

After you have read the handbook,  
please sign and return this attestation.

*We have read this handbook  
and agree to be governed by the policies and  
statements found in it, including the  
Internet Access Agreement.*

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\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Parent/Guardian Signature*

\_\_\_\_\_  
*Student(s)/Grade(s)*

\_\_\_\_\_  
*Please Print*

\_\_\_\_\_  
*Student Signatures*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**MISSION STATEMENT**

Open to all, St. Mary's School is a nationally accredited school dedicated to providing a Catholic education, fostering academic excellence and spiritual growth. We are a school family committed to be the light of Christ through service to others.

## **BELIEFS**

*We believe that* as a Catholic school, St. Mary's School's educational philosophy is centered in the belief that God has called it to be an extension of the Catholic home. As such, it reinforces the values and beliefs of Christian life as taught by Jesus Christ.

*We believe that* by teaching as Jesus taught with gentleness and respect for the dignity of each individual, St. Mary's seeks to integrate Christ's message into all aspects of a child's life from the academic to the social areas.

*We believe that* because its foundation is the message of Jesus and the values of the Catholic family, St. Mary's stresses God's special love for each student. The knowledge of this love fosters self-esteem in individuals and respect among classmates.

*We believe that* in the spirit of Christ's generous love, St. Mary's commits itself to developing the various talents of all of its students and staff to their fullest potential.

*We believe that* by providing an education based on the teachings of Jesus, St. Mary's will graduate academically prepared individuals who can provide Christian example in the classroom, with their peers, in their families, and ultimately, as adult members of the Christian and global community.

## **ACTION PLAN**

1. St. Mary's School will spiritually enrich all that it touches, regardless of religious orientation.
2. St. Mary's School will foster a spirit of community with the students, their families, and the staff.
3. To strengthen community involvement, communication will be developed both internally and externally.
4. St. Mary's School will provide for the development of social and environmental consciousness and Christian justice with an emphasis on service to others and of spreading the message of Jesus.
5. St. Mary's School will maximize the development of its resources and ensure the most efficient application of those resources.
6. Students who complete the elementary program will be prepared to make a successful transition into any junior high program.
7. Students, families and staff will go forth from St. Mary's School with a commitment to living and sharing the values and ideals learned at St. Mary's School.

## **HANDBOOK NOTICE**

This handbook may be modified at any time by the administration. When this happens, notice will be given.

## **ACCIDENTS**

Any child who is injured in any way during the time that the child is at St. Mary's school will have an accident report filed detailing the accident. This report will be filed with the Diocese and also with the carrier of the school/student insurance. The parent will also be called and notified of the accident as soon as it happens. The students' family health coverage is the primary health coverage for their health care, so this should be filed with the students' families' health coverage first. Any bills that are not paid by the family's health insurer may be submitted to the student accident insurance carrier through the school. Parents may get these claim forms by calling the office.

## **ADMISSIONS POLICY**

Students seeking admission to St. Mary's School three year old Pre-K must be three years of age on or before September 1st of the year of entrance and all Pre-K children must be completely bathroom independent. Children seeking admission to Kindergarten must be five years of age on or before December 1st of the year in which they will attend.

## **ATTENDANCE**

If a child is going to be absent from school, parents are asked to call the school office before 9:00 a.m.. If a child will be late, a phone call to the office is also requested, with the choice of lunch.

Each whole day or part day absence and tardiness requires a written note sent with the student when he/she returns to school which includes: the name of the child, date of absence, reason for the absence, and the parent's (guardian's) signature.

If the student has a dentist or doctor's appointment early in the day and comes to school after the appointment parents must call the school to let the office know of the appointment either the day before or before 9 a.m., and again, the parent needs to leave lunch information.

Any student arriving at school after 8:10 a.m., unless a bus student, is considered tardy and must have a late slip from the office which allows entry into the classroom. A written excuse is also required which states the reason for the absence or tardiness. This is a NY State mandate.

A student leaving for an appointment during the school day must sign out in the office and must have a note from a parent stating the time and the reason for the appointment. Parents **MUST** come into the office to meet students. Upon returning to school, the student must sign in at the office and take an admit slip to the classroom teacher. Students may not leave the building until they have checked with the office so that we know where they are. The parents are asked to come into the office to pick up students for an appointment. Please do not go to the classroom to get the children, except for Pre-K.

Policy- After a total of 10 days per semester excused and unexcused absences, parents will be notified of the student's status. After a total of 15 days per semester, excused and unexcused absences, a parent conference may be required. The principal may initiate an intervention to attendance at any time his/her judgment is indicated.

## **BEFORE AND AFTER SCHOOL PROGRAM**

From 7:00 to 7:55 a.m., there is staff supervision for children whose parents must be at work early. Parents should notify the office if students will attend the before-school program. There is a charge for before School care.

From 3:00 until 5:30 p.m., every school day, children are supervised in an afterschool program. There are a variety of games and activities for the children, snacks are provided, time and space for homework or for rest are available, and students play outside when the weather permits. Parents pay by the hour and the cost is prorated for the time that the children are in the program. It is very helpful if parents call the office so that we know who is to be staying in the program. It is not necessary to call if a student stays on a regular basis. Request additional information in the office.

## **BIRTHDAYS**

Students' birthdays may be celebrated in school. Students may bring in cookies, cupcakes, etc. No large cakes. Our preference would be for finger foods or food that can be eaten easily and for healthy snacks. We would also prefer prepackaged foods. There is a refrigerator available for small amounts of food to be kept cold or frozen.

## **BOOKS**

Books may be provided for student use. **All books must be covered- a brown paper bag will do nicely.** Please fold the paper, do not tape it to the book. Please do not use adhesive covers. Books should not be written in unless they are paper-covered workbooks that the teachers indicate may be written in. Lost or damaged books are the responsibility of the borrower and must be replaced. Many of the textbooks used are purchased by the public school district of residence and are loaned to us.

Book bags are required to keep books clean and dry.

## **BUILDING ACCESS/SECURITY**

For the safety of our students, specific procedures are in place.

**Charles St. Door**

7:00-8:10 AM

2:45-5:30 PM

This door is for PreK and Kindergarten students and their older siblings. It should also be used for children using the Before School Program and After School Program

**Main St. Door**

7:55-8:10 AM, This door is for 1st-6th grade students.

2:45-3:00 PM

Visitors should always enter through the main entrance and report to the office where you will be given a pass. Staff are required to report anyone in the building without a pass, as this is part of our safety plan.

**BUS POLICY**

Students riding a bus follow the individual bus schedule and are not considered tardy if the bus is late. Students who normally do not ride the bus and whose names are not on the bus list of the school district may not ride the bus unless parents have made some arrangements with the director of transportation of the school district and have informed the office.

**CAFETERIA**

Lunch can be purchased this year. The menu for the hot lunch for the month will go home prior to the beginning of the month. There will also be a choice of salad or assortment of sandwiches available in place of the entree. The cafeteria rules are posted in the cafeteria: (1) Students should walk in the cafeteria and not run (2) Students should raise their hands and ask for permission from school staff to use bathrooms, take their tray back or to purchase ice cream. There is no breakfast program this year.

**CHANGE OF ADDRESS OR TELEPHONE NUMBER**

CHANGE OF ADDRESS, EMAIL ADDRESS, OR PHONE NUMBER IS TO BE REPORTED TO THE SCHOOL OFFICE IMMEDIATELY. THE INFORMATION IS VERY IMPORTANT IN CASE OF MEDICAL OR OTHER EMERGENCIES AND WEEKLY COMMUNICATION.

**COMMUNICATION WITH TEACHERS/PRINCIPAL**

Good, consistent communication between home and school is very important to a child's education. It is advisable that a person having a problem with another individual go directly to that person before going to the person's superior. Therefore, if a parent has a problem with a teacher, it is certainly appropriate in most instances that the parent discuss the difficulty first with the teacher. The parent should email the teacher to set up a time to talk. If it is appropriate, the principal will be willing to sit in on a conference. Parents are encouraged to contact the principal if there is a concern about any aspect of the school. A problem cannot be addressed if it's not made known, and it should be discussed with the person(s) who can do something about it. Teachers are encouraged to communicate with parents about any concern they may have with a student's progress.

**CUSTODY**

If a separation or divorce takes place in a family, it is very important that the school principal be informed. Such stressful events have a definite effect on children's behavior and if we are aware of the events it helps us

be more understanding of the children's behavior in school. The school assumes that both parents have custody unless the school received a copy of that portion of the separation agreement or divorce decree that outlines any other custody arrangements. This must be on file. This information may also be provided to the school on official stationery signed by an attorney. Non-custodial parents retain their parental rights, and have a right to information about the student's academic progress, unless the school received a court order not to release this information to the non-custodial parent. Unless we are told otherwise, all mailings are sent to the primary address.

### **DIRECTORY INFORMATION**

At the request of parents, we will give out to individual parents copies of the class list with addresses and phone numbers so that invitations can be sent through the mail. Invitations may not be distributed in school. If any parent has an unlisted phone number and does not wish to have that given out, or does not wish to have their address given out, that fact should be made known in the office.

### **DISCIPLINE**

An important part of education is the teaching of self-discipline. We do this by allowing the child to make choices while emphasizing that he/she is responsible for the results of the choices. It is sometimes necessary for the school to impose certain penalties when a child's behavior infringes on the rights of others.

Minor infractions of rules are handled by the teacher in the classroom setting. Repeated violations or more serious problems may require involvement by the principal, and the parents will be informed. Teachers and principal will communicate frequently with parents when there is a need or to assist in a child's growth in the school environment. We also encourage communication initiated by the parents.

The principal is the final recourse in all disciplinary situations and may waive any disciplinary rule for just cause at his/her discretion. Please consult the Code of Conduct for further clarification.

### **DISMISSAL**

Normally dismissal is from 2:45- 3:00 PM. Arrive at your scheduled time and your scheduled door. Pull up along the road and we will walk your children to your car. If you are not here at dismissal time, we will send your child/children to the Afterschool Program.

### **ST. MARY'S UNIFIED DRESS CODE**

**Below are the acceptable dress clothing options for 1st-6th grade SMS students. Please note that it is not necessary to purchase all items on the list, only the ones that suit your taste and budget. All of the items may be purchased at the retailer of your choice or found second-hand on a rack in the cafeteria.**

**St. Mary's School "Spirit Fridays" will take place each week, during which students will be permitted to wear any St. Mary's Logo attire, such as SMS Logo Tees and Sweatshirts. In addition, "Non-Uniform Days" will be announced at the discretion of the principal. Students may dress out of uniform, but approved shoes must always be worn. September, October, May, and June-shorts may be worn, but shorts should never be shorter than mid-thigh.**

#### **BOYS:**

**Polo Shirt:** solid white, solid light blue, solid yellow, or solid navy blue (any other shades of blue such as turquoise, aqua, royal, periwinkle, etc. are not acceptable); no stripes, designs, logos or emblems of any kind, with the exception of the SMS logo. (SMS Logo polos are optional and may be ordered through the main office.) Short or long sleeves are acceptable.

Oxford-Style Dress Shirt: solid light blue or solid white; with or without a button down collar; no stripes, designs, logos or emblems of any kind. Short or long sleeves are acceptable.

Sweater or Sweater Vest: solid navy; no stripes, designs, logos or emblems of any kind. Cable knit or fleece are acceptable. Crew and V-neck, quarter or full zip styles are acceptable. Cardigan or Pullover styles are both acceptable. SMS full zip is always acceptable.

Dress Slacks: solid khaki or solid navy; hems may be cuffed or uncuffed. Elastic waist is acceptable. Cargo pockets are not acceptable. Sweatpants and running pants are not acceptable. Skinny leg pants are not acceptable.

Bermuda Length Shorts: may be worn in September, October, May & June or at the discretion of the principal during warm weather; solid khaki or solid navy. Hems may be cuffed or uncuffed and may be no shorter than 2 inches above the knee. Cargo pockets are not acceptable.

Shoes: plain shoes or sneakers with rubberized, non-marking soles. Brand logo is acceptable on shoes. Offensive images (skulls, etc.) or offensive words are not acceptable. Shoes must have a closed toe and heel.

Socks: white or navy socks must be worn at all times.

Hair should be no longer than collar length. Hair styles (i.e. pony tails, Mohawk, spike or punk, etc.) that draw attention are prohibited. Hair coloring (example: orange, purple, blue, etc) will not be allowed. Styles should be neat and clean and of natural color. Earrings and other piercings are not allowed.

## **GIRLS:**

Polo Shirt: solid white, solid light blue, solid yellow, or solid navy blue (any other shades of blue such as turquoise, aqua, royal, periwinkle, etc. are not acceptable); no stripes, designs, logos or emblems of any kind, with the exception of the SMS logo. (SMS Logo polos are optional and may be ordered through the main office.) Short or long sleeves are acceptable.

Oxford-Style Dress Shirt or Collared Blouse: solid light blue or solid white; with or without a button down collar; no stripes, designs, logos or emblems of any kind. Short or long sleeves are acceptable.

Sweater or Sweater Vest: solid navy or white; no stripes, designs, logos or emblems of any kind. Cable knit or fleece are acceptable. Cardigan, pullover, crew, v-neck, 1/4 or full zip styles are all acceptable. Cardigan and pullover styles are both acceptable.

Solid Jumper, Skirt or Skort: solid khaki or navy; no stripes, designs, logos or emblems of any kind. Pleats are acceptable. May be no shorter than 2 inches above the knee, and no longer than mid-calf. Cargo pockets are not acceptable.

Plaid Jumper, Skirt or Skort: may be purchased from any retailer or uniform company as long as it is plaid #57. Some popular vendors are French Toast (blue/gold plaid); Land's End (classic navy plaid), and Flynn & O'Hara (royal gold and blue plaid). \*If you are unsure of the plaid, please contact the uniform committee or the main office before making a purchase. Hems may be no shorter than 2 inches above the knee, and no longer than mid-calf.

Dress Slacks: solid khaki or solid navy; hems may be cuffed or uncuffed. Elastic waist is acceptable. Cargo pockets are not acceptable. Capri and cropped pants may only be worn in September, October, May & June. Cargo pockets are not acceptable. Leggings, sweatpants and running pants are not acceptable. Skinny leg pants are not acceptable.

Bermuda Length Shorts: may be worn in September, October, May & June or at the discretion of the principal during warm weather; solid khaki or solid navy. Hems may be cuffed or uncuffed and may be no shorter than 2 inches above the knee. Cargo pockets are not acceptable.

Shoes: plain shoes or sneakers with rubberized, non-marking soles. Brand logo is acceptable on shoes. Offensive images (skulls, etc.) or offensive words are not acceptable. Shoes must have a closed toe and heel.

Socks or Tights: must be worn at all times. Tights must cover the entire foot. Socks or tights must be white or navy.

Hair styles (i.e. Mohawk, spike or punk, etc.) that draw attention are prohibited. Hair coloring (example: orange, purple, blue, etc) will not be allowed. Styles should be neat and clean and of natural color. Jewelry should be of moderate size and amount. Girls may wear post earrings, without dangles. Hair ribbons, clips and headbands etc. will be allowed, but must not be distracting. Other than ears, any other body piercing is not allowed. Girls are not permitted to wear makeup or nail polish of any kind.

**It is the parent's responsibility to ensure that their student is dressed for school each day in compliance with the SMS Unified Dress Code. Students whose attire is in violation of the Dress Code will be issued a Dress Code Violation Slip for parents to sign and return to school. After repeated violations, parents may be called during the school day and asked to bring in the appropriate uniform item for their student.**

### **EDUCATION IS A PARTNERSHIP**

EDUCATION IS A PARTNERSHIP BETWEEN SCHOOL AND PARENT. IF, IN THE OPINION OF THE PRINCIPAL, THIS PARTNERSHIP BREAKS DOWN, A PARENT MAY BE REQUIRED TO WITHDRAW HIS/HER CHILD FROM THE SCHOOL.

### **EMERGENCY CONTACTS**

Only those persons whose name and phone numbers have been provided to the school on the emergency cards will be permitted to take children from school. Persons on the list who are not personally known to the school staff will be permitted to take the students from school only after providing appropriate identification. This also applies to after school. If someone different is picking up your child from the afterschool program other than the person who normally picks up your child, please call and tell us in the office and indicate to the person that they may be expected to be asked for their ID.

### **EMERGENCY SCHOOL CLOSINGS**

In the event that school should be closed because of bad weather, the announcement is made on 3,5,9 & 10 TV stations from Syracuse. You will also receive a call or text from our automated messaging system. Please do not call the school. Listen to the message that we have left or check your email. The same is true if there is a delayed opening of school. If there is a delayed opening, the before school program will be held as usual, but please note that if school closes, we will have to have all children picked up as soon as possible.

If it is necessary to close school early, an announcement will be made.. We should have on file, updated information concerning where your child should go in these circumstances. We will also hold the Afterschool program until parents are able to pick up children.

### **FIELD TRIP POLICY**

Field trips are a privilege and students are not permitted to participate in field trips until they have presented the school with a signed parental permission request form. This field trip form will be sent home prior to the day of the event. We must have the form signed and returned to school before the child can participate in the field trip. We cannot accept verbal permission over the phone; permission must be in writing.

## **FIRE DRILLS, CRISIS MANAGEMENT PLAN**

There are 12 fire drills held each year in which students are trained to leave the building quietly and quickly when the fire alarm rings. There are two lockdown drills. A crisis management plan is in place which outlines policies and procedures for various emergencies.

### **FOR YOUR INFORMATION**

**GUM- Students may not chew gum on the school grounds at any time. Please do not put it in lunches!**

Careless disposal of gum in drinking fountains, or on furniture and floors presents sanitation and cleaning problems.

**ANIMALS-** If a student wishes to bring a pet or animal to school, **the parent must first call the principal and the teacher.** The pet must be in an appropriate container and must be transported by the parent. Pets may not remain in school for an entire day. Children should not be permitted to carry glass containers. ***PLEASE REMEMBER THAT WE DO HAVE CHILDREN WHO ARE ALLERGIC TO FUR, ETC.***

**NEWSLETTERS-** You can expect a newsletter on Friday of each week. If you do not receive these via e-mail, let us know. If you prefer a paper copy, let the office know.

**BICYCLES-** Children who ride bicycles to school must lock them to the bike rack.

**TELEPHONE-** Calls home must be made in the office by the office staff.

**CELL PHONES/ELECTRONIC DEVICES-** Use of cell phones, iPods and personal electronic devices during the school day - including before school and after school is prohibited. This does not pertain to school owned devices.

**PEANUT BUTTER-**We likely have students with severe peanut allergies, and we need to do everything in our power to keep them safe. We may ask that certain classes refrain from sending in peanut butter. Sun butter is a very good alternative.

### **FUNDRAISING**

Because fundraising supports the general budget of the school and helps keep tuition at an affordable price every parent is expected to participate in these activities. The Parents' Guild coordinates the fundraising activities of the school. The actual cost to educate each child at St. Mary's School is over \$6,000. Fundraising is a necessary part of operating the school and keeping all programs in place. We will call on you for help. If you would like to opt out of volunteering for fundraisers, you may make up the difference in tuition. Otherwise it is expected that you will help.

### **HEALTH SERVICES**

A nurse is provided by the public school district and is on site three afternoons per week. During the course of the year, the nurse will screen vision, hearing, and do scoliosis screenings. She will also check on immunization records to make sure they are up to date and arrange for school physicals to be given during the course of the year. If a child becomes ill at school, and it is deemed by the office staff or the nurse that the child should go home, then the parent will be called. Information concerning physical exams also will go home at the beginning of the year. Children new to the school, and children entering grades K,2,4, are required to have physicals. You may take your child to your own doctor, or you may have the child examined at the school when the physicals are given later in the year.

### **HOLIDAYS**

Classroom parties for special days such as Halloween, Valentine's Day, etc. are kept to a minimum. Room parents will contact parents with information concerning these special days. Healthy snacks are preferred.



## **HOMEWORK**

Homework will be assigned most school nights (Mon- Thurs) for grades 1-6. No homework will be assigned on the night of a school function which requires your child's presence or participation. Weekend assignments may be necessary to enable your child to catch up on work due or missed, or for long term assignments.

It is recommended that each student have a homework notebook into which all homework assignments and study assignments are written. All homework should be done on white binder paper (not spiral notebook paper) and should have the proper heading, unless otherwise directed by the teacher. Parents should check to see that homework is done neatly.

Questions concerning homework should be addressed to the child's teacher or the principal. Assignment books are available to purchase in the office. Homework grades can be accessed via Rediker.

Work missed because of absence or tardiness should be made up within a reasonable period of time. If a student is absent due to illness for a minimum of 2 days, the parent may request the assignments on the morning of the second day by calling the school office. Homework will then be available in the office at 2:45 PM that day.

Vacations necessitating absence from school should be discussed with the principal and individual teachers **PRIOR TO THE ABSENCE**. New work requiring a teacher's explanation may need to be caught up after the child returns.

## **LOCK DOWN**

If there is a threat to the students and staff of St. Mary's School, the following plan is in place. From Sec. II Part A of SMS Crisis Management Plan

*Civil disturbance within the building:* At the beginning of an actual or potential civil disturbance in the building, including but not limited to intrusion, hostage taking, kidnapping, etc., immediately call office. If no response call 911 and notify the police, indicating also if there is a weapon present, then notify the Principal.

*The Principal or designated person will announce such a situation:*

*"The building is in lockdown." This means that all students are to be in the classrooms, the doors locked, and all shades down. Check the hall quickly for students before locking up. Pull in any child you see. Teachers, if able, are to notify the office who is missing from their rooms.*

*This state of emergency is to continue until your rooms are unlocked by authorities. Then all may resume normal activity. If lockdown occurs and you are near an exit, get out. It is better to be out. Take your students to safety.*

If the school is in lockdown, we will send a message via email, voicemail, or text when and if we are able to. Please remember that if we are involved in a lockdown situation, our first priority is to secure the building and work with the police department to ensure the safety of our school community.

## **LOST AND FOUND**

All students should have their name on clothing (especially SMS items), lunch boxes, books, book bags, etc. During the year we collect a very large number of unclaimed lost and found items. When you come into the school, please ask in the office to check the lost and found area for your children's items.

## **MEDIA COVERAGE**

Occasionally, the media will cover school events. If you do not wish your child to be photographed or to participate in any media coverage, please make this known to the building principal in writing. Most of the media coverage that we have at St. Mary's School usually consists of photographs or articles that appear in the local newspaper, the Cortland Standard and our Facebook page.

## **MEDICATIONS AND IMMUNIZATIONS**

New York State has very specific regulations regarding the administration of medication in school to children. State law requires medication to be administered by a licensed professional (school nurse). Our nurse is at St. Mary's School 3 afternoons a week from 1:00 p.m. to 3:00 p.m. which is after the usual time for administering medications--school staff may no longer administer medications. Parents should arrange to give medication before and/or after school or come to the school to administer medication themselves. Students requiring asthma medication may have access to it in the office. A doctor's request and parents' request for the student to self administer the medication must be on file in the school office.

New York State regulations for the administration of medications are available to you in the school office upon request.

Do not put medication in a lunch box. All medication, including cough drops, is to be kept in the office at all times.

All immunizations must be up to date. Notice of any needed immunizations will be sent home to parents; if the immunizations are not updated in a reasonable amount of time, then by state law, we must exclude the child from school.

## **ORDERING ST. MARY'S APPAREL**

Polo shirts, oxford shirts, fleece jackets, sweatshirts and tee shirts may be ordered through the school office. These items are printed locally. We will send information twice a year. Please refer to the St. Mary's School Dress Code for details on when items may be worn.

## **PARENTAL CONCERNS PROCEDURE**

In order to expeditiously resolve parental concerns, complaints, or misunderstandings, parents or guardians are expected to schedule an appointment, through the school, with the student's teacher to discuss the matter in private at a time when the teacher is free from his/her teaching or supervising duties.

If the matter is not satisfactorily resolved at the time of the teacher conference, the parent or guardian may request an appointment with the school administrator at a time that is mutually convenient.

If the parent or guardian is not satisfied with the resolution at the time of the administrative conference, the parent or guardian may request, in writing, setting forth the complaint and the school's response, that the Parish Priest investigate the matter.

## **PARENTS' GUILD**

St. Mary's Parents' Guild provides for interaction between parents and teachers, support for families, and cooperative fundraising activities for the school. Information regarding dates and times of meetings is on the calendar, in the weekly letters sent home, and on the web page.

## **PARKING LOT**

Weather permitting, the east end of the parking lot (section closest to Charles St.) is used for afternoon recess. It is also used for the afterschool program (3-5:30 p.m.). There is no parking in that area. All vehicles parked in the parking lot must be locked at all times. All vehicles left for the day must be in the parking lot on the south side, not on Charles St. or North Main St..

## **PARTY INVITATIONS**

NO PARTY INVITATIONS OF ANY KIND MAY BE DISTRIBUTED IN SCHOOL OR ON SCHOOL GROUNDS. A list of phone numbers or addresses for the children in the classroom may be requested from the office.

## **PRE-KINDERGARTEN PROGRAM**

The school day for the Pre-K program is from 8:10 a.m.-11:15 a.m. or 8:10 a.m. to 2:45/3:00 p.m.. **Children may not be switched from half to whole days or from two or three days to five days until parents have talked to the school principal.**

## **REGISTRATION AND READMISSION OF STUDENT/TRANSFERS**

Registration and readmission of students is announced in early spring. A child entering Kindergarten must be 5 years of age on or before December 1st of that year. At the time of registration/readmission, parents should bring an updated record of immunizations and a birth certificate. A deposit is also required.

Students transferring to another school must be in good financial standing with the school. Tuition and fees must be paid before records can be released.

## **RELIGION AND SACRAMENTAL PROGRAM**

Religion class is part of the daily instructional program, **and all children attending St. Mary's are required to take the religion class.** The sacramental program in grade 2 is a parish program, and all children who are eligible to be enrolled in the sacramental program should be enrolled in their respective parishes.

Parents should consult their church bulletins and call the parish priests for information concerning the sacramental program.

## **REPORT CARDS/PROGRESS REPORTS**

Report cards are distributed four times a year in grades 1-6 and parents can access grades through. Through our SIS. Kindergarten report cards are distributed three times a year and PreKindergarten progress reports are distributed twice a year.

## **RELEASE OF SCHOOL RECORDS**

Student records are kept confidential and very few individuals have access to them. School records are sent directly to the school office when a student transfers and that school sends us a request. If a parent wishes to have access to their child's school records, they may do so. The record must be seen in the office with the principal in attendance. If there is something in the record that the parent wishes to challenge, it may be done formally, in writing, with the principal.

## **RELEASE OF STUDENTS**

Students may be released to parents throughout the day with a request made by the parents in the office. If a student is to be released to anyone else, we must have a note from the parent with the individual's name and we must also have identification form the person who is coming to take the student. Students must sign out of, and into school in the office.

## **SCHOOL ADVISORY BOARD**

St. Mary's School Advisory Board consists of elected members and representatives from St. Anthony's Parish, St. Margaret's Parish, St. Mary's Parents' Guild, and St. Mary's Alumni Association. The School Advisory Board meets monthly on the third Tuesday of the month. The board serves in an advisory capacity to the Principal and is a policy making body.

## **SCHOOL DAY**

For children in PK-6, the school day begins at 8:10 AM and ends at 2:45 PM. Students who are transported by bus and who arrive at another time are not considered tardy. **Students in grades K-6 arriving after 8:10 AM are tardy and need an admission slip from the office, and an excuse from their parents.**

## **SEXUAL HARASSMENT**

St. Mary's School is committed to providing an environment free of harassment. No form of harassment, including sexual harassment, will be tolerated.

Sexual harassment includes, but is not limited to, the following behaviors:

1. Unwelcome verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, intimations or comments.
2. Unwelcome visual conduct such as derogatory and/or sexually oriented posters, photography, cartoons, drawings or gestures.
3. Unwelcome physical contact such as assault, unwanted touching blocking normal movements, or interfering with work, study or play because of sex.
4. Sexual advances, requests for sexual favors and other physical or verbal conduct of a sexual nature when submission or rejection of such conduct by an individual is the basis for academic or employment decisions affecting such individual, or submission to such conduct as, whether explicitly or implicitly, a term or condition of an individual's employment.
5. Any of the conduct mentioned herein when such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile or offensive working or learning environment, and, such conduct refers to behavior that is not welcome, that is personally offensive, that lowers morale and that interfered with the school's effort and obligation to efficiently and effectively educate its students.
6. Retaliation for having reported or threatened to report sexual harassment.

## **SMOKING**

All school grounds and buildings of St. Mary's School are smoke-free by law.

## **SPECIAL ACADEMIC PROGRAMS**

**Technology:** All classes have curriculum and access to hardware..

**Library Program:** All classes K-6 have a scheduled library time.

**Music Program:** Instrumental, vocal and general music are provided.

**Art Program:** All classes have a scheduled time, and a smock or large button-up shirt is needed for art classes.

**Physical Education:** All students must wear sneakers. Students in grades 3-6 should have appropriate play clothes according to the season such as shorts, shirts and white socks.

A gym bag for storing and carrying clothes is needed. All items need to be marked with the student's name. If a student is unable to take P.E. for reasons of health, or because of an injury, a note is needed from the doctor specifying the length of time the student is to be excused from P.E. . **STUDENTS ARE NOT ALLOWED TO CALL HOME FOR FORGOTTEN P.E. CLOTHES.**

**AIS (Academic Intervention Services):** Students requiring support in Reading or Math are provided with supplemental instruction.

**Homework Room:** Offered to students in grades 3-6, during the afterschool program until 4:00 p.m.. This room is staffed by a teacher. Please take advantage of this extra help.

**Sports Programs:** A wide variety of sports that take place after school are sponsored by the Cortland Youth Bureau.

**Spiritual Life Programs:** Periodically throughout the year, we take students in grades 1-6 to St. Mary's Church for Mass or for prayer services as is appropriate. The children are encouraged to participate in a variety of service projects. Students actively perform Corporal Works of Mercy each year. They provide money to feed

the hungry, collect toys, coats, mittens, hats, and boots, along with food which are donated to local service agencies.

### **TECHNOLOGY STATEMENT OF POLICY**

The Acceptable Use Policy is found at the end of this handbook. Signing the handbook policy statement acknowledges responsibility for the Acceptable Use Policy as well. Students are not permitted to use any computing devices until the handbook policy statement is returned. This statement must be signed and returned annually.

### **TELEPHONE**

Students may not use cell phones, personal computing devices, or portable media players/ gaming systems in the building. Any student requesting to make a phone call must come to the office, and the office staff or principal will make the call for the student. Students are not permitted to talk on the phone to their parents unless there is a request from the parents or unless it is deemed appropriate by the school staff.

### **TERMS OF ENROLLMENT**

See attachment, noted as Code of Conduct.

### **TESTING PROGRAM**

St. Mary's School will give the NYS tests in grades 3-6. These tests include ELA and Math.

### **TRANSFER AND WITHDRAWAL**

To withdraw a student from school, a release for records form should be signed in the office and tuition payments must be current.

### **TUITION POLICY**

At the time of registration, parents sign a tuition contract indicating the method and time of payment of tuition. Tuition payments will be made through FACTS. Report cards and/or records may be held for delinquent tuition. Parents should contact the principal if there is a problem.

### **SAFE ENVIRONMENT TRAINING**

The United States Conference of Catholic Bishops responded to the crisis of child abuse by writing the "Charter for the Protection of Children and Young People." The Charter offers a vision of safe environments for youth protection in the future. The Diocese of Syracuse has selected "Protecting God's Children" as its basic level of child and youth protection training for all employees and volunteers whose roles put them into contact with those under age 18. The training implements safety mechanisms that send a message to all abusers and potential abusers that such abuse will not be tolerated, and that our children are protected.

It is mandated that all school staff and volunteers be trained in the "Protecting God's Children" program. Volunteers working in the St. Mary's School building that are in direct contact with children, as well as volunteers who are chaperoning school trips are required to attend the training titled "Protecting God's

Children”/VIRTUS. The training workshop is approximately 3 hours in length; a schedule of workshop dates and registration information can be found online at [www.syrdio.org](http://www.syrdio.org) under the heading of VIRTUS, or you may contact the SMS school office for more information.

#### **VISITORS’ POLICY**

Visitors are asked to report to the office when they come into the building. They will sign in and get a visitor’s pass, returning it to the office and signing out when they leave.

#### **WELLNESS POLICY**

The St. Mary’s School Wellness Policy is available in the Main Office.

THE DIOCESE OF SYRACUSE CATHOLIC SCHOOLS  
**ACCEPTABLE USE POLICY** REGARDING STUDENT USE OF COMPUTERS,  
INTERNET ACCESS, AND RELATED EQUIPMENT/SERVICES

**INTRODUCTION**

The Catholic Church views emerging technologies, such as computers, the worldwide internet, and related items, as gifts of the Spirit that challenge God's faithful people to make creative use of such new discoveries and technologies to better the human condition in a manner that is consistent with the Church's teachings. (See *Aetatis Novae*, #2). The Catholic Schools of the Diocese of Syracuse recognize that as such new technologies change the ways in which information may be accessed and used, they may also change the methods of instruction and learning. The Catholic Schools support the use of such technologies and tools in the educational process, to the extent such use assists the learning process, is safe for all concerned, and is consistent with the Church's teachings. Such tools and methods must be used by Catholic educators and students in a manner that is educationally appropriate, and which is consistent with the Church's teachings, and applicable laws. Therefore, the Diocese of Syracuse Catholic School Office and the schools associated with the Diocese ("local schools") hereby adopt this Acceptable Use Policy for Students. It shall govern all student use of computers equipment, the internet, and related equipment and services occurring in the student's performance of his or her duties, on school property or in regard to any school event, and its violation may constitute a basis for student discipline.

**DEFINED TERMS**

As used in this policy, the following terms shall have the following meanings.

1. The term "*Acceptable Use Policy*" or "*AUP*" shall mean this policy, which conditions and controls the use of internet services and/or computers, as those terms are defined here, on school premises and at or during any school event.
2. The "*Catholic School Office*" or "*CSO*" shall mean the Catholic School Office of the Diocese of Syracuse, New York.
3. The term "*Code of Conduct*" shall mean the code by that name adopted by each local school and published, among other places, in each local school's Student Handbook.
4. The term "*computer equipment*" shall mean any device, equipment or instrument that is utilized for the electronic creation, receipt, storage, transmission or manipulation of data. The term shall include personal computers and laptop computers, any network of interconnected computers, intranet, personal digital assistants, cell phones, portable media players (e.g., iPod) and any similar or related device.
5. The term "*Diocese*" shall mean the *Roman Catholic Diocese of Syracuse, New York*.
6. The term "*Diocesan Property*" shall mean a real or personal property belonging to the Diocese or any of the schools associated with the Diocese, "*local schools*", including any computer, computer network, intranet, internet service, e-mail service or accounts, data storage accounts or any other similar or related equipment, service or thing.
7. The term "*educational purpose*" shall mean the intended use of any form of media, computer, computer network, and/or the internet in a manner and for a purpose that is plainly related and readily applicable to a local school's curriculum, sponsored extra-curricular events, and/or administration.
8. The term "*e-mail*" shall mean any form of electronic communication that involves the transmission of communication, information, or data by a publicly accessible network of interconnected computers or computer networks. It shall include all forms of such communication, including electronic mail, online chat, file transfer, and the interlinked web pages and other documents of the Worldwide Web.
9. The term "*internet*" shall mean the World Wide internet, as that term is commonly defined, as well as any intranet, computer network, electronic mail, text messaging, electronic chat devices and any other computer usage that involves the electronic receipt, transmission or storage of data, information or communication, whether facilitated through an internet service provider or otherwise.
10. The term "*local school*" shall mean any of the Catholic Schools affiliated with the Diocese.
11. The term "*policy*" shall mean, in the case of the CSO, any policy, directive or guidance provided by the CSO to the various local schools. In the case of a local school, the term shall mean any policy, directive, or rule of a local school, including its Code of Conduct.
12. The term "*school event*" shall mean any event occurring during the school day, including any curricular,

extra-curricular, or other school sponsored or endorsed event, regardless of whether said event occurs on school property or is directly supervised or controlled by school officers or employees.

13. The term "*school property*" shall mean any real or personal property belonging to the Diocese, including any computer, computer network, intranet, internet service, e-mail service or accounts, data storage accounts or any other similar or related equipment, service or thing.

14. The term "*sexual harassment*" shall mean the preparation and dissemination of any verbal or written materials, photographic, video or audio material, conduct, physical contact, or other actions that are offensive to a reasonable person and which have a sexual connotation or which otherwise create a sexually hostile working or learning or environment, as described with more particularity in the Sexual Harassment Policy of the Diocese of Syracuse Catholic Schools Office, which is, by reference, incorporated here.

15. The term "*student*" shall mean any student enrolled in any Diocesan school.

#### **ACCEPTABLE USE POLICY TERMS**

***It is hereby the policy of the Catholic School Office and the Catholic Schools affiliated with the Diocese that student use of school provided computer equipment, internet access or service, e-mail accounts or service, and any similar thing shall be subject to and conditioned upon adherence to this AUP. In addition, use of any such thing on school property or at any school sponsored event shall be conditioned upon and subject to this AUP. This AUP shall supplement each local school's Code of Conduct, and its violation shall be a basis for discipline.***

#### **Specific Terms**

1. The student's use of any computer equipment, internet access or service, e-mail or any similar thing shall be governed by and consistent with this AUP, and all state, federal and local laws, including those governing use and dissemination of copyrighted, trademarked or otherwise protected intellectual property.
2. The student is individually and personally responsible for any use of computer equipment, internet access or service, or e-mail accounts provided to the student, and shall safeguard his or her passwords or other access control mediums accordingly.
3. The student shall only use school provided computer equipment, internet access and/or e-mail accounts for educational purposes or the discharge of his or her assigned duties.
4. The student shall use computer equipment, internet service or access, e-mail or any similar thing on school property or in relation to any school event solely for educational purposes, irrespective of who owns or has provided such things.
5. The student has no right to the use of computer equipment, internet access or service, e-mail or any similar thing in regard to instruction or any school function or event; such use and access is a privilege, which the local school may revoke at any time and without the provision of any form of process, within the sole discretion and judgment of the local school's principal.
6. The student is prohibited from using any other party's password or access control to access any computer equipment, internet access or service, e-mail or any similar thing, except as specifically authorized.
7. The student shall not change, alter or modify any provided password or other form of access control without express permission to do so.
8. The student is prohibited from accessing or using personally owned or obtained computer equipment, internet access or service, e-mail e.g., aol, yahoo or hotmail or any similar thing during the school day, on school property, or in regard to any school event or function, except as specifically authorized in writing by the local school principal.
9. The student is prohibited from using any computer equipment, internet access or service, e-mail or any similar thing for any purpose that is inconsistent with the Church's teachings or the policies of the CSO or local school, including, but not limited to the following:
  - a. Accessing, viewing, transmitting or storing sexually or otherwise offensive messages, pictures, or unlawful information on the Internet;
  - b. The use of impolite, abusive, or otherwise reasonably objectionable language in either public or private;
  - c. Harassing, insulting or attacking others;
  - d. Improperly accessing, using or damaging computers, computer networks or systems, intranets, servers, internet



- accounts or web sites belonging to any other person or party;
- e. Intentionally wasting limited and/or valuable resources; and/or
- f. For any commercial purpose or political purpose, other than the student's duties, or in any manner that violates federal, state, or local laws or statutes.
10. All provided computer equipment, internet access or service, e-mail or any similar thing is the property of the local school and/or Diocese, and the student has no right to use of or access to any such thing in the performance of his or her duties.
11. The Diocese, CSO or local school and/or the student, agent or representative of any of them, may access, monitor, review, download, print, copy, delete, any material located on, transmitted by, or received by any computer equipment, internet access or service, e-mail account or any similar thing. In addition, and as appropriate, the Diocese, CSO, and/or local school may provide such material to any law enforcement agency or other governmental agency. The decision to undertake any of these actions is reserved to the exclusive discretion and judgment of the Diocese, CSO or local school, and shall not require the existence of any justification, cause or suspicion.
12. By signing this Student Handbook receipt, parents hereby stipulate and agree that the student has no right to privacy, exclusive possession or access in regard to any computer equipment, internet access or service, e-mail or any similar thing. The student and his or her parents waive, relinquish and shall be precluded from asserting any such right in any judicial, administrative, governmental, or quasi-governmental proceeding.
13. Upon notice that his or her possession, use, or access to any computer equipment, internet access or service, e-mail or any similar thing is suspended or terminated, the student shall promptly return any school provided equipment and/or passwords or other forms of access control.
14. Upon request, the student shall immediately provide his or her local school with access to any school provided computer equipment, internet access or service, e-mail or any similar thing, used in conjunction with the student's duties and/or provided by the Diocese or a local school.

#### **CONSEQUENCES AND PENALTIES FOR VIOLATION OF AUP**

*Consequences of inappropriate computer use shall be determined in the sole discretion and judgment of the principal of the local school, consistent with this AUP and its Code of Conduct. Examples of such consequences are listed below. This list is not intended and shall not be construed as an exhaustive list or to require any particular process or particular penalty. The assessment of any penalty shall not operate to the exclusion of any other penalty; and a local school may apply one or more penalties as its principal deems appropriate.*

1. Parental notification and a parental conference with the principal or his/her designee.
2. Any penalty listed for the Violation of the Technology Policy in the local school's Code of Conduct, including a loss of privileges, detention, suspension and/or expulsion.
3. The requirement that the student reimburse or compensate the local school or any third party for damage caused to a computer other property, or property rights as a result of a violation of this AUP, which shall be a condition precedent to the student's continued or renewed enrollment at the local school or any other Catholic school in the Diocese of Syracuse.
4. The institution of a civil action to recover money damages caused to the local school and/or Diocese through any violation of this AUP.
5. Loss of computer, computer network, intranet, internet, e-mail, or data storage access and/or use privileges. Any student who loses such privileges and later has them reinstated shall be supervised at all times in his or her use of any such equipment, service or access.
6. Whenever the local school believes or suspects that a criminal law has been violated, the local school shall notify the appropriate state or local agency, in consultation with and as guided by the Catholic School Office, and may ask any such agency to investigate or prosecute any such conduct.

#### **THE CATHOLIC SCHOOLS OF THE DIOCESE OF SYRACUSE AGREEMENT FOR INTERNET ACCESS BY STUDENTS**

1. I have read the annexed document entitled "*TERMS AND CONDITIONS FOR ACCEPTABLE USE OF THE INTERNET BY STUDENTS*" (hereafter, the "*TERMS AND CONDITIONS*").

2. I understand and agree to abide by the TERMS AND CONDITIONS. I understand and accept that I will be held accountable for consequences of any violation of the TERMS AND CONDITIONS in accordance with the provisions stated in that document.
3. I understand that any access to the Internet, whether in school or through remote connections, is provided to me solely for educational purposes.
4. As a user of the Catholic School network, I agree to comply with all applicable rules of the Catholic Schools of the Diocese of Syracuse and with all state and federal laws and restrictions and to communicate over the network in a responsible manner.

As the parent/guardian of the student, I grant permission for my daughter or son to access networked computer services such as electronic mail and the Internet. I understand that my child may be held liable for violations of the TERMS AND CONDITIONS and/or applicable laws. I also understand that some materials on the Internet may be objectionable, but I accept responsibility to provide guidance regarding Internet use and to set and convey standards for my daughter or son to follow when selecting, sharing, or exploring information and media. As parent/guardian, I agree to discuss the appropriate use of electronic media with my child and to ensure that she or he understands the TERMS AND CONDITIONS. I also understand and accept that my child's access to the Internet through facilities at the Catholic Schools of the Diocese of Syracuse may be summarily revoked in the event of a breach of the TERMS AND CONDITIONS.

## **CODE OF CONDUCT**

### **PURPOSE OF THIS CODE**

This Code of Conduct defines St. Mary's School's expectations for conduct on property associated with the school and at school functions. It also defines a range of penalties for unacceptable conduct.

Unless otherwise indicated, this Code applies to the conduct of students, employees, parents, and visitors committed on property associated with the school, at school functions or that otherwise affects the school's spiritual or educational mission.

### **PHILOSOPHY**

St. Mary's School exists to create a Catholic educational community where the pursuit of academic excellence is enlightened and enlivened by faith in the gospel of Jesus Christ. The religious and academic goals of the school challenge the students, employees, parents, and visitors to develop; the spiritual dimension of their life, high moral character, self-worth, self-discipline, respects for the dignity and rights of others, service to others, concern for the community and concern for the common good.

### **EDUCATION IS A RELATIONSHIP**

We, at St. Mary's School, consider it a privilege to work with parents in the education of children because we believe parents are the primary educators of their children. Therefore, it is your right and your duty to become the primary role models for the development of your child's life -- physically, mentally, spiritually, emotionally, and psychologically. Your choice of St. Mary's School involves a commitment and exhibits a concern for helping your child recognize God as the greatest good in his/her life.

Good example is the strongest teacher. Your personal relationship with God, with each other, and with the church community will affect the way your child relates to God and others. Ideals taught in school are not well rooted in the child unless these are nurtured by the example of good Catholic morality and by an honest personal relationship with God in your family life.

Once you have chosen to enter into partnership with St. Mary's School, we trust you will be loyal to this commitment. During these formative years, 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, you as parents must make the investigation of the complete story your first step. Evidence of mutual respect between parents and teachers will model good mature behavior and relationships.

If in view of the school, the action or actions of the parent has rendered this relationship no longer viable, the school will withdraw the student from the school.

## **BILL OF STUDENT'S RIGHTS AND RESPONSIBILITIES**

### ***A. Student Rights.***

Regardless of race, sex, color, national origin, all students have the right to:

1. A Catholic spiritual atmosphere that supports the faith journey and academic growth of students.
2. The guidance of understanding teachers, counselors, and other school staff.
3. An education that offers students the opportunity for inquiry and development.
4. Constructive discipline for the development of good character, values, conduct and habits.
5. Reasonable efforts to ensure safeguard personal security while on property associated with the school during school hours or at school functions.
6. An educational climate where the well being of students is of primary concern.
7. An educational staff that provides a positive role model for student development.
8. Guidance in considering a career path or college, as appropriate.
9. Wholesome extracurricular activities, unless such activities are denied the student as set forth below.
10. Consideration as an individual within the educational environment.
11. The opportunity to approach teachers and administrators with reasonable requests and questions concerning education.

### ***B. Student Responsibilities.***

All students are accountable for their own behavior on parish or school property and at school functions, and have the responsibility to:

1. Take full advantage of the opportunities for spiritual and academic growth provided by the school.

2. Treat others with the dignity and respect they deserve as children of God.
3. Comply with the provisions of this Code while on school property and at school functions.
4. Grow in character and knowledge as they grow in ability.
5. Be honest with themselves and others.
6. Show respect for fellow students, teachers, and all school staff.
7. Set a positive example so that others may enjoy and profit from their company.
8. Perform all assignments to the best of their ability.
9. Consider their education as preparation for the future.
10. Obey all school rules and regulations.
11. Respect public, private and school property.
12. Attend school regularly and punctually.
13. Develop high moral standards and the courage to live by them.
14. Strive for mutually respectful relationships with teachers and comply with reasonable request of teachers and administrators.
15. Develop opinions and values that will make them an asset to the school community.

## DEFINITIONS

### ***A. Definitions of Key Words and Terms:***

For purposes of the Code, the following word and phrases shall have meanings set forth below:

1. **Assault:** The physical abuse, or infliction of personal injury, or unlawful detention of any person and the intentional use of physical force, or the threat thereof, that places, or attempts to place, another person in well-founded fear of personal injury.
2. **Controlled substance:** A drug or other substance identified in certain provisions of the federal Controlled Substances Act specified in both federal and state law and regulations apply to the Code.
3. **School Function:** Any school-sponsored extracurricular event or activity.
4. **School Property:** Any place in or within any building, structure, athletic playing field, playground, parking lot or land contained within the real property boundary lines of the parish or school complex, or church owned or controlled property, or in or on a school bus operated by a public school District, providing transportation to the School's students.
5. **Explosive:** An explosive device of nature or in a quantity that is sufficient to cause injury to the person of the holder thereof or to the person or property of others, including the School.
6. **Illegal Drugs:** A controlled substance except for those legally possessed or used under the supervision of a licensed healthcare professional, or those legally possessed or used under any other authority under the Controlled Substances Act or any other federal or New York State law.
7. **Illegal Substances:** Alcohol, tobacco and look-alike drugs.
8. **in-School Suspension:** The temporary removal of a student from the classroom and placement of that student in another designated area of the school building where the student will be supervised and will receive substantially equivalent, alternative

education. The student may not attend/participate in any type of extracurricular activities during the period of suspension. All conditions for re-entry must be satisfied for the student to be readmitted to classes.

- 9. Out-of-School Suspension:** The temporary removal of a student from the classroom and out of the school building. During this time, the student will receive substantially equivalent, alternative education. The student may not attend/participate in any type of extracurricular activities during the period of suspension.

### ***C. Parents of Students***

The role of the parent of a student is to:

1. Encourage the child to take advantage of the spiritual, academic, and social opportunities provided by the school.
2. Ensure the child attends school punctually and regularly as required by law.
3. To notify the School that the child will not attend school on a particular day no later than the start of school each morning.
4. Know and understand the rules and regulations their child is required to observe at school.
5. Strive to keep their child in good health.
6. Require their child to be clean and dressed consistent with acceptable standards, the school's dress code, and the requirements of this Code.
7. Encourage their child to learn and respect the rights of others.
8. Teach their child, by word and example, respect for the catholic Identity of the school and for law and authority.
9. Provide guidance for their child to develop socially and morally acceptable standards of conduct and behavior.
10. Become involved in their child's school, with its teachers, programs and activities, and to attend conferences and school functions.
11. Encourage and support their child in completing homework assignments.
12. Recognize that primary responsibility for their child's welfare and development rests with the parent.
13. Satisfy financial obligations to the school.

## **VIOLATIONS OF THE CODE OF CONDUCT**

### ***A. Acts of Misconduct Defined.***

The School expects the members of the school community to conduct themselves in an appropriate and civil manner, with proper regard for their rights and welfare of students, employees and other members of the school community, and for the care of school facilities and equipment.

The commission of any of the following acts (as they are defined below) is prohibited on school property and at a school function. Such conduct is punishable by the penalties etc set forth in Section VII of the Code after compliance with the procedures set forth in Section VIII hereof.

1. **Act of Violence:** To strike, hit, kick, punch, scratch, or otherwise physically assault another person; to damage or destroy the personal property of a student, teacher, administrator, or other school employee or any persons lawfully on school property; or to intentionally damage or destroy school property; or to commit any act that is included within the definition of a violent pupil, a defined herein. Acts of violence include Arson, Assault, Bomb Threats, Fighting, and Possession of an Explosive or a Weapon.
2. **Arson:** The intentional destruction or other damage by fire, explosion or smoke to real property or personal property of the school, to personal property of school students or staff, or to personal property of third parties.
3. **Assault:** The physical abuse, or infliction of personal injury, or unlawful detention of any person and the intentional use of physical force, or the threat thereof, that places, or attempts to place, another person in well-founded fear of personal injury.
4. **Bias Harassment:** The act of threatening bodily harm or by repeatedly tormenting another person based on the victim's race, ethnic origin, religion, cultural differences, or disability. Bias harassment may take the form of comments, jokes, name-calling, innuendos, offensive conversations, perpetuating rumors or gossip, offensive gestures, noises, blocking a victim's path, assault, or any other behavior that is designed to show disrespect to an individual based on cultural, racial, or religious differences or based on a disability.
5. **Bomb Threat:** the intentional false claim that an explosive device is located on school property or at a school function.
6. **Cheating:** the act of giving or receiving (or conspiring to give or receive) answers to class assignment (includes copying computer materials) or test answers from another source.
7. **Chronic Violation of School Rules:** the accumulation of any combination of detentions and suspensions that equals 10 or more in a semester.
8. **Destruction of Property:** The destruction, defacing or other impairment of school property or property belonging to other persons.
9. **Disorderly Conduct:** Conduct that obstructs or disrupts a teaching, research, administrative or disciplinary procedure or any other authorized School activity. Disorderly Conduct includes, but is not limited to, running in hallways; making unreasonable noise; using language or gestures that are profane, lewd, vulgar, or abusive; the willful interference with the free flow of vehicular or pedestrian traffic; or engaging in any willful act that disrupts the normal operation of the school community.
10. **Disruptive Conduct:** Conduct by a student under the age of 21 that is substantially disruptive of the educational process or substantially interferes with the teacher's authority in the classroom or other educational setting. Disruptive Conduct includes, but is not limited to, the failure to comply with the lawful directions of teachers, school administrators or other school employees, and speech or gesture by which, by virtue of its content and/or circumstances, is likely to disrupt the conduct or classes of other school activities or to undermine the maintenance of discipline within the school setting. Disruptive Conduct also includes being late for school or class; being unprepared for

class; and committing other conduct that detracts from the delivery of the school's educational program.

- 11. Dress Code Violation:** the appearance of a student at school in clothing other than that specified in the school's dress code without permission.
- 12. Drug or Alcohol Violation:** the possession, use or sale of an illegal Drug or Illegal Substance, or the act of being under the influence of drugs without appropriate authorization (includes substances controlled by law, marijuana, medications or other drugs or substances which stimulate or are purported by the student to be any of the above). Insubordination while under investigation for a drug violation will also be considered a drug violation.
- 13. Extortion:** Any intentional action which reasonably instills fear in another individual that the actor or another person will cause injury to the person or property of that individual or another person for the purpose of obtaining money or property from that individual.
- 14. False Alarm:** The intentional or grossly negligent activation of a fire alarm when no threat of fire exists, or the initiation, instigation, or communication to the school, or any of its employees of any other claim of fire or threat thereof when none exists.
- 15. Fighting:** Combative physical contact or other violent encounters between two or more persons.
- 16. Forgery:** The involvement in the imitation or fabrication of another's signature or written work.
- 17. Harassment:** the act of threatening bodily harm, verbally harassing or repeatedly tormenting another person and any other behavior that is intended to or has the reasonable effect of annoying, intimidating or causing fear in another. Harassment may take the form of comments, name-calling, jokes, stalking, perpetuating rumors or gossip, offensive gestures, offensive remarks, physical abuse, or any other behavior that is designed to annoy, intimidate, or cause fear.
- 18. Insubordination:** The refusal or failure to comply with any school rule, regulation or policy (including those relating to attendance), or the failure to comply with a reasonable request from school personnel or representatives authorized to make such a request. Insubordination, as it relates to students, includes, but is not limited to; the failure to comply with the lawful directives of teachers, school administrators or other school employees in charge of students or otherwise demonstrating disrespect toward such an individual; lateness for, missing or leaving school without permission; and skipping detention. Insubordination as it relates to nonstudents, includes but is not limited to, the violation of regulations governing the use of school property, and the failure to comply with the lawful directions of school employees or law enforcement officers acting in performance of their duties.
- 19. Littering:** The general distribution or dissemination of printed, written, recorded or other materials without prior approval of the building principal. The granting of approval or the refusal to grant the same shall be determined pursuant to administrative guidelines for the distribution and dissemination of materials on school property.

- 20. Loitering:** Remaining in an area after the bell when assigned to a particular classroom at that time. Loitering also includes congregating in the halls to impede traffic, or standing next to the building.
- 21. Other Misconduct:** The act of soliciting, commanding, aiding, or otherwise abetting any person to commit any act or conduct that is prescribed by the Code, and the commission or omission of any act which is in violation of any Federal or State law or any school rule or regulation, including the School's Safety Plans.
- 22. Plagiarism:** the unauthorized use of another's material that is represented as one's own work.
- 23. Possession of an Explosive:** the use, actual or constructive possession of an Explosive.
- 24. Possession of a Weapon:** the use, actual or constructive possession, or the sale of a Weapon.
- 25. Reckless Endangerment:** the commission of any act that has the likely potential to cause bodily harm to another individual or oneself.
- 26. Repeatedly Disruptive Conduct:** Misconduct that results in the student being sent from the classroom by teacher(s) on five or more occasions during a semester.
- 27. Sexual Harassment:** Any act or conduct that involves or erects the harassment of another based upon that person's gender, including, but not limited to, inappropriate comments, jokes, name calling, innuendos, sexually offensive conversations, perpetuating or performing the unwelcome touching of another person's gender, blocking a victim's path, assault, or any other behaviour that is intended to or has the reasonable effect of being offensive based on a person's gender.
- 28. Tardy:** Students are tardy when they are not in their seats when the bell rings. Tardy to homeroom means arriving to homeroom after the bell, but before attendance has been sent to the main office.
- 29. Theft:** the unlawful use, taking possession of, or control over, property belonging to the school or another.
- 30. Threatening the Well Being of Another Person:** The act of making a threat of any kind that has at its end the harm to another person.
- 31. Tobacco Violations:** The act of possessing, smoking, or chewing tobacco or tobacco products anywhere on school grounds. The use of tobacco is not allowed anywhere on school grounds by law.
- 32. Traffic Violation:** The operation of a motor vehicle on school property at a speed in excess of fifteen (15) miles per hour, or the operation of snowmobiles, motorbikes, go karts, motor scooters, and other similar vehicles propelled by gasoline, diesel oil, fossil fuel, or electric powered engines on school property. The only motor vehicles allowed to be operated on school property are those automobiles, buses and trucks that are (a) licensed by the Department of Motor Vehicles, (b) insured in compliance with mandatory provisions of the Vehicle & Traffic Law, and (c) lawfully operated on the school's driveways, parking fields or other portions of school property for the purpose of attending school activities or conducting business or performing services for the school.



- 33. Trespassing:** The entry upon or use of school property without proper authorization in situations where said property is restricted in entry or use.
- 34. Truancy:** the act of being illegally absent from school without the knowledge and consent of a parent/guardian, or failing to attend school when expected to be in school, or leaving school without the permission of the administration, or failing to attend classes in consecutive periods.
- 35. Violation of the Technology Policy:** The act of using computer technology in a manner that is not consistent with the Technology Policy that is included in this handbook.
- 36. Vandalism:** The willful destruction of the real or personal property of the school or another person. (In addition to suspension, restitution in the form of money or work will be expected).

### ***B. The School's Dress Code.***

The school employees and students shall be appropriately groomed and dressed while on school property and at school functions. Teachers and all other school employees should exemplify and reinforce acceptable student dress and help students develop an understanding of appropriate appearance in the school setting. Also, visitors are to be appropriately attired while on school property and at school functions.

Each building Principal shall inform all students and their parents of the student dress code at the beginning of the school year, and of any revisions to the dress code made during the school year.

### ***C. Conduct on School Buses.***

When riding on a school bus maintained by a public school district, the student is responsible to comply with all of the rules and regulations established by the public school district providing such transportation. In addition, the school may impose a penalty on a student after receiving a report of misbehavior from a representative of the public school district's transportation department.

When riding vehicles owned or rented by the school all of the provisions of school's discipline policy and code of conduct shall apply.

### ***D. Visitors***

The school encourages parents to visit the school and classrooms. However, since schools are a place of work and learning, certain limits must be set for such visits. For these reasons the following rules apply to visitors to the schools:

1. The building principal has authority over all persons in the building and on school grounds.
2. All visitors to the school, upon arrival at the school must sign the visitor's register and be issued a visitors identification badge. The identification badge must be worn at all times while in school or on school grounds, and returned to the principal's office before leaving the building. Visitors attending school functions that are open to the public, such as parent-teacher organization meetings or public gatherings, are not required to register.

3. Parents who wish to observe a classroom while school is in session are required to arrange such visits in advance of the school's administrator and classroom teacher(s), so that class disruption is kept to a minimum.
4. Teachers should not be expected to take class time to discuss individual matters with visitors.
5. All visitors are required to abide by the rules for conduct on school property in this Code.

### ***E. Misconduct Committed Off School Property.***

Students, staff and visitors may be disciplined for misconduct that is not committed on school property or at a school function if such misconduct in the professional opinion and sole discretion of school administration (1) is a violation of civil or criminal law involving moral turpitude; (2) would reflect or discredit the reputation of St. Mary's School; (3) threatens the health, safety or welfare of a student, teacher, or other member of the school staff, (4) is contrary to the moral, religious, or orthodox principles of the Roman Catholic Church or the philosophy policies, goals, and commitments of St. Mary's School; or (5) is likely to interfere with a positive educational environment.

### ***G. School Building Rules***

The principal of each building has the authority to establish standards, conduct and rules for local matters, school building activities and the granting or withholding of student privileges. These standards and rules may include procedures for homeroom; student assemblies; emergency drills; study halls; use of cafeteria; conduct in the building hallways; use of student lockers; student ID's and student passes; school parking privileges; book bags and backpacks in the building; bicycles, skateboards, roller blades and similar means of transportation; the use of electronic devices and laser pointers; and other local matters related to discipline and order in the building.

## **PENALTIES FOR VIOLATIONS OF THE CODE OF CONDUCT**

Students, employees and visitors who violate this Code will be subject to disciplinary action as the facts may warrant, including any of the penalties listed below:

### ***A. Range of Potential Responses.***

#### **1. Scope**

The penalties described in this section are the range of penalties that may be imposed upon any student who is determined to have committed any act of misconduct specified in Section VI of this Code.

#### **2. Corrective Actions**

School authorities may use a range of possible responses to misconduct committed by a student. In some circumstances, a primary response may be to discuss the student's conduct with the parents in an attempt to correct such inappropriate behaviors or it may require the implementation of any or all of the following corrective actions:

- (a) **Parent Conference:** the student's parent or guardian will be contacted for a conference. The conference will include the student, his/her parent or guardian, school personnel and others whose participation is deemed appropriate by the School.
- (b) **Disciplinary probation:** School authorities will place students on probation in addition to imposing a penalty for the misconduct. If the student complies with the specific terms of the

probation no additional disciplinary action will be imposed. The probation agreement will further provide that, if terms of the probation are violated, additional disciplinary action will be taken.

(c) **Special Disciplinary Probation:** the student and school authorities may agree that the student will be placed on special disciplinary probation with no other penalty imposed for the misconduct, provided that the student complies with the specific terms of the probation. The probation agreement may further provide that, if terms of the probation are violated, the student may be disciplined for the original act of misconduct after an informal conference with parents.

(d) **Counseling:** Students may be referred for counseling in appropriate cases.

(e) **Court intervention:** Court assistance in the form of a PINS (Person in Need of Supervision) petition.

### 3. Range of Penalties

Students who violate this student discipline code will be subject to appropriate disciplinary action including but not limited to, one or more of the following:

- (a) Verbal warning
- (b) Parent notification
- (c) Written warning Signed by parents
- (d) parent/teacher conference
- (e) Parent/teacher/Administrator Conference
- (f) Counseling
- (g) Special probation
- (h) Special Disciplinary Probation
- (i) Detention
- (j) Suspencion from athletic,social, or extracurricular activities
- (k) In-school suspension: the principal may suspend a student from attendance at class. The parent or guardian will be notified of such suspension by telephone and/or letter. The student may not attend school activities during the period of suspension. All conditions for re-entry must be satisfied before the student is readmitted.
- (l) Out-of-school Suspension: The principal may suspend a student from attendance at class. The parent or guardian will be notified of such suspension by telephone and/or letter.The student may not attend school activities during the period of suspension.
- (m) Expulsion: The school removes the student from enrollment in the school. The academic records of the student will be sent to the student's respective public school district unless the school is advised in writing to send them to another educational institution.

In addition, the principal may invoke the following when in his or her discretion they are warranted:

- (a) **Principal's Disciplinary Conference:** A disciplinary conference may be scheduled before the principal, or his or her designee at the discretion of the principal. At this time the student and his or her parents will have the opportunity to discuss the alleged infractions and respond. In addition, at the Disciplinary Conference the student and his or her parent will have the

opportunity to provide the Principal with any other information they feel will help the Principal evaluate the allegations or the student's behavior. At the conclusion of such hearing, the Principal may take whatever action is deemed appropriate, including but not limited to, indefinite suspension from school or expulsion. Attorneys shall not be present at this conference.

- (b) Delegation of Responsibility to Conduct the Disciplinary Conference:** The Superintendent, principal, or delegate may further delegate the responsibility to conduct the Disciplinary Conference to a school official or to a group such as a School Disciplinary Board. In these cases, the delegate or the School Discipline Board will follow all of the pr outlines above for the Disciplinary Conference and submit a written recommendation to school officials. The school official will then review the recommendation and render a decision. The student and parents will be provided copies of this decision and the recommendation on which it was based.
- (c) Personal Liability:** The school may pursue, on behalf of itself or an employee, all available rights and remedies to recover from the student and/or parents of the student for damages to personal property.
- (d) Police Notification:** In cases involving criminal conduct, School authorities may refer the matter to appropriate law enforcement authorities.

#### **4. Academic Sanctions**

In addition to other penalties provided herein, the principal may deny credit for work done and may also deny the right to make up an assignment or test for Cheating, Leaving a Final Examination Without Permission, Plagiarism and other misconduct that is related to academic performance.

#### **Progressive Discipline**

Depending upon the nature of the violation, student discipline is progressive, i.e., except in cases of very serious violations, a student's first violation will generally merit a lighter penalty than subsequent violations. The individual determining the penalty should take into account all other relevant factors in arriving at an appropriate penalty. In the event of a minor infraction every effort will be made to impose progressive discipline. In the event of a serious infraction the penalties listed below will be imposed by the administration upon a finding that the student has committed the conduct specified herein. However, the school expressly reserves the right to impose any penalty within the range set forth above for the violation of any school rule when, under particular circumstances involved, a different penalty is justified in the judgment of the school administration.

Depending upon the nature of the violation, the possible penalties listed in Section VII below may be imposed either alone or in combination.

#### **B. Penalties for Specific Violations.**

School authorities upon finding that a student has committed the specific conduct specified herein may impose the following range of penalties:

Conduct	Penalty range	First Occurrence	Repeated Occurrence
Act of Violence <sup>2</sup>	Minimum	Verbal reprimand	Suspension
	Maximum	Expulsion	Expulsion
Arson <sup>1</sup>	Minimum	Suspension	Suspension
	Maximum	Expulsion	Expulsion
Assault <sup>2</sup>	Minimum	Parent Notification	Suspension

	Maximum	Expulsion	Expulsion
Bias Harassment	Minimum	Parent Notification	Parent Conference
	Maximum	Suspension	Expulsion
Bomb Threat <sup>1</sup>	Minimum	Suspension	Suspension
	Maximum	Expulsion	Expulsion
Cheating	Minimum	Detention	Suspension w/ parent conference
	Maximum	Suspension w/ parent conference	Expulsion
Chronic Violation of School rules <sup>1</sup>	Minimum	Parent administrator conference	Suspension
	Maximum	Expulsion	Expulsion
Destruction of property <sup>2</sup>	Minimum	Detention & liability of damages	Suspension & liability of damages
	Maximum	Suspension & liability of damages	Expulsion & liability of damages
Disorderly conduct	Minimum	Verbal warning	Detention
	Maximum	Suspension	Expulsion
Disruptive conduct	Minimum	Verbal warning	Detention
	Maximum	Suspension	Expulsion
Dress code violations	Minimum	Verbal warning	Parent notification
	Maximum	Detention	Suspension
Drug or alcohol violation <sup>3</sup>	Minimum	Suspension	Expulsion
	Maximum	Expulsion	Expulsion

Extortion <sup>2</sup>	Minimum	Suspension	Expulsion
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	Maximum	Expulsion	
False Alarm <sup>1</sup>	Minimum	Suspension	Expulsion
	Maximum	Expulsion	
Fighting	Minimum	Detention	Expulsion
	Maximum	Expulsion	
Forgery	Minimum	Detention	Expulsion
	Maximum	Expulsion	
Harassment	Minimum	Verbal warning	Detention
	Maximum	Suspension	Expulsion
Insubordination	Minimum	Verbal warning	Detention
	Maximum	Suspension	Expulsion
Littering	Minimum	Verbal warning	Detention
	Maximum	Detention	Suspension
Loitering	Minimum	Verbal warning	Detention
	Maximum	Detention	Suspension
Other misconduct	Minimum	Verbal warning	Detention
	Maximum	Suspension	Expulsion
Parking violations <sup>1</sup>	Minimum	Parent notification	Detention
	Maximum	Suspension	Expulsion
Plagiarism	Minimum	Parent notification	Parent conference

	Maximum	Suspension	Expulsion
Possession of an Explosive <sup>1</sup>	Minimum	Suspension	Expulsion
	Maximum	Expulsion	
Possession of a weapon <sup>1</sup>	Minimum	Suspension	Expulsion

	Maximum	Expulsion	
Reckless Endangerment	Minimum	Suspension	Expulsion
	Maximum	Expulsion	
Repeatedly Disruptive Conduct	Minimum	Suspension	Parent notification
	Maximum	Expulsion	Expulsion
Sexual Harassment	Minimum	Verbal warning	Suspension
	Maximum	Expulsion	Expulsion
Tardy	Minimum	Verbal warning	Parent notification
	Maximum	detention	Suspension
Threat to well being	Minimum	Suspension with evolution	Suspension with evaluation
	Maximum	Expulsion	Expulsion
Theft	Minimum	Parent conference	Suspension
	Maximum	Suspension	Expulsion
Tobacco Violation	Minimum	Detention	Suspension
	Maximum	Suspension	Expulsion
Traffic Violation	Minimum	Parent notification	Written warning signed by parents

	Maximum	Suspension	Expulsion
Trespassing	Minimum	Parent notification	Parent conference
	Maximum	Suspension	Expulsion
Truancy	Minimum	Written warning signed by parents	Suspension
	Maximum	Suspension	Expulsion
Vandalism	Minimum	Detention - liability for loss	Suspension - liability for loss
	Maximum	Expulsion	Expulsion
Violation of Technology	Minimum	Verbal reprimand	

Policy <sup>2</sup>			
	Maximum	Expulsion	

Notations

- 1 The school will notify the Police.
- 2 The school may notify the Police.
- 3 Stipulations of the Diocesan Drug and Alcohol Policy will be followed in addition to discipline procedures.
- 4 In addition, loss of driving privileges may result.
- 5 the student will be suspended until he or she is evaluated by a mental health professional to determine that the student is not a threat to himself or herself or anybody else. The parents will be required to sign a release of information permitting school officials to speak to the evaluator before and after he or she has evaluated the student.

**C. Minimum Penalties for Students.**

**1. Students who Bring a Weapon to School**

The minimum period of suspension from school for any student found guilty of bringing a weapon onto School property will be at least five days. A Discipline Conference with the Diocesan Superintendent or a delegate will be required using procedure set forth above.

**2. Students Who Commit Other Violent Acts**

The minimum period of suspension from school for any student who is found to have committed a violent act, other than bringing a weapon on to school property or to a school event shall be two days.

**3. Students who are Repeatedly Disruptive**

The minimum period of suspension from school for any student who engages in conduct that results in the student being sent out of the classroom on five or more occasions during a semester, shall be one day.

**4. Reports by Teachers**

All staff members must immediately report and refer a violent student to the principal or the Superintendent for a violation of this Code. All recommendations and referrals shall be made in writing, unless the conditions underlying the recommendation or referral warrant immediate 4; to attention. In such cases, a written report is to be prepared as soon as possible by the staff member making the referral.

**D. For Misconduct at a School**

The principal shall be responsible for enforcing the conduct required by this Code at school functions, and may designate other school employees or agents to take action consistent with this Code.

When an individual is committing prohibited conduct that, in the judgment of the Principal or his or her designee, does not pose any immediate threat of injury to persons or property, the individual shall be informed that the conduct is prohibited and asked to stop such conduct. The



school official shall also warn the individual of the consequences for failing to stop. If the person refuses to stop engaging in the prohibited conduct, or if the person's conduct poses an immediate threat of injury to persons or property, the individual shall immediately be removed from school property or the school function. If necessary, local law enforcement authorities will be contacted to assist in removing the person. The school may initiate disciplinary action against any student or staff member, as appropriate. The school may also pursue civil and/or criminal sanctions against any person violating this Code.

#### ***E. For School Employees.***

Any person who, while on school property or at a school function, wrongfully refuses a valid request or command to desist in any conduct prohibited by this Code shall be ejected from the premises. Persons other than students found violating this Code of Conduct shall be subject to criminal and/or civil penalties as provided by law. In addition, teachers are also subject to the stipulations of their contract and Personnel Policies handbook. Support staff are subject to the stipulations of their Personnel Policies Handbook as well.

#### ***F. For Visitors***

Any unauthorized person on school property will be reported to the school principal. Unauthorized persons will be asked to leave and police may be called if the situation warrants. The authorization of visitors who violate this Code, to remain on school property or at the School Function, shall be withdrawn and they shall be directed to leave premises. If they refuse, they shall be subject to ejection and to criminal and/or civil penalties as provided by law.

### **DISCIPLINE PRODUCERS**

#### ***A. For Students.***

The amount of due process a student is to be afforded before a penalty may be imposed depends on the severity of the penalty. In all cases, the school employee authorized to impose the penalty must inform the student of the misconduct that he or she is alleged to have committed, and must conduct an informal investigation of the facts surrounding the alleged misconduct. All students must be given an opportunity to present their version of the facts to school personnel imposing the penalty. Additional process shall be afforded as follows:

##### **1. For Detentions**

Teachers, principals, and the Superintendent may use after school detention as a penalty for student misconduct.

##### **2. For Suspension from Athletics or Extra-curricular Activities**

A student subjected to a suspension from athletic participation, extra-curricular activities or other privileges is not entitled to a Disciplinary Conference. However, the student and the student's parent will be provided with a reasonable opportunity for an informal conference with the school official imposing the suspension to discuss the conduct and penalty involved.

### **3. For Short-Term In-School Suspension and Out of School Suspensions**

School authorities must balance the need for individual students to attend school and the need to maintain order in the classroom to establish an environment for all students that is conducive to learning. As such, principals or the Diocesan Superintendent have the authority to place students who would otherwise be suspended from the school as the result of a Code violation in “in-school suspension or out-of school suspension.”

A student subjected to a short-term in-school or out of school suspension is not entitled to a Disciplinary Conference. However, a student and the student’s parents will be provided with a reasonable opportunity for an informal conference with the school official imposing the in-school suspension.

Any conditions for re-entry to school stipulated in the suspension must be satisfied before the student is readmitted to the school.

### **4. Long-term Suspension**

When the Superintendent or building Principal determines that a suspension for more than five days may be warranted, he or she shall give reasonable notice to the student and the student’s parents of their right to a Discipline Conference at which the student and parents will be informed of the charge against the student, as well as a report of the evidence given by those persons and circumstances investigated. The student and his parents will have an opportunity to respond to the charges, the evidence, request additional witnesses or circumstances be investigated, and provide the school official with any other information the student or parent believes will help him or her understand the behavior to render a decision. Attorneys are not present at this conference.

### **5. For Expulsions**

Permanent suspension is reserved for extraordinary circumstances. When the Superintendent, building Principal, or delegate determines that an expulsion might be warranted, he or she shall give reasonable notice to the student and student’s parents of the Discipline Conference at which the student and parents will be informed of the charge against the student, as well as a report of the evidence given by those persons and circumstances investigated. At that time, the student and his or her parent will have an opportunity to respond to the charges, evidence, request additional witnesses be interviewed or circumstances be investigated and provide the school official with any other information the student or parents believe will help him or her understand the behavior to render a decision. Attorneys are not present at this conference.

#### ***B. Waivers of Disciplinary Conference***

A student and parent may voluntarily and knowingly waive his or her right to a Disciplinary Conference. In this regard, the parents of the student will be required to sign a form documenting a request for a waiver.

### **C. School Employees.**

Administrators, teachers, and support staff members are subject to the provisions of the Code as well as the provisions of their respective personnel Policies Handbook and contracts and Faculty Handbook, if any.

Any school employee, whose conduct on school property or at a school function disrupts academic or other school activities while on school property, at school functions or at any other times violates or threatens the welfare of the person or property of others or acts in a manner contrary to the Catholic Identity of the school shall be subject to suspension and to further disciplinary action, including termination, as the facts may warrant in accordance with any legal rights to which they may be entitled.

### **D. For Visitors.**

The following procedures shall apply procedurally to violations of this Code by nonstudents:

1. The Principal has the authority to enforce these rules and regulations. The Principal may designate such a person, or person, as he or she deems necessary, for the enforcement of these rules and regulations.
2. The Principal may initiate and/or receive charges of any alleged violation of these rules and regulations and cause all investigations to be made.
3. The Principal may request all lawful assistance to secure, remove, eject, or otherwise prevent persons from adversely affecting public order or from materially disrupting normal school processes.
4. Enforcement of these rules and regulations against persons other than the students shall be prohibited by law.

## **APPEALS FROM IMPOSITION OF DISCIPLINE FOR STUDENTS**

### **A. Appeals to the Assistant Superintendent for the Region of the Diocese.**

Appeals from all decisions of the Principal relative to this Code shall be taken to the Assistant Superintendent of Catholic Schools for the respective Region of the Diocese. All appeals shall be made in writing and shall set forth the decisions appealed from and the grounds for appeal. The written appeal shall arrive no later than ten (10) business days from the date of the decision that is the subject of said appeal, unless they can show extraordinary circumstances precluding them from doing so. The Assistant Superintendent for the Region or a delegate will review the case and render a written decision.

### **B. Appeals to the Superintendent of Schools.**

Final decisions of the Assistant Superintendent for that Region of the Diocese may be appealed by parents to the Diocesan Superintendent of Schools shall arrive within 10 days of the decision, unless they can show extraordinary circumstances precluding them from doing so. The Diocesan Superintendent will review the case and render a written decision. The decision is binding.

## **REFERRAL TO AUTHORITIES**

### ***A. To Law Enforcement***

The building Principal must immediately notify the Diocesan Superintendent of those Code violations that constitute a crime and substantially affect the order or security of a school. The Superintendent or delegate is to inform the appropriate local law enforcement agency as soon as practical, but in no event later than the close of business on the day the Diocesan Superintendent or delegate learns of the violation. The notification may be made by telephone, followed by a letter mailed on the same day. The notification must identify the student(s) and explain the conduct that violated the Code and constituted a crime.

The school will immediately confiscate any weapons, alcohol or illegal substances possessed by a student and will notify the parent of the student involved in the incident. Appropriate disciplinary action will be taken, up to and including expulsion and referral for criminal prosecution.

### ***B. To Human Services Agencies.***

The Superintendent, Principal, or delegate may make a referral of a student discipline case to an appropriate human service agency whenever, in his or her judgment, the same is warranted. The Superintendent or delegate may receive and consider the recommendations of the student's Principal, teachers, counselor, school psychologist and other pupil services personnel familiar with the student in deciding whether to make such a referral and, if so, to which agency. The parents of the student shall be informed of the referral.

## **ALTERNATIVE EDUCATION PROGRAMS**

The following educational programs shall be utilized as appropriate to meet the individual needs of students:

### ***A. For Suspended Students***

When a student of any age is suspended for violations of this code, the school will take immediate steps to attempt to provide the student with adequate alternative instruction.

## **IN-SERVICE EDUCATIONAL PROGRAMS**

### ***A. Suggested Programs.***

The School will provide in-service education programs for all school staff members to ensure the effective implementation of this Code. The Principal may solicit the recommendations of the school staff, particularly teachers and administrators, regarding in-service programs pertaining to the management and discipline of students.

The following are suggested programs that may be utilized for in-service education for all staff members to ensure effective implementation of this Code:

1. School Oriented Programs developed at the building level.
2. Superintendent's Workshop days.
3. Building faculty meetings.
4. Assertive Discipline Programs and films presented at the building.

## **INTERPRETATION**

### ***A. Calculating Time Limits.***

When any period of time for an act to be done under this Code ends on a Saturday, Sunday or a public holiday, such act may be done on the next succeeding business day and, if the period ends at a specified hour, such act may be done at or before same hour of such next succeeding business day.

### ***B. "Time Out" Techniques.***

Nothing in this Code abridges the customary right and responsibility of a teacher to manage student behavior in the classroom. Short-term, time-honored classroom management techniques such as "time-out" in an elementary classroom or in an administrator's office are not considered removals from class. This, however, should not become a substitute for good classroom management.

### ***C. Authority to Suspend***

Nothing in this Code abridges the customary right or responsibility of a Principal to suspend a student when, in the judgment of the Principal, the student's conduct warrants the same.

### ***D. Inconsistent Provisions.***

To the extent that any provision of this Code regarding student behavior conflicts with any school rule, regulation or policy, the provisions of this Code shall be controlling.

To the extent that any provision of this Code regarding professional staff behavior conflicts with any school rule, regulation or policy, the provisions of this the individual's respective Personnel Policies Handbook, Faculty Handbook and contract shall be controlling.

To the extent that any provision of this Code regarding support staff behavior conflicts with any school rule, regulation or policy, the provisions of this individual's respective Personnel Policies Handbook shall be controlling.

### ***E. Not Exclusive.***

These rules and regulations and the penalties imposed hereunder shall not be deemed exclusive, nor as a limitation, waiver, or extinguishment of the school's right to utilize other available legal remedies against persons who violate this Code. The school may take additional or other legal action, as it deems appropriate or necessary to maintain public order.