping students off are asked **not** to park in front of the school on Sixth Street as this is designated for busses, but to use Division Street. If students are going to arrive late, parents should notify the office by 10:00 am, either by phone or via the website.

Parents will not be allowed to accompany their child to the classroom, as this disrupts the morning routine for the entire class. Once school begins, no classes should be interrupted by anyone. Students are marked tardy or late if they are not present in their classroom for opening prayer which is minutes after 8:00 AM. Tardiness is unacceptable unless it is the result of something beyond your control. All visitors to the school building must check in at the Main Office. All visitors must sign their name in the visitor log and wear a visitor badge at all times.

It is necessary to know in advance the dismissal plans for each one of our students. Anytime there is a change in their normal routine, we must have written notification of this change in the Main Office. Otherwise we will not allow any child to change his/her dismissal instructions plans. If a change of plans is necessary due to a true emergency, you can call the school before 1:30 PM and we will notify your child of the change in plans. Our closing prayer takes place at 2:40 PM and bus dismissal follows.

Dismissal can be a very hectic time. We ask parents to follow a few simple rules to facilitate the process:

1. The areas surrounding our school and down alongside the church are reserved for school bus parking. This includes Sixth Street (from Broad

St. to Division St.; this area is posted “No Parking” from 7:30-8:30 and from 2:00-3:30 each school day) and Division Street (from Sixth Street to the Canal) These areas must be cleared for busses by 2:00PM. Parking is available in the parish parking lot on Division Street.

2. Parents are asked to remain either outside the front door and wait for their children to be released. We will dismiss walkers as parents arrive and are identified. Bus riders will be dismissed concurrently with the walkers.
3. We are trying to ensure each student’s dismissal instructions are carried out accurately. We ask all parents to be patient and allow us to complete the process as efficiently as possible. No student will be permitted to leave on their own without proper authorization.
4. Each child's safety is paramount to us. In an effort to safeguard the health and well-being of every student, we must follow specific dismissal instructions. **Any student without clear dismissal instructions on a given day will be sent to aftercare. After care fees will apply.**

Students riding busses from various public school districts are expected to follow the same code of conduct on the bus as they do in school. Any bus referral sent to the Principal would warrant a meeting with the Principal and a warning that if inappropriate behavior continues the student’s privilege to ride the bus will be revoked. Parents will receive a copy of the bus referral.

It is the responsibility of each family to submit the request for transportation to their public district of residence. The deadline for submission of this request is April 1st of each year for the following school year. All families will be asked to fill out emergency cards with emergency phone numbers as well as alternate plans in case of emergency closing due to weather. These plans will be strictly adhered to unless otherwise notified. In the event of emergency closing or failure to open, parents will be notified via SchoolMessenger®, our broadcast system, as well as via local radio and television stations and our website www.smswaterford.org.

After School Care

The After Care Program Operates each day school is in session, including half-days, except Christmas Eve, Thanksgiving Eve and the last day of school.

- Hours of Operation: Dismissal – 5:30 PM
- Fees: \$13 per day per child; \$16.00 per day for 2 or more children in the same family. First Fridays~ \$19.00 per child; \$23.00 per family
- Fees are applied to your FACTS tuition account weekly.
- An after school snack will be provided each day.
- Students in grades 1st and up are expected to complete all homework assignments as a part of the after school program.

Absences and Illness

If students are going to be absent for any reason, parents are asked to notify the school office at 237-0652 or via the website before 9:00AM. When the student returns to school they must have a written excuse signed by the parent or guardian. While we understand that many absences cannot be prevented, we ask that all of our families try to discourage any lengthy absences while school is in session. Absence from school due to family vacations will be recorded as an ILLEGAL absence in the student's permanent record as required by New York State. **Teachers are not required to give make-up tests or assignments for absences due to vacations. No assignment will be given in anticipation of the vacation.**

When a student is absent a parent may call the school office before 9:30 AM to arrange for homework assignments. Homework assignments may be picked up at the school office between 3:00 PM – 3:30 PM. Students needing medical appointments during school hours require a written note by the parent. Parents are required to sign out their child. If the child returns to school during the same school day, he/she must be signed back into school in the office.

Excessive absence (40) days or the equivalent of 40 days including tardies, can be cause for a student to be retained in the current grade for another year.

Academics

Next to the formation of our faith, academics are the primary reason St. Mary's School exists. We expect our students to achieve and are committed to providing all the opportunities possible. All students are responsible for:

1. Keeping up with homework assignments and outside preparation for each class.
2. Making up all missed work after an absence. It is the student's responsibility to obtain and makeup all work that is missed. Absences due to illness are allowed one extra day for each day of absence to make up. Illegal absences are required to have all work done on the first day back to school, assuming homework assignments were provided ahead of time either in class by the teacher or via the website.
3. Maintaining at least a 70% average in each of their classes.
4. Achieving an overall average of 70% or better in all major subject areas in order to be promoted to the next grade level.

5. Students who fail any subject are required to receive remedial instruction during the summer by an approved teacher/instructor for that subject, at their own expense. Proof of satisfactory completion will be required prior to promotion. Students who fail more than 2 subjects are required to repeat the school year. A failing grade is any grade below 70.
6. A student who is failing any subject at the end of a marking period may be placed on academic probation and therefore may not be allowed to participate in nonacademic field trips or activities.
7. Students must receive a satisfactory effort or conduct grade in all special areas of instruction, such as Physical Education, Art, Music or Technology, in order to be attain honor roll status.
8. Specific to our 8th grade, any student who is failing by the end of the 3rd Quarter (April) may lose the privilege of attending the end of the year class trip, at the discretion of the Administration. Any student who fails the 8th grade will not participate in the 8th grade graduation ceremonies.

Parents of students in grades kindergarten through 8th grade, who are current in their tuition payments, will be given access to the online Power School Gradebook. A password, unique to each child, will be sent to each parent for this purpose. This will enable parents to monitor their child's progress daily. All teachers are encouraged to send communicate with parents if a student is experiencing difficulty. Anytime parents wish to discuss the progress of their child, they are encouraged to call or email the office and set up an appointment with the teacher and/or the Principal.

Promotion and Retention Policy

Advancement to the next grade in St. Mary's School is based on a student's daily performance, test results, recommendations of teachers, and the student's ability to complete work successfully on a more advanced level. Promotion to the next grade depends on successful completion of all subject areas. The Administration may recommend the repetition of a grade, tutoring, or summer school classes as requirement for promotion when, after conferences with teachers and parents, it is believed that such action will better prepare the student academically or emotionally for the next grade.

Students may also be TRANSFERRED to the next grade. A student who is transferred to another grade will not be allowed to continue as a student at St. Mary's School.

Tuition Policy

All families are expected to pay the full amount of tuition agreed upon. While we try to be as flexible as possible to allow for individual needs, we need to adhere to certain prescribed standards for everyone's protection:

Tuition is collected by FACTS Tuition by automatic deduction from a checking, savings or credit card account. An annual tuition collection fee for each family is payable at registration. Any family that pays tuition in full by June 1st of the previous school year will be refunded the tuition collection fee.

1. Tuition is payable monthly from July through May. The July and August payments must be paid before a student is admitted in September.
2. Any family that falls behind on scheduled payments will receive an email and phone call from FACTS reminding them their payment is due. FACTS will assess a return payment fee for each returned ACH debit. This fee can not be refunded by St. Mary's School as it is not collected by the school but is collected rather by FACTS. A \$15.00 late fee is assessed each month by St. Mary's School to any family who is behind on invoiced scheduled payments.
3. Any family that falls three months behind will receive a letter indicating they have two weeks to settle their account. Failure to respond will result in the student(s) to be removed from class until the account is settled.
4. No final exam results, report cards, or records will be released if a family is not current with payments for tuition or the After School Program.
5. No student will be allowed to participate in Pre-K, Kindergarten or Eighth Grade Graduation ceremonies if all accounts are not current.
6. No student will be admitted for the next school year if any accounts from the previous year are not completely settled.
7. Checks returned to St. Mary's School as uncollectible will be charged a fee equal to what the school's bank charges for such returns.
8. The tuition for each calendar month or fraction of a calendar month for which a student is enrolled shall be 1/11 of the annual tuition.

Tuition is our main source of revenue. If our financial requirements are not met by tuition and fundraising, we will no longer be able to provide the quality education for which St. Mary's is known.

Dress Code and Uniform Policy

The purpose of the school uniform is to bring together our students in pursuit of one purpose or goal. In a manner very similar to an athlete putting on his or her team uniform, it means that our students are joining in, and participating in the goal of our entire community, a faith filled educational endeavor. By instilling a sense of pride in our uniform we hope to put forth one message; wearing a Saint Mary's School Uniform is a privilege allowed to only a select few, those willing to follow the teachings of Jesus and willing to strive toward academic excellence.

With this in mind, we expect the following:

1. All students are expected to comply with the dress code.
2. Students are not allowed to wear make-up during the school day.
3. No body piercing is allowed. Ear piercing is allowed for girls only, boys may not wear earrings of any type. Girls shall not have more than two per ear. For safety reasons, earrings will not be larger than a dime and no large hoops or dangling earrings will be allowed.
4. No Hologram contact lenses.
5. No jewelry is allowed on days the students have physical education.
6. No visible tattoos of any kind are permitted. Students with visible body markings will not be allowed to attend classes until the markings are removed.
7. Junior High students must wear dress uniform (no polo shirt) on days we attend Mass.
8. All shirts, polo or white dress shirt, must be worn tucked in regardless of grade level.
9. The length of a boy's hair must be above the shirt collar and the bottom of his ear must be visible.
10. No symbols, logos, emblems or numbers may be shaved into a student's hair.
11. Extreme hair coloring and bleaching is not permitted. Students may not spike their hair.
12. The length of a girls skirt must be no more than 2 inches above the knee. Skirts may not be rolled at the waist.
13. Regardless of whether a student is in dress uniform or dress down clothes, exposed undergarments are prohibited. At no time should underwear or camisoles be visible.

Students who are continually out of uniform will be dealt with as follows:

1. A verbal reminder will be given for the first offense.
2. After second offense occurs, written notice (Out of uniform notice) will be sent home requiring parent signature and an explanation.
3. While we hope most families would not allow getting to this point, detentions will be assigned for each repeat offense after this.

It is not our intention to make this a continual situation of threats and promises. Rather, we believe that the starting point should be a sense of pride in our school uniform. This should begin at home and then be reinforced at school.

The School Uniform

Our school uniform is available through Student Styles in Latham, NY or Lodges in Albany, NY.

Girls K-4

- School selected plaid jumper
- White Peter Pan collar blouse short or long sleeve
- White or navy blue tights or knee socks
- Black or navy blue sensible dress shoes with backs (no clogs)
- Navy blue cardigan sweater (optional)
- Navy blue pants (at parental discretion based on weather. To be worn with White Peter Pan Collar blouse)

Girls 5-8

- School selected plaid skirt (optional instead of jumper)
- White oxford blouse (button down collar) long or short sleeve
- White or navy blue tights or knee socks
- Black or navy blue sensible dress shoes with backs (no clogs)
- Navy blue cardigan sweater or sweater vest (optional)
- Navy blue polo with school logo, short or long sleeve (Grade 6-8 only) optional
- Navy blue pants (at parental discretion based on weather. To be worn with White oxford blouse)

Boys K-8

- Gray Uniform dress slacks
- White oxford shirt (button down collar) long or short sleeve
- School selected plaid tie
- Black Belt must be worn with pants that have belt loops
- Black dress shoes with above the ankle black dress socks
- Navy blue cardigan or sweater vest (optional)
- Navy blue polo with school logo, short or long sleeve (Grade 6-8 only) optional

Gym Uniforms~All Students

- Navy blue sweat suit with school logo
- Gray tee shirt with school logo
- Navy blue shorts with school logo

- White crew socks and sneakers

While we recognize that cold weather may necessitate that girls wear leggings under their skirts or jumpers, these are to be removed at the start of each day.

St. Mary's School does host a number of dress down or out of uniform days. Students have the option of contributing \$1.00, to be donated to a charity, for the privilege of dressing out of uniform. Below are the guidelines for dress down attire:

Students may wear:

- *jeans
- *tennis shoes
- *short socks
- *shorts no shorter than three inches above the knee
- *skirts no shorter than three inches above the knee
- *skorts
- *sweatshirts
- *jogging suits
- **jewelry
- *hoop earrings or large earrings (except in Physical education)
- *dresses
- *slacks
- *crocs

Students may not wear:

- *flip-flop sandals
- *no open back shoes
- *tank tops
- *spaghetti strapped tops
- *T-shirts with inappropriate writing
- *tennis shoes that convert to roller skates
- *pajama pants
- *make-up
- *low cut blouses/tops
- *clothing that is extremely tight, like jeggings or yoga pants.
- *hats

Students who arrive at St. Mary's inappropriately dressed on a dress down day will contact their parent or guardian so that alternate clothing can be brought to school.

Withdrawal policy

Notice of withdrawal of a student should be made by the parent in writing to the Principal in advance of the withdrawal date. This enables the school to prepare necessary information and settle accounts. **No student records will be forwarded to another school until Tuition accounts have been settled.**

Birthday Observances

We acknowledge each student's birthday and allow them to bring in treats for their classmates. In the event that a student is providing birthday treats, please be aware of any food allergies among their classmates and provide a treat that everyone can enjoy. Students are invited to come to the Principal's Office for a birthday treat. Invitations for nonschool events should be sent to the homes of students via the U.S. Mail unless an invitation is being given to every student in the entire class.

Field Trips

1. Field trips will be day trips only, however can be longer in duration than the length of a school day. Departure from and return to the school can be before the school day begins and after the school day concludes.
2. Field trips must be educational and standards- based; however there may be one field trip at the conclusion of the eighth grade year which is outside the curriculum.
3. Field trips must be equitable for all students.
4. A field trip must not disrupt the regular educational program.
5. A field trip is a privilege and not a right.
6. A field trip must be within approximately 2 hours of school and accessible by school bus.
7. Individual teachers, in consultation with the Administration, reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct.
8. A written official permission slip, signed by the parent, is required before a child will be permitted to attend a field trip activity. Verbal permission cannot be accepted. Permission slips are due in the office twenty- four hours prior to the trip. A telephone call will not be accepted in lieu of the proper field trip permission slip.
9. Parents may refuse to permit their child from participating in a field trip by stating so on the proper form. Students who do not attend a field trip will remain at home with the parent and will be marked absent for the day.

10. Students who are participating in the field trip must ride the bus to and from the field trip with their class. Students not on the bus may not participate in the field trip and will be counted absent for the day.
11. Chaperones must adhere to Diocesan Guidelines for Professional Conduct, sign a Code of Conduct, have complete Virtus training and consent to a background check.
12. Parents who are not “official” chaperones may not drive their car to a field trip destination with the plan of accompanying the class on the field trip. Our risk management insurance company insures the “official” chaperones and participation by unofficial chaperones jeopardizes the protection for our students and all other “official” adults on the trip.
13. Liability/Health/Auto (if applicable) Insurance policies must be in place.
14. All field trips are subject to change based upon Diocesan regulations and/or Homeland Security Regulations.
15. All trips are subject to approval by the Principal and must conform to Diocesan requirements.

Medical Information and Policies

The school does all that it can to ensure the school environment is favorable to students with special medical needs. The school nurse is responsible for notifying classroom teachers about the nature of the special medical needs faced by students.

This notification will include:

- an explanation of the severity of the health threat
- a description of the signs and symptoms to be aware
- an action plan

Health services are provided by both Waterford Halfmoon Union Free School District and St. Mary's School. The school nurse provides direct care for acute and chronic health conditions, emergency care, monitors communicable disease, completes the necessary required screenings, and maintains the student's cumulative health record.

Emergency Contact

To provide the best care for your child, it is essential that you provide current information on your child's health. Emergency contact information should be current, as it is the primary contact source used in the event of an emergency. Emergency contact information provided to St. Mary's School gives the school permission to contact an alternate person in the event that the school is unable to contact the parent/guardian.

Immunizations

All newly entering students must have a complete record of immunization provided to the school BEFORE he or she may enter. This is in the form of a cumulative health record from the previous school or a Health Care Provider's physician's signed certificate.

Any medical exemption provided by the Health Care Provider will be reviewed by the school nurse, kept in the student's record and must be updated each year. Religious exemptions **MUST BE APPROVED BY THE SUPERINTENDENT OF CATHOLIC SCHOOLS**. Parents are required to fill out a notarized request for medical exemption from immunizations. We cannot accept a student without required immunizations or an exemption approved by the Superintendent of Catholic Schools. A Health Appraisal form with the required immunizations is available on our web site.

Medication Policy

New York State Education Guidelines state that ALL MEDICATIONS, including over-the-counter medications, given at school, meet the following requirements:

- 1) A written order from your child's physician stating the name of the medication, dosage, frequency, and time of administration.
- 2) A written statement from the parent/guardian requesting administration of the medication in school.
- 3) The parent/guardian or other responsible adult must deliver medication to the school office, or Health Office in a properly pharmacy/original labeled container. You may request a separate container from the pharmacy for school use. Medication may not be brought on the school bus.
- 4) Medication forms may be found on our website.
- 5) All medications will be kept locked in the Health Office.
- 6) No student is to carry **any** medication on his or her person at any time, unless written permission to "Self Carry " has been provided physician.
- 7) Medication orders end on the last day of school each year. New orders will be needed for each school year.
- 8) Forms for "self carry" may be obtained from nurse's office. These forms must be completed by student's physician prior to student being allowed to cart and self administer.

A physical appraisal exam is required for all new students and all students entering grades K, 2, 4, and 7. Proof of the physical exam must be a signed physician's certificate. A physical must be current (performed within the 12 months prior to the start of the current school year is acceptable). The physical report is to be provided by October of the current school year. If the physical is not provided, then the school district is required by law, to provide the exam by the district (WHUFSD) physician. We prefer that parents make appointments to have their child's doctor complete these exams as he/she will complete a more complete exam and will give the required immunizations.

SCHOOLS OF THE ROMAN CATHOLIC DIOCESE OF ALBANY

Internet Safety/Computer Use Policy for Students

Please read this document carefully before signing consent.

Computer use and Internet access is now available to students in the schools of the Roman Catholic Diocese of Albany as we believe it offers valuable, diverse, and unique resources to students. Our goal in providing this service is to promote educational excellence in the Diocese by facilitating resource sharing, innovation, and communication.

Access to the Internet will enable students to explore thousands of libraries, databases, and bulletin boards while exchanging messages with users throughout the globe. The system will also assist us in sharing information with the local community, including students, parents, businesses, service and governmental agencies.

With access to computers and people from around the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. Families should be warned that some material obtained via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive. For this reason and as required by the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)], technology protection measures (or "internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information at school. The filter will also prohibit access to any commercial social networking website (a website that allows users to create web pages or profiles that provide information about themselves and are available to other users; and offers a mechanism for communication with other users, such as a forum, chat room, email, or instant messenger) or chat room (website through which a number of users can communicate in real time via text and that allow messages to be almost immediately visible to all other users or to a designated segment of all other users) through which minors may easily access or be presented with obscene or indecent material; may easily be subject to unlawful sexual advances, unlawful requests for sexual favors, or repeated offensive comments of a sexual nature from adults; or may easily access other material that is harmful to minors.

The purpose of this policy is to ensure that use of computers and Internet resources is consistent with our stated mission, goals, and objectives. The smooth operation of computer resources relies upon the proper conduct of the students who must adhere to strict guidelines. These guidelines are provided here so that you are aware of the responsibilities you are about to acquire. If a user violates any of these provisions, his or her computer privileges will be

terminated and future access could be denied in accord with the rules and regulations discussed with each user during Internet training sessions.

To gain access to the Internet, all students under the age of 18 must obtain parental permission. The signatures at the end of this Policy are legally binding and indicate the party (parties) who signed has (have) read the terms and conditions carefully and understand(s) their significance.

SCHOOLS OF THE ROMAN CATHOLIC DIOCESE OF ALBANY Internet Safety/Computer Use Policy for Students Terms and Conditions:

1) Users are responsible for good behavior when using school computers, just as they are in a classroom or a school hallway. General school rules for behavior and communications apply.

2) Technology resources are provided for students to conduct research and communicate with others. Access to Internet/network services is conditionally given to students who agree to act in a considerate and responsible manner. Access is a privilege - not a right. That access entails responsibility. Inappropriate use will result in a suspension or cancellation of Internet privileges. The principal and technology coordinator will deem what is inappropriate use and their decision is final. Also, the administrators may terminate access at any time as required. The administration, faculty, and staff may request the technology coordinator to deny, revoke, or suspend specific user access and/or accounts.

3) Users are expected to abide by their generally accepted rules of network etiquette and conduct themselves in a responsible, ethical, and polite manner while online.

4) Users are not permitted to use the computing resources for product advertising, political lobbying, political campaigning or commercial purposes, including any sort of solicitation, absent prior written permission of the school. Unauthorized commercial uses of school computing resources jeopardize the school's relationships with network service providers and computer equipment and software vendors.

5) Computing resources may only be used for legal purposes and may not be used for any of the following purposes or any other purpose that is illegal, immoral, unethical, dishonest, damaging to the reputation of the school, inconsistent with the mission of the school, or likely to subject the school to liability. Impermissible uses (some of which may also constitute illegal uses) include, but are not limited to, the following:

- Harassment
- Libel or slander
- Fraud or misrepresentation
- Destruction of or damage to equipment, software or data belonging to the school or others
- Disruption or unauthorized monitoring of electronic communications

- Unauthorized copying or transmission of copyright-protected material
- Violation of computer system security
- Unauthorized use of computer accounts, access codes (including passwords) or network identification numbers (including e-mail addresses) assigned to others
- Unauthorized online access, including "hacking" and other unlawful activities
- Use of computer communications facilities in ways that unnecessarily impede the computing activities of others (such as randomly initiating interactive electronic communications or e-mail exchanges, overuse of interactive network utilities and so forth)
- Development or use of unapproved mailing lists
- Use of computing facilities for private business purposes unrelated to the mission of the school
- Academic dishonesty
- Violation of software license agreements
- Violation of network usage, policies and regulations
- Violation of privacy
- Posting or sending obscene, pornographic, sexually explicit or offensive material
- Posting or sending material that is contrary to the mission or values of the Diocesan School System
- Intentional or negligent distribution of computer viruses

6) Security on any computer system is a high priority, especially when the system involves many users. **The school will assume that users are aware that electronic files are not necessarily secure. Users of electronic mail systems should be aware that electronic mail in its present form is generally not secure and is extremely vulnerable to unauthorized access and modification.** If you feel you can identify a security problem in the school's computers, network, or Internet connection, you must notify the principal or technology coordinator. Do not demonstrate the problem to others. Using someone else's password or trespassing in another's folders, work, or files without written permission is prohibited. Attempts to log on to the Internet or a network as anyone but yourself may result in cancellation of user privileges.

7) Schools of the Roman Catholic Diocese of Albany make no warranties of any kind, whether expressed or implied, for the service the user is accessing. We assume no responsibility or liability for any phone charges, line costs or usage fees, nor for any damages a user may suffer. This includes loss of data resulting from delays, nondeliveries, mis-deliveries, or service interruptions caused by its own negligence or your errors or omissions. Use of any information obtained via the Internet is at your own risk. We specifically deny

any responsibility for the accuracy or quality of information obtained through its services.

Privacy and Confidentiality:

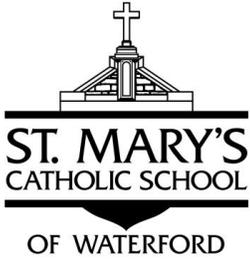
The school reserves the right to inspect and examine any school owned or operated communications system computing resource and/or files or information contained therein at any time. When sources outside the school request an inspection and/or examination of any school owned or operated communications system, computing resource and/or files or information contained therein, the school will treat information as confidential unless any one or more of the following conditions exist:

- When approved by the appropriate school official(s) to which the request is directed
- When authorized by the owner(s) of the information
- When required by federal, state or local law
- When required by a valid subpoena or court order

Note: When notice is required by law, court order or subpoena, computer users will receive prior notice of such disclosures (viewing information in the course of normal system maintenance does not constitute disclosure).

Sanctions:

Violations of the terms and conditions of this Agreement shall subject users to loss of computer access, as well as other disciplinary action. Illegal acts involving school computing resources may also subject violators to prosecution by local, state and/or federal authorities.



**St. Mary's School Parent/Student Handbook
Signature Page**

1. Internet Safety/Computer Use Policy:

STUDENT SECTION:

I have read, or have had read to me, the Diocesan Internet Safety/Computer Use Policy. I agree to follow the rules contained in this Agreement. I understand that if I violate the rules my Internet/network access privileges can be terminated and I may face other disciplinary measures.

User Name (please print) _____

Grade _____

School _____

User's signature: _____

Date: _____

PARENT OR GUARDIAN SECTION:

As the parent or legal guardian of the student signing above, I have read this Internet Safety/Computer Use Policy and have explained it to my child. I grant permission for my son or daughter to access the Internet. I understand that the school's computing resources are designed for educational purposes. I also understand that it is impossible for schools of the Roman Catholic Diocese to restrict access to all controversial materials and I agree not to hold the school responsible for materials acquired on the network. I hereby agree to waive and release any and all claims I may have against the school and its employees, representatives and volunteers or any claims for damages resulting from the use by my child of these services. I understand that individuals and families may be held liable for violations. Furthermore, I accept full responsibility for supervision if and when my child's use is not in a school setting.

Parent Signature _____

Date _____

Parent Name _____

Home Address _____

Phone _____

2. St. Mary's School Policies and Procedures:

We have read the St. Mary's School Parent/Student Handbook and agree to follow the school's policies and procedures as stated.

Please Print Family Name: _____

Parent signature:

Parent signature:

_____ Date _____

_____ Date _____

Middle School Student signature:

_____ Date _____

Middle School Student signature:

_____ Date _____

Middle School Student signature:

_____ Date _____

3. Permission to Publish

I hereby grant my consent for the use and license of my child's name and likeness, whether in still or in motion pictures, his/her photograph and/or reproduction, including voice and features, with or without names, for any editorial promotion, trade, business or other legal purpose whatsoever.

Student Name: _____

(please print)

Parent Name: _____

(please print)

Parent Signature: _____

Date: _____