



## **Student Handbook 2021-2022**

**Updated and revised Due to COVID-19 2020**

The SMSA School Board and Administration are working to revise our responses to misbehavior and bullying. All revisions and updates will be in red.

***“What greater work is there than training the mind and forming the habits of the young?”***

***St. John Chrysostom***

Welcome to St. Mary’s-St. Alphonsus Regional Catholic School! We look forward to working with you to provide your child with the finest Catholic education possible. To that end, we have compiled this Parent & Student Handbook, **which emphasizes our two primary concerns: student success and student safety.** Please note that this handbook is a living document and may be amended at any time during the school year at the administration’s discretion. Revised sections will appear in red. The SMSA School Board and Administration are working to revise our responses to misbehavior and bullying.

This handbook reflects the policies of St. Mary’s- St. Alphonsus for the 2021-2022 academic year. The policies outlined here are intended to serve one purpose only: to create a joyful and safe atmosphere in which your children can best learn. We respectfully request that you join all of us here in accepting and adhering to these policies. And, as always, thank you for entrusting your children to us.

Blessings,

Patricia Balmer  
Principal

### **Mission Statement**

In a joyful, Catholic atmosphere, we provide students with the ingredients for success: powerful minds, prayerful hearts, and helpful hands.

### **Belief Statements**

We believe that the purpose of Catholic education is to communicate with Christ.

We believe that parents are the first and foremost educators of their children and that we share with them that sacred responsibility.

We believe that we are called to help prepare our students for the future by developing their talents, attending to their needs, and providing them with opportunities to grow in faith in a warm, respectful community.

We believe we are nourished by Our Lord in the Eucharist and that we are called to be bread for the world.

### **Vision Statement**

We seek to be a school in which each child is cherished, faith is celebrated, learning is joyful and accomplishment expected.

### **Supporting Parishes**

Rev. Scott VanDerVeer  
Rev. Guy Anthony Childs  
Rev. Joseph Busch  
Rev. Thomas Babiuch  
Rev. Thomas Babiuch

St. Mary's, Glens Falls  
St. Michael's, South Glens Falls  
Our Lady of Annunciation, Queensbury  
St. Mary's/St. Paul, Hudson Falls  
St. Joseph's, Fort Edward

### **2021-2022 SMSA School Board**

**President: Carrie Miron**  
**Vice President: Kathy McNulty**  
**Secretary: Kate Patterson**

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### Other Voting Members

Jim Dobkowski  
 Mark Olechowski  
 Mary Anne Flanders  
 Melissa Seale  
 Mary Tully  
 Theresa Aslin: PTSA Representative

### Non Voting Members

Patrica Balmer, Principal  
 Father Tom Morrette, Pastor  
 Anne Casola, Faculty Representative

### 2021-22 School Personnel

Anunziato, Linda	Aide, Noah's Ark
Balmer, Patricia	Principal
Barbieri, John	Teacher, Physical Education
Casola, Anne	Teacher, Grade 2
Clohessy, Peggy	Teacher, Art
Coon, Genevieve H.	Teacher, Noah's Ark 4 year olds
Dion, Kimberly	Aide, Noah's Ark
Dove, Erin	Teacher, Music; Director, Chorus
Flanders, Zachery	Teacher, Special Education
Fortier, Katleen	Teacher, Noah's Ark 4 year olds
Greenspan, Zachary	Aide, Noah's Ark
Grubiak, Stephanie	Aide, Noah's Ark
Harris, Noreen	Teacher, Grade 4; Director of Camp Kerry
Hernandez, Karla	Teacher, World Language, K-Grade 8

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Hladik, Elizabeth	Teacher, Science, Grades 6-8
Humphrey, Lynn	Director, Food Services, Off site this year
Kelly, Brooke	Teacher, Kindergarten
Kerpka, Beverly	Director, Noah's Ark Program
Lambert, Katie	AIS and STREAM NA-8 Grade Teacher
Leland, Jennifer	Teacher, Noah's Ark 4 year olds
Leone, Bernadette	Main Office Receptionist/Principal's Assistant
Locke, Sydney	Aide, Noah's Ark
Lotich, Ashley	Aide, Noah's Ark
Mackey, Erin	Teacher, Grade 5
Mattes, Dave	Head Custodian Engineer
Mattes, Paytin	Aide, Noah's Ark and Kindergarten
Mahoney, Ashlee	Aide, Noah's Ark
McAllister, Linda	Aide, Noah's Ark
Melvin, Lucus	Night Custodial Engineer
Noonan, Stacey	Receptionist/enrollment/library
Phillips, Amanda	Teacher, Grade 3
Powell, Mara	Teacher 6-8 Math
Purvis, Jessica	Pathologist, Speech
Rivenburg, Heather	Marketing Director
Margaret Sawyer	Nurse
Sanok, Gerianne	Camp Kerry Before and After Care
Smith, Bonnie	Teacher, Noah's Ark, 3 yr olds

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Stocker, Elaine	Teacher Religion Grades 5-8
Taylor, Nicole	Aide, Noah's Ark
Trzaskos, Jessica	Teacher, First Grade
Viger, Alyssa	Aide, Noah's Ark
Viger, Jessica	Teacher, Noah's Ark 3 yr olds
Walentowicz, Eric	Teacher, Instruments; Director, Band
White, Deana	HR/Financial Coordinator/Bookkeeper
Williams, Marie	Teacher, English, Social Studies Grades 6-8

### **Student Success Admissions Policy**

SMSA does not discriminate on the basis of race, color, national or ethnic origin in the administration of its admissions policies, educational policies, or athletic and other school-administered programs.

Incoming Kindergarten students must be 5-years-old by December 1 of the year in which they will begin school. Noah's Ark students seeking admission into the 3-year-old program must be both 3-years-old and potty-trained.

Applications are accepted on a first-come, first-served basis. Students are considered enrolled only when the Admissions Office has received and accepted a fully completed enrollment packet and the required deposit. SMSA also reserves the right to determine class size at any grade level and to establish waiting lists.

### **Advanced Placement**

Currently all middle-school students are required to be enrolled in the same classes. In the event that St. Mary's – St. Alphonsus switch to an Advanced Placement model, the placement of middle-school students in advanced courses at SMSA will be determined by several factors, including the student's organizational skills and work ethic; quarterly grades and final average from previous year; standardized test scores; teacher recommendations; attendance record; and, if applicable, score on a placement

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exam. While parents' observations and recommendations will be taken into account when determining academic advanced placement, the Principal's determination shall be final.

### **Arrival**

Please see COVID section in Appendix for changes to arrival and dismissal due to COVID regulations.

All students in grades K-8 are expected to be ready to begin their day at 7:40 am. Students who arrive at 7:40 am or later should sign in at the Main Office upon arrival and only then report to their classroom or homeroom. Students who arrive before 7:25 am will be sent to morning Camp Kerry, and parents will be responsible for any charges. (Bus students who arrive early will also be sent to Camp Kerry, but parents will not be charged.)

In order to create an atmosphere of excellence, we require students to be ready to begin working at 7:40 am when school begins. Parents will be contacted if tardiness becomes an issue with our younger students. If a student in middle school is tardy three times, he or she will be assigned detention for every subsequent late day.

Teachers need time at the start of each day to help students get settled in and at the end of each day to be sure that students are prepared to head home with the necessary information and books. Parents, therefore, are not permitted to visit classrooms, except by appointment. Teachers are happy to meet with parents at a mutually convenient time to discuss student performance or other issues of concern. Please call the Main office to schedule an appointment by phone or contact the teacher directly via email.

### **Attendance**

Please see COVID Attendance Guidelines in Appendix. Regular and punctual attendance is required. All students are to be in their respective classrooms, and ready to begin the day when the 7:40 am bell rings. Any student arriving at or after 7:40 am must go to the Main Office to sign in and will be marked tardy. A student shall be recorded as absent for half of the day if more than one hour and fifty-five minutes of the instructional day are missed, and recorded as absent for the entire day if more than three hours and forty-five minutes of the instructional day are missed.

When a student is absent from school, parents should call the school before 7:40 am and leave a message on the school nurse's voicemail phone system, (792-3178 x 2208) indicating the caller's name, the student's name, homeroom teacher's name, the reason for the student's absence, and the expected duration of the absence. If the school nurse does not receive a call regarding a student whose homeroom teacher has marked him or her absent, the nurse will contact a parent at home or at work to verify the child's

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whereabouts. When a student returns to school after an absence, his or her parents must send a written note to the school stating the reason for the absence.

**Excessive Absences:** Excessive absences hinder a student's academic progress. A student may be retained if there are more than eighteen absences for that school year (equivalent to 10% of the school year). The classroom learning environment and discussions cannot be recreated. Students who are absent will be required to contact the teacher and to make-up any missed work. Please be aware that any student missing more than 30 days of school must be reported to New York State. If your student is absent for medical reasons for 3 days or more, the school must have a New York State doctor's note with a reason for absence. Any student with excessive absences may be required to attend summer school to move to the next grade.

**Excessive Tardiness:** Excessive tardiness also hinders a student's academic progress, as late students miss class work and need time to catch up to their peers. In addition, students arriving late disrupt the classroom. Students who are repeatedly or habitually late will be assigned detention at the discretion of the teacher and Principal.

### **Types of Absences**

All absences are recorded as not present. Attendance records are legal documents and must be kept accurately.

#### **Excused**

Every effort should be made to attend school. The school will consider a student's absence as excused if it is due to illness, injury, family emergency or other reason stated below. A student may not attend or participate in any school activity on the same day he or she has been absent.

#### **Medical Appointments**

Parents are asked not to schedule doctor and dental appointments or other appointments during the school day. If it is unavoidable that a student leaves early or arrives late, such a request must be made in writing by a parent. When a child has an early dismissal or is returning to school from an appointment, the procedure is as follows:

**Please see COVID Appendix for more details:**

**Due to COVID- 19: Parents must call the main office and a faculty or staff member will escort the child to the car or meet the child at the car to escort in the building.**

#### **Unexcused**

Absences cause a serious disruption in the continuity of the student's schooling. Vacation during school time is discouraged. The decision for the absence is the responsibility of the parents and the student; parents should take into consideration the *In a joyful, Catholic atmosphere, we provide students with the ingredients for success: powerful minds, prayerful hearts, and helpful hands.*

student's academic status in school, with serious thought given to the impact of the absence. We believe that students whose grades are average or below in any class cannot afford to take extended time off from class.

Because of timing, the completion of lessons for a week or more is difficult, giving students their assignments prior to a vacation is also difficult. Therefore, we ask that immediately upon returning to school the student contact his or her teacher to gather missed assignments for completion. The student and parent should notify the Main Office and teachers in writing at least one week prior to the anticipated absence. The school accepts no responsibility for work missed on extended absences.

#### SMSA Excused/Unexcused Absences

Excused Absence/Tardy/Early Dismissal(s)	Unexcused Absence/Tardy/Early Dismissal(s)
Student Sickness Student Medical Appointment Family Sickness Family Emergency Family Death Student Legal Appointments Student Educational Program Impassable Roads	Student Travel Family Travel Visitors Child Care Overslept Missed Bus Needed at Home Work

#### Calendar

A master calendar of the upcoming school year is created every summer and emailed home in mid-August along with other information related to the opening of school. In addition, you will receive, via School Email/Messaging, The Kerry Blue Newsletter which will indicate any updates and/or changes for events. You are responsible for opening, reading, and making a note of the information sent to you via School Email. The school website, smsaschool.org, also includes a calendar of the academic year which will be updated as needed.

#### Cheating

Cheating of any type will not be tolerated. A student who chooses to cheat faces the possibility of receiving a failing grade, detention, suspension, and/or expulsion. A

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student who is involved in cheating may also be suspended from participation in sporting or other events at the discretion of the Principal.

### **Communication Between Home and School**

Email via SMSA Email/Messaging and your child's teacher are SMSA's primary form of communication. It is important that you open and read all emails sent from the school, so that you do not miss any important information. SMSA sends home once a week – via email– a brief newsletter highlighting important achievements, upcoming events, and calendar items. This newsletter, called The Kerry Blue, is the single most useful form of communication from the school. The Kerry Blue is also available online on the school's website, smsaschool.org. If you fail to receive a School Email during the first week of school please call the main office immediately, so we can correct the issue.

Occasionally, special notices are also sent home with children in formats other than School Email or The Kerry Blue. Please check your child's backpack and your email periodically so that such notices don't go unread!

The school's website contains a great deal of handy information, including the monthly lunch menu, current and archived Kerry Blue newsletters, periodic letters from the Principal and information about making gifts to SMSA. In addition, it provides Middle School families with a link to PowerSchool, our middle school teachers' online gradebook.

Priority reminders and emergency notices are sent via School Email, directly to your designated landline, cellular phone and or email. It is your responsibility to make certain that the Main Office has updated contact information for you at all times during the year. It is also your responsibility to open and read the information in each School Email. This is our primary form of communication.

### **Curriculum**

SMSA adheres to the academic guidelines set forth by the Diocese of Albany, the State of New York and the National Catholic Education Association.

### **Dress-down Days**

Dress-down days are occasionally permitted at SMSA as fundraisers or in celebration of a holiday. On these days, middle-school students may wear jeans, leggings (if leggings are worn a shirt must be long enough to cover bottom), khakis, school gym pants, or school gym shorts (shorts must be no shorter than 4 inches above the knee.), sneakers and an appropriate top -- no spaghetti strap tops, camisoles, clothes that are too tight or revealing or items with inappropriate slogans. Younger students should wear clothing

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appropriate for school; clean clothes in good condition are required. Faculty and administration reserve the right to call parents and request that they bring a change of clothing should the dress-down clothes be deemed inappropriate.

### **E-Mail**

Email is our primary form of communication between home and school. Each member of the faculty and administrative staff has a school email address at which he or she can be reached. Each address consists of the person's first initial followed by his or her last name followed by @smsarcs.org. For example, Jane Doe's email would be: jdoe@smsarcs.org. For a quick link to email addresses, visit the school's website [www.smsaschool.org](http://www.smsaschool.org). It is vital that you open and read all email communications from the school. If you fail to receive any email communications from the school please call the main office as soon as possible so that we can resolve the issue.

### **Enrichment**

At various times throughout the school year SMSA offers after-school enrichment opportunities for students in Kindergarten through Grade 8. These consist of fun, educational, and creative classes taught by SMSA staff, teachers, or members of the community. The offerings vary from one season to the next. Information regarding course offerings and enrollment is sent home via School Email and/or The Kerry Blue. Fees are ordinarily paid directly to the course teachers.

### **Exams**

All SMSA students in Grades 3-8 take IOWA assessment tests early in the school year. Students in grade 4 and 5 also take the CogAT tests. The results of these two tests are available to teachers within 6 weeks, providing them with invaluable feedback on student learning. However, the results of these tests are shared with parents by request only as they are intended to inform instruction. In addition, students in grades 3,5, and 7 participate in New York State exams in English/Language Arts and Math, and middle-school students take the following school exams:

**Midterms:** Students in Grades 6-8 take midterm exams in late January each year. These exams typically encompass all material covered from September through January. It is important to note that these exams represent 1/10 of the student's yearly average.

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**Finals:** Students in grades 6-8 will take final exams in all subjects. Like midterms, these exams also represent 1/10 of the student's yearly average. Eighth Grade Students will take Algebra 1 and Science: Living Environment NYS Regents exams in addition to final exams in those classes. These exams may cover material covered September through June, or, in some cases, January through June. Regents grades do not affect final grades.

### **Graduation Requirements**

Eighth-graders must pass religion class with an average of 65% or higher in order to receive an SMSA diploma. A student not passing religion will receive a certificate of completion/attendance and will be allowed to move to ninth grade.

Eighth-graders must achieve an overall average of 65% or higher (with no more than one failing average in the core subjects of English, Science, Math, Social Studies or Foreign Language and with a passing average of 65% in religion) in order to receive an SMSA diploma. Students who receive a 60-65% overall average for 8<sup>th</sup> grade will receive a certificate of completion/attendance and will be allowed to move to ninth grade.

All tuition and fees must be paid prior to June 1<sup>st</sup> in order for 8<sup>th</sup> grade students to sit for final exams and participate in graduation exercises.

### **Homework**

Homework is an element of SMSA's academic formula. Homework assignments must be completed in an organized and timely fashion in order to reinforce the day's lessons. The amount of expected parental influence and help will vary depending on the grade level of the student. Young students will, naturally, require more parental attention, while students in grades 4-8 will benefit from parental guidance that focuses more on encouraging the thorough, organized, and timely completion of assignments than on help with the actual content. SMSA encourages increasing independence at each grade level.

### **Honor Roll**

Honor Roll and High Honors are granted to qualifying students in middle school. Honor Roll and High Honors are determined as follows: quarterly and final averages of 88-94 with no individual grade below an 80 constitute Honor Roll; quarterly and final averages of 95 and above with no individual grade below an 87 constitute High Honors. While grades from specials (Tech, PE, Art, Music, etc.) are not computed for student average, they are included when determining Honor Roll and High Honors because SMSA believes that specials play an important role in educating the whole child.

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### Hours of Operation

Main Office:	7:30am-3:30pm	518-792-3178 Ext. 1000
School Nurse:	7:30am-2:30pm	518-792-3178 Ext. 2207
Noah's Ark:	7am-5:00 pm	518-792-7402
Camp Kerry:	7am -7:30am; 2:30pm -5:00 pm	518-683-5815

### Kerry Day

Kerry Day is a surprise day of games, music, food and fun for our Middle School students. The location, date, and format differ every year; only the Principal and the middle school staff know the details in advance. But our students know to listen for the sounds of the bagpipes summoning them from their classrooms!

In order to keep the events of Kerry Day a surprise, parents of middle school students are asked to sign a 'blank' permission slip at the beginning of the school year granting permission for their students to participate in the activities of the day and to travel when and if necessary.

### Lost and Found

Clothing and other items left behind are placed in our lost-and-found cabinet beneath the stairwell at the back of the cafeteria. (Valuable items will be placed in a locked area of the Main Office.) Please check the lost and found occasionally; you may be surprised to find some old friends! Items remaining in our Lost and Found for more than three months will be donated to the Kerry Closet or to charity. Students who lose a library book, textbook or workbook must pay the replacement cost of the item plus shipping in order to receive a new copy.

### Lunch

Respectful and considerate behavior is expected of SMSA students at all times, including in the cafeteria. Students are asked to:

- Keep noise at an acceptable level.
- Ask permission to use the rest-rooms or drinking fountain.
- Throw away trash and make sure the floor around their table is free of debris.
- Stay at their table until they have been excused.

### PACE

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SMSA must fundraise to bridge the gap between our revenue and the real cost of educating our students. Parents Active in Catholic Education (PACE) is SMSA's parent program that provides manpower for our fundraisers. SMSA has established a benchmark of 20 hours of family service per year so that our fundraisers are adequately planned and staffed.

PACE sign-up and tracking forms and a description of the various available fundraising opportunities are sent to each family at the beginning of the school year. In order to qualify for PACE service hours, family volunteering hours must be donated toward pre-approved events or activities that either: 1. generate income for the school; or 2. help the school save money.

We understand that families are busy and finding time to volunteer can be challenging if not impossible. For this reason, a buy-out option from the family PACE requirement of 20 hours of service is available at \$500 per family per school year. The buy-out can be added to your tuition bill and including in your FACTS tuition payment. Questions about PACE should be directed to the bookkeeper, Deana White: [dwhite@smsarcs.org](mailto:dwhite@smsarcs.org).

### **Parent-Teacher Conferences**

**Please see COVID Appendix for more information on conferences during COVID.** Scheduled conferences for parents of all students in Kindergarten - Grade 5 take place in November each year. Conferences for parents of children in Grades 6-8 are scheduled on an as-needed basis. Parents are encouraged to make appointments with their child's teacher at any time during the year should they have questions or concerns.

### **FACTS Student Information System/Parent Portal/Tuition Management**

Middle School Students' grades are viewable on our FACTS Family portal. New parents will be instructed to set up their FACTS Family Portal account during the enrollment process.

### **PTSA**

Our Parent- Teacher- Student Association (PTSA) is involved with enrichment and social activities for our students. Through their important work in the school, PTSA helps parents understand the fundamental premises on which SMSA functions, encourages communication between school and home, welcomes new parents, promotes parental involvement, and assists in promoting SMSA's reputation within the school and in the wider community. PTSA meetings TBA Check the Kerry Blue or the website calendar for dates.

### **Report Cards**

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Through FACTS Family Portal, parents of students in grades 5-8 have the ability to view student grades online. Students in Grades K-8 receive report cards four times a year. Please review these reports with your child and discuss strategies for success. Students are encouraged to check their grades on Family Portal weekly and are responsible for completing late or missing assignments.. Parents are also encouraged to check their child's Family Portal report in order to guide children in completing late or missing assignments.

### **Retention**

Parents will be kept informed of their child's academic progress, which is carefully assessed by teachers throughout the school year. In some cases, it may become clear that a student may not be able to successfully complete the academic requirements of his or her grade level. In this case, a teacher may recommend that the student not advance to the next grade level. Such recommendations may be appealed to the Principal, whose decision shall be final.

### **School Board**

The SMSA School Board is an advisory board focused on the future and committed to the long-term success of the school. A collaborative spirit exists between the Board and the school's administration. Board members are expected to take a leadership role on one of the School Board Committees, take action and assist the faculty and staff in promoting the school, as well as, securing the financial stability of the school. For example, making phone calls, helping staff promotional booths, writing letters, soliciting additional members for the Board, and soliciting donors etc. The Board and Principal work together to develop, review and implement the goals and objectives of SMSA's Strategic Plan, which are consistent with the intent and spirit of all policies established by the Albany Diocesan School Board.

The Board includes our Principal, one teacher representative, one PTSA representative, and parents, alumni and/or friends of the school who, whenever possible, represent each of our principal parishes: St. Mary's, Glens Falls; Our Lady of the Annunciation, Queensbury; St. Joseph's, Ft. Edward; St. Michael the Archangel, South Glens Falls; and St. Mary's-St. Paul, Hudson Falls. There are also 3 to 5 at-large members. Area pastors may also appoint to the board two priests from the deanery. All members share the vision set forth by the school's mission.

Permanent committees of the board are: Catholic Identity; Enrollment, Finance/Development; Building and Facilities. Non-board members are welcomed and invited to serve on these committees. School Board meetings are held at school.

(Please check the school website, [www.smsaschool.org](http://www.smsaschool.org), for up-to-date information

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regarding possible changes in meeting dates and/or times.) Parents are always welcome to attend our School Board meetings. A process will be set up for parents and/or others guests to voice suggestions, ideas, compliments, questions or concerns. However, the President and/or the Principal reserve the right to table a discussion for another time in order to address the agenda.

Anyone interested in serving on the School Board should speak with the Principal or any School Board member. School Board elections take place each spring.

### **SMSA Online**

SMSA Website: [www.smsaschool.org](http://www.smsaschool.org)

Like us on Facebook [facebook.com/smsaschool](https://facebook.com/smsaschool)

Staff members' email addresses: First initial of first name, followed by entire last [name@smsarcs.org](mailto:pbalmer@smsarcs.org) (ex: pbalmer@smsarcs.org)

### **Student Records**

SMSA's academic records, including student report cards, are maintained in compliance with the requirements of the Diocese of Albany. Families whose tuition and/or fees are in arrears will not receive report cards and will be denied access to their PowerSchool accounts. Academic records will not be released to parents or to other schools until all fees and tuition payments are no longer in arrears. This includes, lunch account, band/lesson fees, sports fees, and Camp Kerry Fees.

### **Text Books**

With the exception of workbooks and religion textbooks, student textbooks are provided through your school district. Textbooks for the majority of students (those whose districts use BOCES textbook services) are delivered to SMSA during the summer and must be returned to SMSA at the end of the year. Other districts require parents to pick up the books from the district office at the beginning of the year and return them directly to the district office at the end of the year.

### **Traditions**

Traditions serve the entire school family by fostering community and creating fond memories. At SMSA, parents of each grade are responsible for planning the following traditional events or programs: **Due to COVID 19 it is possible that these traditions may be canceled.**

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- 1<sup>st</sup> - Snowball Dance (winter)
- 2<sup>nd</sup> - Crockpot Cafe at the Craft Fair (November) **Canceled**
- 3<sup>rd</sup> - First Communion Reception (May)
- 4<sup>th</sup> - Festival of Trees (November)
- 5<sup>th</sup> - Thanksgiving Breakfast (November)
- 6<sup>th</sup> - Teacher Appreciation (spring)
- 7<sup>th</sup> - Graduation Reception (June)
- 8<sup>th</sup> - Food Friday Collection (all year)

### **Celebration of Birthdays**

**Please see COVID Section Addendum**

The celebration of birthdays in school will be decided by individual classroom/homeroom teachers. If celebration is allowed, treats which are store-bought (i.e. cupcakes, cookies etc,) with the ingredient label still attached may be brought in for birthday treats by parents or guardians. However, parents bringing in treats should accommodate students with allergies by making arrangements to purchase the Italian ice (non dairy) through the cafeteria. You can contact Lynn Humphrey in the cafeteria or your classroom teacher to place the order. Italian ice is .50 each. Please place the order at least a week in advance. Thank you! \*\*Noah's Ark differs so please see Teachers with questions.

For parties of any sort outside of school: Students must not deliver invitations in school unless all the members of the class are invited. If the party is meant as a "boy only" or "girl only" party, invitations handed out in school must include all the girls or all of the boys.

We understand that there are limitations to the number of guests that can be invited for parties, so in those instances please do not hand out the invitations in school.

Please be mindful of the feelings of others when exclusions need to be made

### **Transportation Requests**

By law, SMSA students are entitled to bus transportation from the public school district in which they reside if the students reside within 15 miles of SMSA and their home district provides busing to its public school students. (The Glens Falls School District, for example, does not provide busing to its own students and therefore does not provide it to SMSA students living within its district.) However, transportation can be denied if your request is not submitted before April 1<sup>st</sup>. Parents are responsible for submitting a transportation request directly to their own school district by that deadline. We strongly recommend that parents confirm before the district's deadline that their request has been received and that transportation will be provided.

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## Tuition

Tuition is payment for the educational services rendered by the administration, faculty and staff of SMSA and is the primary source of revenue for the school. Prompt payment of tuition is necessary (includes other fees, i.e. activity fee, band lessons, lunch fees, Camp Kerry, etc.). The SMSA School Board and Diocesan School board have adopted the following Tuition Policy:

Under the FACTS Tuition plan, families can elect to pay tuition in 10 or 12 monthly payments or in 2 semi-annual payments. There is no interest charge and only a small administration fee to participate.

All families, even those paying tuition in just one payment, are required to register with the FACTS Tuition website prior to the start of the school year.

### **After the start of school:**

Payments more than one month in arrears: A delinquency notice will be mailed to parents or guardians indicating sanctions to be imposed if the account remains delinquent. A late fee will be assessed.

Payments more than two months in arrears: A letter will be sent to parents or guardians indicating that payment must be received within two weeks or the student (or students) may be suspended from classes and/or denied participation in extracurricular activities. If the parents or guardians cannot make the payment within two weeks, they are required to meet with the bookkeeper and/or the Principal within that time to create a written Tuition Arrears Agreement setting forth the:

- Name(s) of the student(s) covered by the agreement;
- Name of the person responsible for paying the tuition;
- Total combined number and amount of scheduled payments.
  
- The responsible party must sign and date the agreement. Defaulting on the written agreement may result in a student's suspension from SMSA.

Tuition Arrears Agreement plans that have been negotiated for previous years must be current prior to the opening of school in September or admission will be denied.

In cases of extenuating circumstances, the Principal and bookkeeper will work with individual families to make arrangements for payment of tuition that will meet the needs of the family and the school. The Diocesan and SMSA School Boards recognize that situations do arise that may necessitate changes in the agreed-upon schedule.

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**Any tuition in arrears:**

- Report cards will be held and admission to midterm or final examinations may be denied.
- At the end of the school year, diplomas will be withheld.
- Registration for the following year will be denied.
- Admission on opening day of school may be denied until all prior year tuition is paid or a written Tuition Arrears Agreement is in place.
- The release of all student and academic records to parents or other schools will be denied.

**Tuition Options**

All families wishing to be considered for financial aid must complete a FACTS Tuition Assistance application, which is available on the SMSA website's Important Documents page. There is a registration fee to apply. Look for information about applying for assistance in the Kerry Blue after the holidays. Any concerns about financial aid should be directed to the Principal or the Bookkeeper.

Four sources of funding are available for SMSA students to assist with costs. Each fund has conditions and eligibility requirements. The following funding sources are available for qualifying students at SMSA:

- Lally Fund through the Albany Diocese
- Beacon of Hope Scholarship through the Albany Diocese
- SMSA Assistance
- Guardian Angel Fund
- Tocci Scholarship Fund

Financial aid distributions will be awarded as soon as possible after the school receives a verified FACTS Grant and Aid application. Further information about these available funding sources is available in the Admissions and Bookkeeping Offices.

SMSA makes every effort to work with our families in the area of affordability of tuition costs. Please note that the cost of tuition is roughly two-thirds of what it actually costs SMSA to provide our programs. Our heartfelt thanks and gratitude go to those who donate to the school's fundraising activities that help keep tuition as affordable as possible and/or to the Guardian Angel Fund, which provides tuition assistance to struggling families.

**Payment**

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Families are required to enroll in the FACTS Tuition Management Program. Even if tuition is paid in full by May 1st, all incidental school invoicing (Camp Kerry, Sports etc.) will be invoiced through FACTS.

Each K-8 family is responsible for making timely payments in accordance with the payment plan you select through FACTS Tuition Management Program. More information about FACTS and SMSA's Tuition Policy can be found on the school's website under "Tuition and Aid."

### **Financial Aid**

- K-8 families (only) are eligible to apply for financial aid through FACTS Tuition Grant & Aid Assessment Program.
- Go to [www.factsmgt.com](http://www.factsmgt.com) to set up a FACTS account, or to log on to an existing account
- Information about FACTS Tuition Grant & Aid Assessment Program is found on our website, [smsaschool.org](http://smsaschool.org), under "Tuition and Aid."
- There is a fee to apply for financial aid through FACTS (\$44.00).
- Financial aid decisions are made on a case-by-case basis.
- Four sources of funding are available to assist with costs, each with conditions and eligibility requirements. All require a completed FACTS application for the year aid is requested.

**Beacon of Hope and Lally awards are not in addition to any aid awarded by the school.**

- Lally Fund through the Diocese of Albany (Grades 1-8)
- Beacon of Hope Scholarship through the Diocese of Albany (Grades 1-8) - required paper application is available on the SMSA website under "Tuition and Aid."
- SMSA scholarships and/or financial aid (K-8)
- Guardian Angel Fund through SMSA (K-8)

**Summer Enrichment: Fee Schedule and Brochure Coming Soon!**

Questions? Please contact us!

- Mrs. Mrs. Beverly Kerpka (Director Noah's Ark) [bkerpka@smsarcs.org](mailto:bkerpka@smsarcs.org)
- Mrs. Deana White (Bookkeeper): [dwhite@smsarcs.org](mailto:dwhite@smsarcs.org)

### **Uniform Policy**

The purpose of the SMSA uniform is to keep our school community focused on what is important: the work before us! The uniform creates a sense of unity and spirit that *In a joyful, Catholic atmosphere, we provide students with the ingredients for success: powerful minds, prayerful hearts, and helpful hands.*

represents our common goals. Our uniform should be worn with “Kerry Pride” as it “speaks” to those who see it. With this in mind, we expect all students to comply with the following dress code:

- All uniform items should fit and be neat, clean, and free of wrinkles, holes or tears.
- Students who are out of uniform will be sent to the Main Office. Parents will be contacted at that time to bring in proper clothing. Students will not be allowed to return to class until clothing is delivered and the student is wearing the proper uniform.
- All gym shirts must have the SMSA logo
- Plain, Navy blue sweaters or fleeces may be worn and no longer require the school logo, however there **MUST NOT** be any other logo on the sweater or fleece.
- Navy blue Gym uniform pants and short no longer need the school logo, but **MUST NOT** have any other logo
- All students who prefer to wear shorts to gym class during the colder months must wear long gym pants over them -or in place of them- at other times of the day.
- SMSA Hoodies may be worn on gym days only, but the hood **MUST NOT** be worn up.
- Uniform items should be worn as intended (e.g. shirts tucked in, pants at full length and not rolled up, shirts not tied in a knot in the back, etc.).
- Deviations from our uniform that faculty and administration determine to be an interference with our stated goals, such as inappropriate jewelry, hairstyles or footwear, will not be allowed.
- Head gear must only be the SMSA plaid headband, navy headband or scrunchies. No cat ears, bunny ears, antenna type headbands, no extra large bows.
- Hair color for all students must be natural (no dyes, frosting or bleaching), and extreme hairstyles are prohibited (mohawks; lines cut into hair...).
- With the exception of one religious medal or necklace, jewelry is prohibited. For female students only, one non-dangling earring per lobe is allowed.
- No i-watches, SMART watches, fit bits, earbud devices, or other electronic wearable items allowed.
- No jewelry is to be worn with the gym uniform.
- Visible markings such as tattoos are not allowed.
- To enhance school spirit, Middle School student athletes may wear SMSA team sweatshirts or jerseys over that day’s regulation uniform on game days only.
- During cold weather, students may wear Navy blue sweaters, vests, and fleeces with the dress uniform - logoed SMSA hoodies or sweatshirts on gym days only and hoods must not be worn up. inside the building. Parents are encouraged to purchase those items early in preparation for the winter months.

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- Dress shorts and gym shorts (must be no shorter than 4 inches above the knee). An announcement will be made by administration when he/she deems the weather is too cold for shorts at the beginning of the year and when he/she deems the weather is consistently suitable for shorts in the spring.

Flynn and O'Hara is our official uniform company and carries all of our uniform items. Ordering can be done online, by mail, or by phone.

The SMSA School Store, located in the Great Hall, carries gym clothing and novelty items such as fleece apparel, hats, caps, scarves, nylon and canvas bags, mugs, water bottles, pencils, pens, etc. SMSA's Kerry Closet, located within the school store, carries gently-used uniform items at discounted prices. SMSA team apparel is obtained through the Athletic Department.

Details about ordering and purchasing uniforms from any of these sources can be obtained on the school website under "Uniforms."

### **Voicemail**

Each classroom at SMSA is equipped with a telephone. You may leave a message for a teacher by calling the Main Office and asking to be connected to that teacher's voicemail. However, teachers do not check their messages until after the school day has ended. If there is a change in your child's dismissal plans or you need to get an urgent message to your child, do not call your child's teacher! Call the Receptionist at the Main Office; office staff will get the message to your child's teacher.

### **Who to Contact When...**

Main School Office Number (518) 792-3178

Camp Kerry Number For Use After 2:45pm (518) 222-9260

...your child will be absent from school:	Main Office, x1100
...you need to contact Noah's Ark:	Bev Kerpka, Director, 792-7402
...there's a change in pick-up plans (before noon if possible, please!)	Main Office, Receptionist, x1000
...you need to contact Camp Kerry	Noreen Harris, Director, 683-5815
...you have a question about your bill or PACE	Deana White, Bookkeeper, x1007
...your child hasn't received textbooks:	Main Office, Receptionist, x1000
...you have a question about enrollment:	Main Office, Receptionist, x1000
...you have a question about uniforms:	Main Office, Receptionist, x1000
...you'd like to visit the Kerry Closet:	Main Office, x1000
...you'd like to make a gift to the school:	Deana White, Accountant x1007

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...you have a questions regarding PTSA  
 ...you'd like to add a friend or relative to our  
 mailing list:

Theresa Aslin, President,  
 Main Office x1000

....you have a question or concern that none  
 of the above can answer:

Patty Balmer, Principal x1108

## Student Safety

### Allergy Policy

The SMSA student body includes children with food allergies, some severe. In an effort to accommodate these children, a 'peanut-free' table has been designated in the lunchroom. The table is wiped down with separate cleaning products after every use. In addition, parents who provide food for special occasions at school are asked to avoid any foods that contain peanut products. Parents of children with food allergies are encouraged to provide their child's teacher with a specific list of snacks the child may safely eat. A list of safe snacks for your child, being very specific, would be helpful for the teacher to have for these special occasions.

### Backpacks

Pre-school, Pre-K, and elementary students are allowed to bring backpacks to school, although no wheeled backpacks are allowed. Students in middle school may carry backpacks with them throughout the day to eliminate the need to stop at their lockers after each class. No backpacks or items may be left on the floor outside of lockers except for snow boots. Any items found on the floor in the hallways will be confiscated by a teacher, staff member, or Mrs. Balmer. Students may claim their confiscated items during lunch, homeroom, or after school. No iwatches, SMART watches, fit bits,earbud devices, or other electronic wearable items allowed.

The SMSA School Board and Administration are working to revise our responses to misbehavior and bullying.

### Bullying

Current research now suggests that a zero tolerance policy is ineffective in thwarting negative behaviors in the school setting. A more effective approach is using a Positive Behavior Approach. SMSA is in the beginning stages of implementing a positive behavior plan in dealing with negative behaviors including bullying.

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We implemented the PAX Good Behavior Program. This program helps students identify behaviors that they wish to see, hear and do more or less of during an activity. and helps them reflect on their behaviors after each activity.

Bullying of any sort -- either physical or emotional, done in person, in writing, over the phone or on the Internet -- **will be dealt with on a case by case basis**. SMSA takes an active role in addressing bullying issues of any sort. Students are taught early and often throughout their years at SMSA that all people have inherent dignity and should be treated with respect.

Depending on the seriousness of the offense, the protocol for handling such issues is as follows:

First offense: Warning issued to the student

Second offense: Parent notification

Third offense: Parent meeting

Fourth offense: Parents, administration and Child Study Team will meet to discuss further action which may include in school suspension, out of school suspension, or expulsion from SMSA.

However, should a first or second time offense be deemed more serious, parents will be involved immediately and more severe consequences may result.

**The SMSA School Board and Administration are working to revise our responses to misbehavior and bullying.**

### **Bus Behavior**

Bus drivers handle behavior problems on their buses. In cases of serious misbehavior, the driver will send a Bus Conduct Report to his or her employing district and to SMSA. A conference with the student will be held and copies of the report will be sent to the parents and the bus garage and placed in the student's school file. Consequences may result from repeated misbehavior on the bus.

### **Camp Kerry**

**Please see COVID Appendix on more information for Camp Kerry During COVID.**

Camp Kerry is SMSA's before-and after-school care child-care program for students in Kindergarten through Grade 8. Hours of operation are: 7-7:30 am and 2:30-5:30 pm. Any student in the school building before or after normal school hours who is not involved in a before-or after-school activity with a teacher must report to Camp Kerry. Student athletes waiting for practice or a game must report to Camp Kerry, and normal charges will apply. Students are not allowed to leave the premises (i.e. to walk to Burger King, etc.) and then return to school or Camp Kerry.

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For the 2021-22 school year, the cost of Camp Kerry will be \$7.00 per hour for the first child and \$4.00 per hour for each additional sibling. There is a yearly \$25 registration fee. After the first hour, charges are rounded to the nearest half hour, and late fees of \$2 per minute are charged after the program ends at 5:30. Regular Camp Kerry attendees are not charged Camp Kerry fees for time spent in after-school enrichment classes.

Billing for Camp Kerry is done through the SMSA Finance Office.

Homework room is provided for those Camp Kerry students who wish to complete their homework after school. Teachers staff the homework room and provide assistance to students as needed. A light snack is also provided to all Camp Kerry students.

If school is closed for weather emergencies, Camp Kerry is closed. If school is on a one- or two- hour delay, Camp Kerry will not be available in the morning. Camp Kerry is not open on Conference days, Superintendent days or school vacation days. In the rare event of an early school dismissal, please arrange to pick up your child as soon as possible. To reach Camp Kerry by phone, call (518) 792-3178 x1000

### **Child Abuse**

SMSA abides by the New York State guidelines regarding child abuse and is obligated to report to the proper authorities any suspicion of a child being abused, either physically or emotionally.

### **Deliveries**

SMSA students are not permitted to receive deliveries of any nature (for example: pizza, UPS packages, etc.) at school.

### **Discipline**

**The SMSA School Board and Administration are working to revise our responses to misbehavior and bullying.**

SMSA is committed to discipline with dignity and is meant to help students grow in respect for others and themselves. Our goal is to create joyful classrooms; in an atmosphere of mutual respect, we believe, learning and creativity flourish. SMSA's focus is largely on helping children develop self-regulation as a crucial component of their Christian growth. There are times, however, when loss of privileges may be necessary:

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### **Detention**

Students who are repeatedly tardy to school or late for class, skip class, disrupt class, are disrespectful to staff or peers, use inappropriate language, fail to wear the proper uniform or fail to complete required assignments should expect to receive detention. Detention is held at the teacher's discretion during lunch, or, alternately, after school from 2:45 – 4 pm. Students who are assigned after-school detention will be notified at least a day ahead of time in order to allow parents or guardians time to arrange transportation needs and to consult with the teacher. Five detention slips per quarter may result in a parent conference. Any student who receives 10 detentions over the course of the school year may lose field trip and other end-of-year privileges.

### **Suspension**

Any immoral behavior that negatively affects other people in the school community, chronic misbehavior that disrupts classroom activities and interferes with academic progress of other students, or defiance of staff members, teacher or Principal is not acceptable. Out-of-school suspension will be given to students who have not responded to previous measures or whose actions have been deemed serious. In-school suspension will be administered to students whose infractions are deemed less serious.

### **Expulsion**

The permanent dismissal of students for disciplinary reasons is an extreme measure and will be used only as a last resort.

### **Dismissal**

Please see COVID section in Appendix for more information about dismissal during COVID.

The end-of-day bell rings at 2:19 pm for students in Kindergarten through Grade 8. At that time, elementary teachers escort their students to the first floor, where bus students are dropped off at their respective buses. Teachers then escort the remaining children to the first-floor door on the playground side of the building, bringing Camp Kerry students to the cafeteria first, then bringing students being picked up by a parent (or other permitted adult) to the playground, where they are signed out and released.

Parents (or other permitted adults) of students in Kindergarten and Noah's Ark must sign out children at the sign-out counter in the main office. You will be given a card with your child's name which you will provide to the teacher. All parents or permitted adults must be on list for pick up and must be able to show a photo ID. Parents and/or guardians of students in Camp Kerry or any after-school programs must stop at the *In a joyful, Catholic atmosphere, we provide students with the ingredients for success: powerful minds, prayerful hearts, and helpful hands.*

sign-out counter in the main office. Your child will be sent and/or brought to join you in the office. Anyone picking up K-8, Noah's Ark or Camp Kerry students must have photo identification.

It is imperative that each child and his/her teacher know how the student will be getting home each day. At the beginning of the school year, each family must fill out and submit a "Designated Dismissal Routine Form" for each enrolled student. Any change to that designated dismissal routine (ex: a child will be picked up later or earlier than usual, will go home with a different family or on a different bus) must be put in writing and sent into school with your child. For your convenience, forms to designate such a change are available for downloading on the Important Documents page of the school website (Notice of Change to Designate Dismissal Routine Form).. However, written notes are also accepted.

If you have an emergency change in your child's normal dismissal routine, please call the Main Office as soon as possible, preferably before noon. This is to ensure your child and his or her teacher receives the message promptly so that your child is safely dismissed. Please never leave a message on a teacher's phone regarding a change in your child's dismissal plans. Teachers do not pick-up their phone messages until after school.

Students will not be released to anyone who is not listed on the student emergency form. If, for whatever reason, we are unsure how your child is to get home, we will err on the side of caution and keep your child at Camp Kerry until a designated adult arrives for him or her.

### **Electronic Devices**

Under certain circumstances, students may be allowed to bring electronic devices (ex: iPads, Kindles, Nooks, etc.) to school for class work only. Electronic devices are not permitted for gaming, Internet access or communication while at school. The school bears no responsibility for lost or stolen devices.

Cell phones are not recommended, but should a parent feel it is necessary for a student to have a cell phone, it must be turned off upon entering school and turned into the homeroom teacher at the start of the school day. Students who need to contact parents may use the phone in the main office. In case of illness, students must report to the Nurse's Office; the nurse will contact a parent, if necessary.

**No iwatches, SMART watches, fit bits, earbud devices, earphones or other electronic wearable items allowed.**

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If a student is found using a cell phone or other unauthorized electronic device during the day, or using one inappropriately, it will be taken away from the student and held at the Main Office to be retrieved by a parent at a later time.

**Electronic Devices: Chromebook/Netbook/Laptop/ Computer Policy (Terms may be used interchangeably)  
2021/22**

**Device Purpose:**

SMSA is supplying students with a Chromebook/laptop/iPad/netbook device (The use of the word Chromebook is interchangeable and applies to all devices) to be used throughout their school day. This device is property of the Glens Falls School District. Or SMSA. The supplied instructional device's function will provide each student access to required educational materials needed for each student to be successful. The Device allows student access to Google Apps for Education, educational web-based tools, as well as many other useful sites. The supplied device is an educational tool not intended for gaming, social networking or high end computing.

The policies, procedures, and information within this document apply to all Chromebooks and any other school-issued electronic device used at SMSA by students, staff, or guests.

Teachers may set additional requirements for Chromebook use in their classroom.

**Return:**

Student Chromebooks and chargers will be collected at the end of each school year for maintenance over summer vacation.

**Taking Care of Your Chromebook:**

Students are responsible for the general care of the Chromebook with which they have been issued by the school. Chromebooks that are broken or fail to work properly must be taken to the Technology Lab or the Media Center. If a loaner Chromebook is needed, one will be issued to the student until their Chromebook can be repaired or replaced. If a Chromebook is not available, a Netbook will be issued.

**General Precautions:**

- No food or drink is allowed next to your Chromebook while it is in use.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
- Students should never carry their Chromebook while the screen is open.
- Chromebooks should be shut down when not in use to conserve battery life.
- Chromebooks should never be shoved into a locker or wedged into a book bag as this may break the screen.

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- Do not expose your Chromebook to extreme temperature or direct sunlight for extended periods of time. Extreme heat or cold may cause damage to the Chromebook.
- Always bring your Chromebook to room temperature prior to turning it on.

### **Carrying the Chromebook:**

The protective shell of the Chromebook will only provide basic protection from everyday use. It is not designed to prevent damage from drops or abusive handling. Carrying the Chromebook in a padded backpack or padded book bag is acceptable provided the backpack or bookbag is handled with care. For example, you shouldn't toss or drop the bag if your Chromebook is inside. Protective padded cases may be purchased by students. This will provide added protection for their Chromebook.

### **Screen Care:**

The Chromebook screen can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean on top of the Chromebook.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not place anything in the backpack or carrying case (if purchased) that will press against the cover.
- Do not poke the screen.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, notebooks).
- Do not place books on top of the Chromebook.
- Clean the screen with a soft, dry anti-static, or micro-fiber cloth. Do not use window cleaner or any type of liquid or water on the Chromebook screen. You can also purchase individually packaged pre-moistened eyeglass lens cleaning tissues to clean the screen. These are very convenient and relatively inexpensive.

### **Using Your Chromebook:**

The Chromebook is intended for use at school each day; they are not to leave the building. In addition to teacher expectations for Chromebook use, school messages, announcements, calendars, academic handbooks, student handbooks and schedules may be accessed using the Chromebook. Students are responsible for bringing their Chromebook to all classes, unless specifically advised not to do so by their teacher.

### **Sound:**

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. It is recommended that students bring personal headset or 'earbuds' to be used for any audio projects.

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**Personalizing the Chromebook:**

Chromebooks must remain free of any writing, drawing, or stickers. An identification label with the student's name is already on the Chromebooks. Spot checks for compliance will be performed randomly by Technology teachers or administration..

Students may add appropriate music, photos, and videos to their Chromebook. Personalized media are subject to inspection and must follow SMSA and Diocesan acceptable use policy.

**Software on Chromebooks:**

Originally Installed Software:

Chromebook software is delivered via the Chrome Web Store. These are web-based applications that do not require installation space on a hard drive. The software originally installed on the Chromebook must remain in usable condition and easily accessible at all times.

All Chromebooks are supplied with the latest build of Google Chrome Operating System (OS), as well as many other applications useful in an educational environment. The Chrome OS will automatically install updates when the computer is shut down and restarted.

From time to time, the school may add software applications for use in a particular course. This process will be automatic with virtually no impact on students. Applications that are no longer needed will be automatically removed by the school, as well.

**Additional Software:**

Students will be unable to install additional software on their Chromebook other than what has been approved by SMSA.

**Inspection:**

Students may be selected at random to provide their Chromebook for inspection. The purpose for inspection will be to check for proper care and maintenance as well as inappropriate material.

**Procedure for Restoring the Chrome OS:**

If technical difficulties occur, SMSA will use the "5-minute" rule. If the problem cannot be fixed by technical support within 5 minutes, the Chromebook will be restored to factory defaults. In a one-to-one device environment, it is impossible for support staff to maintain a working environment for all if too much time is spent fixing every glitch that may arise. Restoring the Chrome OS will bring the device to the state in which the user originally received it. All student created files stored on a USB flash drive or Google

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Drive will be intact after the operating system is restored. All files saved on the Chromebook that have been synced to Google Drive will be intact. However, all other data (music, photos, documents) stored on internal memory that has NOT been synced will not be restored unless the student requests that an attempt be made to salvage it.

### **Protecting & Storing Your Chromebook**

#### **Chromebook Identification:**

**Chromebooks will be labeled and identified in the following ways:**

- Record of serial number and SMSA asset tag+
- Individual's last name followed their grade level

Under no circumstances are students to modify, remove, or destroy identification labels.

#### **Storing Your Chromebook:**

When students are not monitoring their Chromebook, they should be stored in the charging carts in their homeroom. The Chromebook is not to be stored in their lockers or anywhere else at school during or outside of school hours. The Chromebook should be charged fully only when battery life reaches approximately 10% to preserve battery life.

#### **Storing Chromebooks at Extracurricular Events:**

Students are responsible for securely storing their Chromebook during extra-curricular events.

#### **Chromebooks Left in Unsupervised / Unsecured Areas:**

Under no circumstance should a Chromebook be stored in unsupervised areas. Unsupervised areas include the school grounds, the cafeteria, unlocked classrooms, library, locker rooms, hallways, bathrooms, or any other entity that is not securely locked or in which there is no supervision. Under no circumstances are Chromebooks to leave the school building.

When students are headed to an area where their belongings may be unsupervised (gym, cafeteria, playground, Great Hall...), their Chromebooks/backpacks should be left in the classroom they will be moving to the following gym, lunch, recess..., where they will be secured.

Unsupervised Chromebooks will be confiscated by staff and taken to the Principal's office. Disciplinary action will be taken for leaving a Chromebook in an unsupervised location.

#### **Repairing or Replacing Your Chromebook:**

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### **Chromebooks Undergoing Repair:**

- Loaner Chromebooks or Netbooks will be issued to students when their Chromebooks are being repaired.
- If repair is needed due to negligent or malicious damage, the school may refuse to provide a loaner Chromebook.
- Repaired Chromebooks will end up with the original factory image as first received. It is important that students keep their school data synced to cloud drives so documents and class projects will not be lost. Personal information that cannot be replaced should be kept on an external storage device.
- Students and parents will be charged for Chromebook damage that is a result of misuse or abusive handling. Parents will be billed for Samsung parts and labor.

Chromebooks that are lost or stolen will be dealt with on a case by case basis. If students do not follow the care, protection and storage rules as mentioned in this policy, it will be the student's responsibility to replace the Chromebook.

Parents/Students will be charged for the full replacement cost of a device that has been lost, stolen, or damaged due to intentional misuse or abuse.

## **Emergency Drills and Procedures**

Please see COVID Section in Appendix for more information on drill procedures during COVID. SMSA follows the guidelines contained in the Albany Catholic Schools' Emergency Resource Guide regarding fire and safety drills.

### **Evacuation Plan**

SMSA has an Evacuation Plan in place in the event students and staff should need to leave the building in an emergency. If in such a situation our students and staff cannot return to the building safely, parents will be notified by SchoolMessenger as to when and where to pick up their children.

### **Field Trips**

Students at all grade levels may be offered the opportunity to participate in educational field trips throughout the year. For insurance reasons, we are only allowed to take students who have returned the proper school-generated permission slips that have been signed by a parent or guardian. Phone calls granting permission cannot be accepted. Parents are welcome to join in the fun when a field trip is planned; however, any participating parent must be VIRTUS trained and background-checked.

### **Health Records**

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Students must have the following updated records on file at school to comply with New York State law. Your child may be refused attendance if his or her records are not on file.

**School Physicals:** New York State requires students to obtain a physical exam before entering each of the following grades: Kindergarten, Grade 1, Grade 3, Grade 5, Grade 7, and new entrants. A copy of an up-to-date physical exam, signed by a healthcare provider, must be obtained for the grades stated and also for any student participating in SMSA sports.

**Sports Physicals:** Any student in Grades 4-8 who wishes to participate in sports must have a physical exam within the year. For example, for a child wishing to play basketball, his or her exam cannot expire during the season. It is recommended that if there is even a remote chance that your child may wish to play a sport at any time during the school year, he or she will receive a physical during the summer.

**Immunizations:** Every student must have an updated immunization record on file with our nurse. Please contact the school nurse before school begins if you are seeking a medical exemption from immunizations. See immunization policy.

### **Immunization Policy**

#### **Mandated Immunizations**

Please note that Due to NY State Law, Religious Exemptions are no longer accepted.

- a) Requirements for School Entrance As a requirement for entrance to school, the person in parental relationship to the child must furnish, within fourteen calendar days of the date of registration, a written statement by a health care provider indicating that the child has received immunization against those communicable diseases set forth by New York State Public Health Law (Public Health Law 2164). Students need the following immunizations to attend school:

Diphtheria Tetanus Pertussis  
 Polio  
 Measles Mumps Rubella  
 Hepatitis B  
 Varicella  
 Meningococcal  
 Hemophilus  
 Pneumoccal

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- b) All children enrolled must meet the NYS Immunization requirements for school entrance/attendance in accordance with Noah's Ark: Pre-school/Pre K/Daycare-8th grade.
- c) Exceptions: Students may be exempt from compliance to this policy if appropriate school officials are in receipt of:
  1. a healthcare provider's statement to the effect that immunization against one or more of the diseases would be detrimental to the child's health; or
  2. a written statement subscribed and affirmed as true by a person in parental relationship that the person in parental relationship holds genuine and sincere religious beliefs which are contrary to required immunization practices. If it is discovered that a student is not up to date with the necessary immunizations the parent will have fourteen days in which to provide proof that the student has an appointment to have the student vaccinated. After the grace period the student will be excluded from school until signed documentation, by a healthcare provider, indicating that an appointment has been secured for immunizations or that the immunizations are currently returned to the school health office.

### **Internet Safety**

SMSA is very concerned about your child's safety on the internet. Therefore, all students and parents will be required to sign an "Acceptable Use Policy" at the beginning of each year, or at the time of registration; this policy covers not only improper use of the internet, but also proper care and use of hardware. Should improper internet activity take place during the course of the year, any student involved will be prohibited from using all school computers for the rest of the year. Students will be taught and reminded frequently about the importance of safe internet practices. We encourage you to talk with your child about the importance of safe practices on the Internet as well. SMSA has fire walls in place and students are monitored via Go Guardian while using SMSA's Chromebooks and computers.

### **Lock-down**

Certain extreme circumstances may necessitate our building be in "lock-down" to protect student and staff safety. When a lock-down is announced, all entrances are locked and students remain in their classrooms with their teachers until an "All Clear" is announced. Lock-down ends at the discretion of proper school and civic authorities. Lockdown drills are practiced several times throughout the year to ensure students and staff are familiar with the proper procedures.

### **Lockers**

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Lockers are provided for all students' belongings and books. The school reserves the right to inspect lockers at any time. Students are expected to keep their possessions neatly inside; large items such as oversized backpacks for younger students are discouraged. Backpacks with wheels are not permitted.

### **Medications**

If, for any reason, your child must take medicine while in school, please be aware that all medications (prescription and non-prescription) must be delivered to the nurse by an adult. No medicine may be in the hands of a student. All medications must be in their original containers and be accompanied by a parent's note and a doctor's note indicating time of day to be administered, dosage to be administered, doctor's name, duration of treatment, and any other important information.

### **Parking**

In order to keep our students and families safe, it is imperative that parents and visitors park only in appropriate areas. Please pay attention to existing signage and, in particular, note that parking is prohibited in the following illegal areas:

- in front of the rectory garages;
- in fire lanes;
- on Church Street directly in front of the school building (beyond the playground fence);
- any handicapped spots (without a permit);
- any reserved parking spaces;
- passing lanes in the rectory parking lot. Cars need to be able to freely enter and exit this area without backing up.

### **Photo Releases**

SMSA does not publish photographs or videos of any of our students in print publications or online without parental permission. A photo release form is part of the annual enrollment packet; please sign and return it. If you wish to deny permission, please state your wishes on the form, sign and return it. If you choose to deny SMSA permission to publish photos of your child, please let your child know in advance so that, in the rare circumstance in which he or she may have to be asked to step out of a group picture, his or her feelings will not be hurt.

Please note, when at all possible, students are only identified by first name and usually never by last name in publications or online.

### **School Email/Messaging**

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In the event of an emergency requiring parental or guardian notification, information will be sent via School Email/Messaging to parents of all students -- Noah's Ark through 8 -- via their pre-selected preferred method or methods of communication (ex: e-mail, home phone, cell phone, text, etc.). It is imperative, therefore, that SMSA has updated and accurate Emergency Contact information at all times. Should your emergency contact information change during the year, please contact the Main Office as soon as possible.

### **Snow Days**

Parents and guardians will be contacted via School Email/Messaging, SMSA's emergency notification system, in the event of a snow day or other emergency closing. Closings will also be announced on area radio and TV stations, usually beginning at about 6 am. Because so many of our students use the Queensbury bus system, if Queensbury closes, SMSA always closes. Please note, however, that there may also be times when SMSA chooses to close even though Queensbury Schools do not.

If school is delayed by one or two hours, children must not be dropped off any earlier than that day's appointed starting time. If, for example, school is delayed by two hours, the children may not be dropped off before 9:30 AM. On these days, morning Camp Kerry will not be opened, and no other staff persons will be here to supervise children before school begins.

Parents should also make arrangements for children to be cared for in the event we must send them home early. When forecasts indicate that there is a possibility of an impending storm, please discuss the arrangements with your child and send a note to school regarding these arrangements. Making such arrangements allows our students and staff members to be dismissed as early as possible for safe travel home.

After-school activities, including sports events, Camp Kerry, and evening meetings are automatically canceled on days when school is closed due to inclement weather.

### **Transportation**

All children who are to be picked up at school by a parent, guardian or other caregiver must have on file at school a list of people authorized to do so. (Copies of the form are available at the Main Office). Students will not be allowed to leave with any unauthorized person. Authorization cannot be given over the phone. Students who miss a bus at the end of the day will be allowed to use the phone in the Main Office to call an authorized caregiver to make alternate plans.

### **Safe Environment Training**

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All parents, grandparents, siblings, and/or other adults who wish to volunteer at school, chaperone events, or drive students (including your own child) to field trips or sporting events are required by the Albany Diocese to complete a **Safe Environment** Training Workshop and a background check. (All faculty and staff must also fulfill these requirements.) The simple two and a half to three-hour **Safe Environment** workshop, which gives parents the tools to recognize signs of sexual abuse, is offered online at The link below will take you to the Catholic Mutual Group website where you will find the new **Safe Environment** training and sexual harassment prevention training.  
<https://albany.cmgconnect.org>

## **Visiting**

**Due to COVID Visitors will be admitted to the school building for extenuating circumstances only.**

In the interest of safety, each person visiting the school building during school hours will be required to sign the Visitor Log Book in the Main Office and obtain a Visitor's ID badge. Unless arrangements have been made in advance, even signed-in visitors are not allowed to go to classrooms during the school day. Prospective students visiting for the day without parent/guardian must provide parent contact information and signed permission slip before being dropped off. The school must be informed of any allergies or health issues of visiting students.

When exiting the building, visitors must sign out and return their badges at the Main Office and exit through the Church Street doors. The Warren Street doors are used only in cases of emergency.

## **Appendix**

### **COVID - 19 Addendum**

#### **Masks COVID**

All students, faculty, staff and visitors are required to wear masks in all common areas of the school building and anytime a 6 foot distance cannot be maintained or a barrier is not available to separate them from others. Persons who have health issues and are unable to wear a mask, must be kept 6 feet away from others or in a barrier. We are strongly recommending that those people, at the very least, wear a face shield. If someone cannot wear the face mask due to health reasons a Doctor's note will be expected to be presented to the administration indicating such.

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Masks can be removed if students are seated within barriers and/or 6 ft away from others. If Students are seated and in their personal barrier the masks can be removed. (This pertains to all students NA - 8th Grade). All students will have time throughout the day for mask breaks if they need them.

Students in K-8 need to wear a blue or white mask with limited print to adhere to the uniform policy. We will be a little flexible with Kindergartners in the beginning of the year with mask colors. According to the CDC and NYS guidelines fabric masks are approved, you may also use paper masks. Bandana and gaiter face coverings are not permitted.

Students in NA do not need to follow the dress code and can wear any color/design masks, but they must not be gaiter or bandana style.

Students may wear the same mask all day, however if it becomes wet or soiled they will need to change it. We will have a stockpile of paper and cloth masks if a child needs a new one at any time.

### **Arrival and Dismissal During COVID**

#### **Arrival COVID**

All faculty, staff, outside providers, and students will have temperatures taken before entering the school building and the proper contact screening will be completed.

Teachers, outside providers, and all visitors will also need to sign in each day, so proper contact tracing can be maintained.

Our current plan is to have all students arrive between 7:00am and 7:40. Students who arrive before 7:30 will need to go to Camp Kerry in the cafeteria, or if the student is NA to their classroom. Camp Kerry and NA will end at 5:00 instead of 5:30, to allow time for proper cleaning and disinfecting of school.

If students are being dropped off by parents, the parent will park and bring student to playground doors or drop off older students by the playground gate.

A staff member will take student temp and history. We are currently waiting to hear from the diocese if surveys and temperature checks need to be done at home before school. When we have that information and any forms from them we will pass it along as soon as possible.

Parents will not be allowed to walk students into the building.

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A teacher or staff member will walk students to their class.

Students will be put in class cohorts and to the greatest extent possible, will not be allowed to mix with other cohorts during the day.

### **Dismissal COVID**

All parents, guardians or designated persons must produce their SMSA issued name placard before a child will be released.

Students who ride a bus will be escorted to the bus by faculty or staff members. Once busses have departed, the gates to the playground will be opened and parents can follow the arrows to the door and wait for a staff member to escort the child or children to the parent. Parents must present SMSA issued placards in order for students to be released.

At 2:45 the gates will be shut and locked. Parents picking up students after 2:45 should drive up to the main doors and call or text a number TBA. A faculty or staff member will escort the child or children to the door when the parents arrive.

### **Lockers: COVID**

We will be allowing students to use lockers. We have enough lockers to separate them. We will also be sending students to lockers in a staggered format, so that we do not have too many students in the hallways at once. While in the hallways going to lockers, students will need to wear their masks

### **Attendance COVID**

Children who are absent from in person learning will be marked absent unless the school is notified that the child will be learning remotely. If the student logs on to the remote session, but disappears during the session the student will be marked absent for the subject that he or she missed. Repeated absences will be reported to the principal and a meeting will be arranged to address the situation.

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If a child is absent due to illness and is not well enough for in person learning or to log on for remote learning, the child will need to make up missed work upon return to instruction either remotely or in person. The child will be marked absent.

### **Meet the Teacher Night (Open House) and Parent Teacher Conferences COVID**

We will be working on putting together an Open House when we return to school. Please know that this will most likely need to be a virtual Open House and will take some time to create. As soon as we have information on this we will share it.

Parent/Teacher conferences also for the time being will need to be held virtually. If you need to meet with your child's teacher please contact them via email to set up a day and time that you can both meet virtually.

### **Camp Kerry and Noah's Ark Before and After School Care During COVID**

During Camp Kerry and Noah's Ark before and after care, students will remain in their class cohort, but may be separated by a barrier or 6 foot distance and be allowed in the same room. Even though the cohorts are in the same room the students will not be permitted to interact closely with another cohort. The six foot distance and/or the barrier will be in place. Whenever the 6 foot distance or barriers are not available students will be required to wear their masks. Parents who are volunteering to work for Camp Kerry will be allowed to come in and work. They will need to complete all screening before entering the school.

### **Birthday Parties During COVID**

**The celebration of birthdays in school will be decided by individual classroom/homeroom teachers. If celebration is allowed, treats which are store-bought (i.e. cupcakes, cookies etc,) with the ingredient label still attached may be sent in for birthday treats. However, accommodations should be made for students with allergies, a good option for non dairy gluten free treat is Italian ice. SMSA is strongly discouraging parties of any sort out of school due to the increased risk of COVID-19 transmission during gatherings. Additionally, students must not deliver invitations in school.**

### **Emergency Drills During COVID**

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SMSA will continue to conduct emergency drills. Students will be taught new procedures for the drills during COVID.

### **Summer Enrichment**

All students enrolled in the Summer Enrichment Program are expected to adhere to the policies and procedures in the Student Handbook as well as the following.

#### **Philosophy of the SMSA Summer Enrichment Program**

St. Mary's – St. Alphonsus Summer Enrichment Program provides a safe and welcoming environment for students to pray, learn, play, and foster relationships outside of the comprehensive classroom. In turn, parents will be assured in knowing that their child is in a safe and caring environment as they complete their work and ministry before picking up their child.

#### **Cell Phones, I-Pads and other Electronic Devices**

Students participating in the Summer Enrichment Program should at no time be making calls, texting, taking photographs, playing games, listening to music, or watching videos on their electronic devices. This includes, but is not limited to: cell phones, I-Pads®, E-readers, etc. Items taken away from students will be returned to the parent(s)/guardian(s) on the last day of the program.

#### **Conduct**

In accordance with the stated philosophy of the school, which emphasizes deep respect for the human dignity and uniqueness of every individual, each student will be considerate of the rights of others in all interactions. All students are expected to cooperate with the spirit and policies of the school which are designed to foster mature development and personal responsibility. This requires courtesy in all personal relationships, promptness in fulfilling obligations, concern for the environment, and many other factors which the students' sense of appropriateness will indicate to them. The Summer Enrichment Directors in collaboration with the Principal reserves the right to determine the appropriateness of an action if any doubt arises. Students who fail to comply will be asked to leave the program and no refund will be given.

Items such as, but not limited to, questionable books and pictures, White-out®, Sharpie® markers, knives, guns, matches, cigarettes, e-cigarettes, toys, trading cards, laser lights, CDs, I-Pads, fidget spinners, or cameras are not allowed at school at any time.

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The school administration, in accordance with state laws, will determine the appropriate disciplinary measures to be taken concerning the presence of these items in the school. Items taken away from students will be returned to the parent(s)/guardian(s) on the last day of the Summer Enrichment Program.

### HANDBOOK SIGNATURE PAGE



Please sign, and return this sheet to your youngest child's homeroom teacher the first week of school. You may include all of your children on one sheet.

We have read the updated 2020-21 SMSA Student Handbook, found on the SMSA website, and agree to abide by the policies and procedures outlined therein. (Absence of signed forms, through the act of enrolling your child at SMSA, you are agreeing to to the policies and procedures outlined in this Handbook)

FAMILY NAME: \_\_\_\_\_

Parent/Guardian Signature

Date

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Parent/Guardian Signature

Date

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Student Signature

Grade

Date

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Student Signature

Grade

Date

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Student Signature

Grade

Date

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Student Signature

Grade

Date

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Student Signature

Grade

Date

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