

ST. MARY'S SCHOOL

STUDENT PARENT/GUARDIAN HANDBOOK



16 Gibson St.
Canandaigua, NY 14424
585-394-4300
www.stmaryscanandaigua.org



Diocese of Rochester
Catholic Schools
Faith. Academics. Community.

2023-2024
(updated 8/29/23)

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

TABLE OF CONTENTS

1.00 WELCOME

- 1.01 • STUDENT EXPECTATIONS
 - 1.02 • PARENT/GUARDIAN EXPECTATIONS
- Signature Page**

2.00 SCHOOL ADMINISTRATION

- 2.01 • SCHOOL HOURS
- 2.02 • SCHOOL FACULTY & STAFF
- 2.03 • SCHOOL DRESS-CODES AND UNIFORMS
- 2.04 • SCHOOL CLOSINGS & WEATHER EMERGENCIES
- 2.05 • DIGNITY FOR ALL STUDENTS
- 2.06 • ATTENDANCE & ABSENCE

3.00 SCHOOL ADMISSION

- 3.01 • AGE REQUIREMENTS
- 3.02 • IMMUNIZATION
- 3.03 • NONDISCRIMINATION
- 3.04 • LEAD TESTING
- 3.05 • TRANSFERS

4.00 SCHOOL CURRICULUM

- 4.01 • REPORT CARDS & GRADING

5.00 STUDENT HEALTH AND SAFETY

- 5.01 • ADMINISTRATION OF MEDICATIONS AT SCHOOL
- 5.02 • SICKNESS AT SCHOOL
- 5.03 • CHILD PROTECTIVE SERVICES ACT
- 5.04 • DRUG, ALCOHOL, AND TOBACCO
- 5.05 • WEAPONS ON SCHOOL PREMISES
- 5.06 • PESTICIDE NEIGHBOR NOTIFICATION

6.00 FINANCIAL INFORMATION

- 6.01 • TUITION
- 6.02 • PARISHIONER STATUS
- 6.03 • DELINQUENT ACCOUNTS

7.00 TECHNOLOGY

- 7.01 • ACCEPTABLE USE OF THE COMPUTER NETWORK AND INTERNET POLICY
- SIGNATURE PAGE**
- 7.02 • USE OF ELECTRONICS – CELL PHONE

8.00 PARENT INFORMATION & COMMUNICATION

- 8.01 • COMMUNICATION
- 8.02 • COMMUNICATION FLOWCHART
- 8.03 • MEDIA RELEASE STATEMENT



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:

- **Lead** students to be disciples who know and live the Catholic faith;
- **Inspire** a learning community to foster academic excellence; and
- **Motivate** 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.

1.00 WELCOME

Welcome to St. Mary's School community.

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

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 vision 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.

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

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, caring, respectful, and kind.
- Show pride in themselves, their school, and their individual accomplishments.
- Take responsibility for all their decisions and actions.
- Put forth your best effort.
- Follow directions.
- Be prepared.
- Preserve a positive learning environment.
- Be a partner in your learning by paying attention.
- Participating and asking questions.

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 St. Mary’s 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 fully understand the importance of guiding my children's faith development, acting as a good Christian role model, actively participating in church membership and attending weekly Mass or church services.
- I 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 understand the importance of reviewing my child's homework daily.
- I support and work with the faculty and staff to ensure a nurturing learning environment.
- I agree to volunteer for events and projects within the school year.
- I will ensure that students are picked-up from school and from school events on time.
- I 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. ***The school expects that students and parents/guardians are respectful of one another.***
- ***I will be respectful of other parent/families, the faculty and staff, including verbal, written, face-to-face, and social media communications.***
- I will fulfill financial obligations to the school in a timely manner, including the payment of tuition, fees, and other expenses.

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

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.

All interaction with faculty, staff, and administration will be by appointment only. Solutions to specific classroom issues must be sought at the level of the teachers before approaching the administration. **For the safety and security of all students and staff, visitors must use the intercom to identify themselves and be directed by the main office. You must 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 first, 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.

X_____

Parent/Guardian Signature

X_____

Parent/Guardian Signature

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

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 8:15 AM or after 3:30 PM, unless attending an authorized school program or function.

Arrival, Dismissal & Attendance: St. Mary's School uses a web-based system called PickUp Patrol to report absences and record late arrivals, early dismissals, and changes in dismissal. Use of PickUp Patrol (PUP) ensures that students arrive safely and are dismissed to their correct after-school destination. Parents/Guardians will receive a Welcome Email from PUP before the start of school with log-in instructions.

Arrival Procedures:

Children who DO NOT RIDE A BUS TO SCHOOL should arrive between 8:20 AND 8:30 AM.

Late Arrival - Tardiness

If a child is going to be late for any reason, the school must be notified prior to 8:30 AM. Parents/Guardians should note late arrival in Pick Up Patrol. (This does not apply for students who are late because of a bus delay.)

Dismissal Procedures:

- Bus dismissal begins at 2:55 PM
- Activity Center at 2:55 PM
- Private Vehicle Pick Up 3:05 PM – Parents **will park** in the lot and walk to dismissal staff **to check in and receive your student**. Please wait to retrieve your student until bus dismissal has finished.
- Student Walkers at 3:05 PM – student should leave parking lot immediately

Early Dismissal

Parents/Guardians must enter early dismissal information in **Pick Up Patrol**. Parents should come to school intercom and wait at the door to receive your child.

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

2.02 SCHOOL FACULTY & STAFF

Pastor	Rev. Michael Costik
Parochial Vicar	Rev. Simon Atta Denchira
Principal	Mrs. Cristina Falbo
Pre-School Teacher	Mrs. Marycon Mellor
Pre-School Teaching Assistant	Ms. Michelle Meenan
Kindergarten	Ms. Pamela Araya
Teaching Assistant/Main Office/Hot Lunch Manager	Mrs. Kristen Crunick
Grade 1	Mrs. Maria Marsala
Grade 2	Mrs. Tami Farnsworth
Grade 3	Mr. Angus McCrumb
Grade 4 HR, Science 4 - 6, Writing 4 - 6	Mrs. Sharon Radak
Grade 5 HR, Reading 4 - 6, Social Studies 4 - 6	Mrs. Stacy Maslyn
Grade 6 HR, Math 4 - 6/Art EC - 6	Mr. Matthew Ross McGuire
Spanish/Library/Instructional Tech	Mrs. Elizabeth Thorman
Physical Education/Health, EC - 6	Mr. Thomas Callahan
Music, EC – 6	Ms. Karen Snyder
Administrative Assistant	Mrs. Pamela Negley
School Nurse	Mrs. Andrea Garling
Finance Director/Parish & School	Mr. Anthony DiPrima
Business Manager	Mrs. Patti Carter
Maintenance	Mr. Richard Clayton
	Mr. Laurent Paré

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

2.03 SCHOOL DRESS-CODE AND UNIFORMS

The purpose of the dress code and uniform policy has always been for students to take pride in their appearance, and represent our school in a manner we can all be proud.

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 - Gr. 6 are required to wear the school uniform and abide by the dress code. We rely upon our parents to observe the policy.

St. Mary's School Uniform Policy

1. All K – Grade 6 children must be in uniform every day. (exceptions=celebration of birthday/casual dress day)
2. Early Childhood students (3 & 4 year olds) are not required to wear uniforms. They must dress appropriately. It is recommended that girls wear shorts/leggings under skirts/dresses.
3. Jewelry is permitted if it is in good taste and not a distraction.
4. Dress shoes are to be worn on dress uniform days for all students Grades 1- 8. Physical Education days are designated sneaker days. Kindergarten may wear sneakers every day.
5. Sandals, flip flops, clogs, or open shoes of any kind may not be worn.
6. Sweatpants may be worn under skirts for warmth but must be removed in the classroom. Shirts should be tucked in at all times.
7. Pants must be worn at the waist and be correct length.
8. **MASS DAYS: As a Catholic School, Mass is our most important worship time. To celebrate, all boys are expected to wear uniform pants, and all girls are to wear uniform jumper.**

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. No extreme hairstyles (mohawks, shaved designs, etc)
3. 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.

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 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.

DIOCESE OF ROCHESTER – DEPARTMENT OF CATHOLIC SCHOOLS

ST. MARY’S SCHOOL – STUDENT/PARENT HANDBOOK

St. Mary's School Uniform Kindergarten – Grade 6

GIRLS		
Clothing Item	Colors	Special Instructions
Jumper*	Gray/Blue Plaid	Available from Stitchworks
Shirt*	Yellow	Blouse with collar (short or long sleeved). Turtlenecks and golf style polos are optional.
Pants	Navy Blue	
Belt	Black, Brown, or Blue	Optional for Kindergarten – Grade 2.
Shoes	Black, Brown, or Blue	Leather top. Kindergarten ONLY may wear sneakers.
Socks/Tights	White or Navy Blue	Crew or knee socks or opaque tights.
Monogrammed Sweater	Navy Blue	Optional from Stitchworks.
Gym Sweatshirt	Navy Blue	Optional
Walking Shorts or Skorts	Navy Blue	Mid-thigh shorts with belt. Sneakers allowed with shorts or skort. Exact dates to be determined in Blue Folder.

BOYS		
Clothing Item	Colors	Special Instructions
Shirt	Light Blue	Polo shirt (short or long sleeved). Turtleneck optional.
Pants*	Navy Blue	
Belt	Black, Brown, or Blue	Optional for Kindergarten – Grade 2.
Shoes	Black, Brown, or Blue	Leather top. Kindergarten ONLY may wear sneakers.
Socks	White or Navy Blue	
Monogrammed Sweater	Navy Blue	Optional from Stitchworks.
Gym Sweatshirt	Navy Blue	Optional
Walking Shorts	Navy Blue	Mid-thigh shorts with belt. Sneakers allowed with shorts. Exact dates to be determined in Blue Folder.

* Always worn on Mass Days.

GYM UNIFORM GIRLS & BOYS		
Clothing Item	Colors	Special Instructions
Shirt	Gold or Spirit Wear	School logo gym shirt or spirit wear
Shorts	Navy Blue	Solid color - no designer logos, stripes, etc.
Sweatshirt	Navy Blue	School logo sweatshirt or spirit wear
Sweatpants	Navy Blue	Solid color - no designer logos, stripes, etc.
Shoes		Athletic style sneakers. Vans or other slip-on shoes are not appropriate for Physical Education.
Socks	White	

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

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

CASUAL DRESS DAYS (Non-Uniform days)

These are noted in the school calendar or weekly communication.

Please follow these guidelines:

- Dress needs to be appropriate and modest
- No inappropriate graphics or message
- No sheer material, spaghetti straps, crop tops
- Clothing should fit appropriately
- Safe footwear
- Safe footwear

The following is considered 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

SPIRIT WEAR: Spirit Wear may be worn as part of the Physical Education uniform.

SCHOOL DRESS UNIFORMS are available at the following locations:

- Stitchworks, Rochester, NY (carry all uniform items and gym shirts)
- Children's Place
- French Toast
- JCPenney
- Land's End
- Old Navy
- Target

UNIFORM EXCHANGE

Clean, gently used uniforms are gladly accepted during times when asked.

DIOCESE OF ROCHESTER – DEPARTMENT OF CATHOLIC SCHOOLS

ST. MARY'S SCHOOL – STUDENT/PARENT HANDBOOK

2.04 SCHOOL CLOSINGS & WEATHER EMERGENCIES

Families will receive an automatic phone call, text, and/or email for any St. Mary's School delay or closing. We follow Canandaigua School District closing or delay.

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.

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.

The Diocese of Rochester has adopted the Caring School Community curriculum to support students' social emotional learning. The Caring School Community program is a social and emotional learning and discipline program designed to help students become caring, responsible members of their school communities.

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 report student absences in Pick Up Patrol by 8:30 am.

Approved excused absences are defined as:

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

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

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 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, NYS Public Department of Health Immunization Laws and Regulations. Exceptions 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 Cristina Falbo, the Title IX Coordinator, at 585-394-4300 ext. 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.

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

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.

Schools in the Diocese of Rochester, including St. Mary’s School, follow all curricular guidelines set forth by New York State. St. Mary’s School has implemented the Next Generation Learning Standards in the four core subjects of English Language Arts, Mathematics, Science, and Social Studies. More information on these standards can be found at www.nysed.gov/next-generation-learning-standards. At St. Mary’s School, Religion is also taught as a core subject. It is integrated into daily practice, and students participate in prayer throughout the day. The faith formation of our students and the integration of religious values into daily routine, is the responsibility of all faculty and staff.

4.01 Report Cards / Grading

All schools are required to report student progress to parent(s)/guardian(s) four times each school year using the report card templates provided by the Diocese of Rochester Department of Catholic Schools.

Student progress in Pre-Kindergarten 3 and Pre-Kindergarten 4 is reported on a semester basis, or two times a year, in January and June.

An in-person parent/guardian conference is required to be offered at least once annually, but teachers and parent(s)/guardian(s) are encouraged to request additional conferences as needed. More regular forms of communication such as interim progress reports, phone calls, e-mails, and letters are strongly encouraged to create a relationship of trust and transparency. For students consistently not meeting academic expectations, discussions should focus on interventions, remedial services, and future placement.

Early Childhood Report Cards - Report Cards for 3 & 4 year olds utilize a grading for learning approach and communicate academic performance and personal development using the following marking codes:

- E – Exceeds Grade-level Diocesan standards
- M – Meets Grade-level diocesan standards
- W – Working toward meeting grade-level diocesan standards
- N – Not Yet meeting grade-level diocesan standards
- X – Not evaluated at this time

Kindergarten – Grade 2 Report Cards - Report Cards for Kindergarten through Second Grade utilize a grading for learning approach and communicate academic performance using the following marking codes:

- E – Exceeds Grade-level Diocesan standards
- M – Meets Grade-level diocesan standards
- W – Working toward meeting grade-level diocesan standards
- N – Not Yet meeting grade-level diocesan standards
- X – Not evaluated at this time

DIocese OF ROCHESTER – DEPARTMENT OF CATHOLIC SCHOOLS

ST. MARY’S SCHOOL – STUDENT/PARENT HANDBOOK

Report cards for Kindergarten through Second Grade utilize a growth mindset approach and communicate learner behaviors using the following marking codes:

- N – Needs Improvement
- I – Improving
- S – Satisfactory
- E - Exemplary

Special content areas such as art, computer technology, music, and physical education are taught less frequently than other subject areas. In order to provide adequate time for assessment, report card grades are only communicated in marking periods two and four.

Grades 3 – Grade 6 Report Cards Third through sixth Grade utilize a percentile grade for Religion, English Language Arts, Mathematics, Science and Social Studies. Assignment grades for students in Third through Sixth Grade core subjects will be reported using the following breakdown:

- 50% - Projects, Tests, and Quizzes (summative assessments)
- 35% - Classwork (formative assessments)
- 15% - Homework (at home formative assessments)

The classroom teacher, under the supervision of the principal, has full discretion of how to categorize an assignment.

Third through sixth grade Special Subject courses (Art, Health, Computer Technology, Music and Physical Education) utilize a grading for learning approach and communicate academic performance using the following marking codes:

- E – Exceeds Grade-level Diocesan standards
- M – Meets Grade-level diocesan standards
- W – Working toward meeting grade-level diocesan standards
- N – Not Yet meeting grade-level diocesan standards
- X – Not evaluated at this time

Scale for Special Area Subjects:

- E – 90-100
- M – 65-89
- W – 50-64
- N – <50

Physical Education Grade is weighted as follows:

- 33% - engagement/effort
- 34% - sportsmanship
- 33% - respect for self, other and equipment

Music and Health Grade is Weighted as follows:

- 50% - participation/classwork
- 35% - projects, tests and quizzes
- 15% - engagement/effort

Computer Technology and Art

- 50% - engagement/effort
- 50% - cooperation/skill

DIocese OF ROCHESTER – DEPARTMENT OF CATHOLIC SCHOOLS

ST. MARY'S SCHOOL – STUDENT/PARENT HANDBOOK

Special content areas such as art, computer technology, music, and physical education are taught less frequently than other subject areas. In order to provide adequate time for assessment, report card grades are only communicated in marking periods two and four.

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 SICKNESS AT SCHOOL

If a student becomes ill during school hours, the parent/guardian will be notified immediately.

5.03 CHILD PROTECTIVE SERVICES ACT

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

5.04 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 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

DIocese OF ROCHESTER – DEPARTMENT OF CATHOLIC SCHOOLS

ST. MARY’S SCHOOL – STUDENT/PARENT HANDBOOK

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.

5.05 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.

5.06 PESTICIDE NEIGHBOR NOTIFICATION LAW SECTION 409-H:

In adherence to New York State Section 409-H Education Law, St. Mary’s School does not use any pesticide products in its school or on its ground.

6.00 FINANCIAL INFORMATION

6.01 TUITION

The annual tuition at St. Mary's School is \$6,094 for parishioner and \$7,720 for non-parishioner. Tuition payment options are monthly or annual.

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.

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

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 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.

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

Students are responsible for the care and upkeep of their computers.

Families will be responsible for the repair of computers.

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;
 - 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.

X_____

Parent/Guardian Signature

X_____

Student Signature

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

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.

Devices such as cell phones, smart watches, tablets, personal gaming systems, etc will remain in students' backpacks or lockers during the school day.

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

8.00 PARENT INFORMATION & COMMUNICATION

8.01 COMMUNICATION

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

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

8.02 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	Principal	K-6 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.

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

8.03 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 completes a Photo Policy Form (previously Model Release).

If no Policy Form 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.