



# STUDENT HANDBOOK

## 2022-2023

*“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 Student Handbook, which emphasizes our two primary concerns: student success and student safety. Please note that this handbook was revised summer of 2023 as a collaborative effort with staff, our leadership team, the SMSA Board and our Pastor, Fr. Scott VanDerveer. 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 in accepting & following these policies. And, as always, thank you for entrusting your children to us.

• 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 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 is expected.

### **Supporting Pastors & Parishes**

*In cooperation with St. Mary's, these parishes contribute annually toward the operation of SMSA*

Rev. Guy Anthony Childs

St. Michael's, South Glens Falls

Rev. Joseph Busch

Our Lady of Annunciation, Queensbury

Rev. Des Rossi

St. Mary's/St. Paul, Hudson Falls

& St. Joseph's, Fort Edward

### **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.

## 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 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.
- **UNIFORM FOR GIRLS:** K-4: jumper or navy pants, criss-cross tie, light blue blouse or shirt, black/navy socks or tights, black or navy shoes; 5-8: skirt or navy pants, tie, light blue blouse or shirt, black/navy socks or tights, black or navy shoes (NO SNEAKERS with the school uniform!), optional cold weather- sweater/pull over (navy with school logo or plain- NO OTHER LOGOS permitted, please)
- **UNIFORM FOR BOYS:** navy pants, light blue school shirt, tie, black or navy shoes (NO SNEAKERS with the school uniform!), optional cold weather-sweater/pull over (navy with school logo or plain - NO OTHER LOGOS permitted, please)
- 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. The staff will implement the appropriate PBIS steps for repeat offenses.
- 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 – or in place of – them at other times of the day.
- SMSA hoodies may be worn on gym days only, but the hood may 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.).
- Adaptations to 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 (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 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.
- 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, now located in Room 1001, 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."

### **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 (no flip flops) 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 appropriate for school; clean clothes in good condition are required. SMSA reserves the right to call parents and request that they bring a change of clothing should the dress-down clothes be deemed inappropriate.

### **Daily Arrival**

If students are being dropped off by parents, the parent will park and bring students to playground doors or drop off older students by the playground gate. SMSA has a desire to welcome parents and family members into the school building, but recent local and national events have reminded all for the need for safety to be paramount.

**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 the Great Hall or to their classroom or homeroom if our morning prayer has concluded. Students who arrive before 7:25 am will be sent to morning Camp Kerry in the Great Hall and will sign in. 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.) Noah's Ark students will continue to be dropped off by parents. Teachers will be escorting students to the Great Hall to join the morning community gathering, prayer and announcements.

In order to create an atmosphere of excellence, we require students to be ready to begin working at 7:50 am when academics begins. Parents will be contacted if tardiness becomes an issue. A student shall be recorded as absent for half of the day if more than one hour and 55 minutes of the instructional day are missed, and recorded as absent for the entire day if more than three hours and 45 minutes of the instructional day are missed.

In the interest of creating a safe and focused learning environment, parents 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.

#### **Hours of Operation**

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

#### **Attendance**

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, (518-792-3178 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 absence. 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 18 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 (or health department) 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.

## Types of Absences

*Attendance records are official legal documents and, by law, require accuracy*

### 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.

### 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 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 contacts 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.

<b>Excused Absence/Tardy/Early Dismissal(s)</b>	<b>Unexcused Absence/Tardy/Early Dismissal(s)</b>
Student Sick Student Medical Appointment Family Sick 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

### Dismissal

At the end of the day, all students will return to homerooms to pack up and prepare for dismissal. Each homeroom will line up and proceed to the Great Hall for the "End of Day Community Gathering" which will include a prayer and any special announcements.

When the Gathering concludes, walkers will be dismissed first. Middle School students who have younger siblings may sign out the siblings with the appropriate documentation

on file. Bus students will proceed to the main stairwell and follow the directions of the supervising staff to board buses safely. Following dismissal of all students, those attending Camp Kerry will sign-in and begin the quiet/homework session.

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 the 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 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 ID.

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.

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.

### **Calendar**

A master calendar of the upcoming school year is created every summer and emailed home 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. Parents/guardians are responsible for opening, reading and making a note of the information sent to you via school email. The school website, [www.smsaschool.org](http://www.smsaschool.org), also includes a calendar of the academic year which will be updated as appropriate.

### **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. SMSA sends home once a week – via email – a brief newsletter highlighting important achievements, upcoming events, and calendar items. This newsletter, 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](http://smsaschool.org). If you fail to receive a school email during the first week of school, please call the main office immediately.

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](mailto:jdoe@smsarcs.org). For a quick link to email addresses, visit the school's website [www.smsaschool.org](http://www.smsaschool.org).

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 important information, including the monthly lunch menu, current and archived Kerry Blue newsletters, periodic letters from the Principal/School Director and information about SMSA. In addition, it provides Middle School families with a link to FACTS, our middle school teachers' online gradebooks.

Priority reminders and emergency notices are sent via school email, directly to your designated landline, cellular phone and/or email. It is the family's responsibility to make certain that the Main Office has updated contact information for you at all times during the year.

### **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.

### **Contact Information:**

Main School Office Number • 518-792-3178

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

...your child will be absent from school:	Main Office, x1100
...you need to contact Noah's Ark:	Bev Kerpka, Director, 518-792-7402
...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
...you have a questions regarding PTSA	Theresa Aslin, President
...you'd like to add a friend or relative to our mailing list:	Main Office x1000
...you have a question or concern that none of the above can answer:	Professor Slater, School Director

### **SMSA Online**

We endeavor to maintain a dynamic, current, and purposeful website and Facebook page in the 2022-2023 school year. Please visit and share our digital resources!

SMSA Website: [www.smsaschool.org](http://www.smsaschool.org)  
Like us on Facebook [www.facebook.com/smsaschool](https://www.facebook.com/smsaschool)

### **Parent/Family Events:**

Parent-Teacher Conferences, Open-House and other special events involving families visiting our school will be announced during the school year as deemed appropriate. SMSA values the school-home partnership as integral in our students' education. Traditions serve the entire school family by fostering community and creating memories. At SMSA, parents of each grade are respectfully requested to embrace planning the events and/or programs, such as the teacher appreciation luncheon and graduation reception, etc.

### **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.

### **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.

### **Text Books**

With the exception of workbooks and religion textbooks, student textbooks are provided through the student's home 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.

## **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 10% of the student's yearly average.

**Finals:** Students in grades 6-8 will take final exams in all subjects. Like midterms, these exams also represent 10% of the student's yearly average. Eighth grade students will take the NYS Regents exams in Algebra 1 and Science: Living Environment in addition to final exams in those classes. Regents grades do not affect final grades.

## **Graduation Requirements**

8th 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 9th grade.

8th 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. 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 rather than on help with the actual content. SMSA encourages increasing independence at each grade level. Homework assignments are used by faculty to inform, improve and focus instruction.

### **Cheating**

Cheating is incompatible with the virtue and character required of an SMSA student. 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 student who is involved in cheating may also be suspended from participation in sporting or other events at the discretion of the Principal/School Director.

### **Report Cards**

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.

### **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.

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

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

### **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/School Director, whose decision shall be final.

### **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 FACTS 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.

# Student Safety

## Allergy Policy

The SMSA student body includes children with food allergies, some severe. 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 staff member. Students may claim their confiscated items during lunch, homeroom, or after school.

## Lockers

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.

# Student Behavior / P.B.I.S / Discipline

In the 2022-23 school year, we will be implementing a SMSA P.B.I.S. (Positive Behavior Interventions and Supports) program. This 3-tiered research and data-based program includes explicitly teaching all students behavioral expectations at the onset of the school year and reviewing after vacations and other appropriate times during the school year, posting the behavioral expectations, acknowledging and celebrating those who demonstrate the desired behaviors and reteaching those who do not.

**Tier 1** —> Teacher/staff-managed behaviors (Reteaching and if deemed appropriate, completing a Minor Incident Report (MIR) to track behaviors and communicate home.)

**Tier 2** —> Adding additional supports for students struggling at tier 1 (child-study team, counselor, parent conference, etc.)

**Tier 3** —> Disciplinary consequences for repeat/serious offenders will include restorative justice practices when deemed appropriate. Consequences may include detention, suspension or expulsion, as deemed necessary if tier I and II interventions are unsuccessful. (Detention will be held on Tuesdays and Thursdays for one hour after school and will be supervised by Mrs. J. Viger.)

Building on our former PAX Good Behavior Program, tier 1 includes reteaching and a student reflection on how to move forward without repeating the behavior. The goal of

reteaching and MIRs is to address the inappropriate behavior calmly, swiftly and build student efficacy. It is a positive, proactive approach to improving student behaviors that focuses on relationship-building with students.

If a student earns 3 MIRs in one academic quarter, a behavioral referral will be written and the student will be referred to the Dean of Students, Mrs. Elaine Stocker, or School Director, Professor Slater for a consequence. The goal of the MIR process is to prevent behaviors from escalating and to maintain a safe, healthy environment in which all of our students can learn and thrive. Each quarter, the slate is wiped clean and all students get a fresh start.

Students who demonstrate the appropriate behaviors throughout the school year will be acknowledged with “Kerry Bucks” that can be traded in for prizes/privileges/special events and activities, positive postcards, “KERRY PBIS STUDENTS OF THE MONTH” and other opportunities to celebrate our students.

All staff will be provided training to ensure implementation with fidelity. All students will be taught the PBIS curriculum to ensure that clear, concise, consistent behavioral expectations are understood by all. Our intended outcome is to be proactive in creating a joyful, safe school learning environment centered in strong faith and virtues.

### ***Why PBIS?***

In the document *Educating Today and Tomorrow: A Renewing Passion*, the Vatican’s Congregation for Catholic Education stated, “It is important for schooling to enhance not only skills that are related to knowing and knowing how to do things, but also skills that apply to living alongside others and growing as human beings. These are reflective skills, for instance, by which we are responsible for our actions, or intercultural, decision-making, citizenship skills, that are becoming increasingly important in our globalized world and affect us directly, as is the case with skills related to consciousness, critical thinking and creative and transforming action” (2014).

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 with an atmosphere of mutual respect where we believe that learning and creativity flourish. SMSA’s focus is largely on helping children develop self-regulation as a crucial component of their Christian growth. We believe that our SMSA PBIS program, supported by all staff and families, will help us to achieve this goal. Please look for more information about our SMSA PBIS Program on our school website and social media pages.

### **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, including possible loss of transportation privileges.

### **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.

### **Parents Active in Catholic Education (PACE)**

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 to 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 included in your FACTS tuition payment. Questions about PACE should be directed to the bookkeeper, Deana White: [dwhite@smsarcs.org](mailto:dwhite@smsarcs.org).

### **PTSA**

Our Parent-Teacher-Student Association (PTSA) is involved with enrichment and social activities for our students. Through their important work in the school, the PTSA helps parents to 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 are held throughout the year. Check the Kerry Blue or the website calendar for dates. We are thankful to our PTSA for enhancing the SMSA experience for all.

### **Celebration of Birthdays**

The celebration of birthdays in school will be decided by individual classroom/homeroom teachers in collaboration with the SMSA leadership. If celebrations are allowed, treats which are store-bought (i.e. cupcakes, cookies etc,) with the ingredient label still attached may be brought in for birthdays 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. Thank you! \*\*Noah's Ark differs so please see teachers with questions.

For parties of any sort outside of school: Families are asked to be considerate of students' feelings if all classmates are not invited. Discretion and communication with the homeroom teacher is requested to promote an inclusive school community.

### **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 School Director/Principal and the middle school staff know the details in advance. 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.

### **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. The 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 the deadline. We strongly recommend that parents confirm before the district's deadline that their request has been received and that transportation will be provided.

### **Tuition**

As a private Catholic school, SMSA receives no regular state funding the way public schools do. 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 (including other fees, such as the Activity Fee, band lessons fees, 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 two 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/School Director 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.

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/School Director 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**

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.
- 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)

### **Camp Kerry**

Camp Kerry is SMSA’s before-and after-school care child-care program for students in Kindergarten through Grade 8. Hours of operation are: 7:00-7:30 am and 2:30-5:00 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.

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

#### **Camp Kerry PBIS Behaviors/Rules:**

AM: Students report to the Great Hall and sign-in. Students will sit in a chair and may chat quietly with friends, read or do other work until teachers arrive. They will move to be with their class at that time.

#### PM: 2:45-3:15 QUIET/HOMEWORK TIME

Students will complete homework and can request assistance from staff present. They must bring something to do (which may be a book to read or coloring/drawing time) to work quietly.

#### 3:15 - CHOICE TIME

After Homework/Quiet Time ends, we will provide activity choices for the children (inside and outside if weather permits).

There are **NO** personal toys, stuffed animals, playing cards, pokemon cards etc. permitted in Camp Kerry. If a student would like to bring a specific activity or craft to work with a friend or two (eg.) friendship bracelets, they must get prior permission from the Camp Kerry staff.

#### **Parent Pick-Up from Camp Kerry:**

Please sign in at the office and pick up your student from the Great Hall. If a student is involved in an after school activity, the designated staff member will sign the student out of Camp Kerry.

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

### **Lost and Found**

Clothing and other items left behind are placed in our lost-and-found. (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.

### **Deliveries**

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

### **Electronic Devices**

Under certain circumstances and with special permission from school staff, 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 smart watches, fitbits or other electronic wearable items allowed.  
Headphones/earbuds are to be used only with teacher permission for academic purposes.

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/Laptop Computer Policy**

*The terms "Chromebook" and "laptop" may be used interchangeably*

#### **Device Purpose:**

SMSA is supplying students with a Chromebook/laptop/iPad 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 function of the device is to provide each student access to required educational materials needed to be successful. The device allows student access to Google Apps for Education (GSuite), 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.

### **Daily Return Policy:**

Students will obtain the Chromebook from their homeroom carts in the morning, as needed, and return them to the cart when not in use. **ALL CHROMEBOOKS MUST BE RETURNED TO THE CART AND PLUGGED IN** during the PM homeroom period.

### **Taking Care of Your Assigned 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 the Chromebook can be repaired or replaced.

### **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 can cause damage to the device.
- Do not lean on top of the Chromebook or place anything on it that could put pressure on the screen.
- Do not poke the screen.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, notebooks).
- Personalization of Chromebooks with stickers, etc. is not permitted.
- 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.

### **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 misuse.

### **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 educational tasks that require audio/video..

**Software on Chromebooks:**

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. Students may **NOT** download anything without teacher permission.

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

- Record of serial number and SMSA asset tag number
  - Student's last name followed their grade level
- Under no circumstances are students to modify, remove, or destroy identification labels.*

**Repairing or Replacing Your Chromebook:**

- Loaner Chromebooks 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.

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 handbook and the acceptable use 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.

**Internet Safety**

SMSA is committed to keeping our students safe while online. 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 proper 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 may 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 as part of our PBIS program. We encourage parents to talk with your students 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.

## **Emergency Drills and Procedures**

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.

### **Lock-down**

Certain extreme circumstances may necessitate our building being 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.

### **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 with prior arrangements being made with the teacher. However, any participating parent must be SAFE ENVIRONMENT trained and background-checked.

### **Health Records**

Students must have the following updated records on file at school to comply with NYS 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: Per NYS Law, religious exemptions are not accepted.*

- a) As a requirement for entrance to school, the person in parental relationship to the child furnish, within 14 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  
Haemophilus  
Pneumococcal

- b) All children enrolled must meet the NYS Immunization requirements for school entrance/attendance in accordance with Noah's Ark: Preschool/Pre K/Daycare-8th grade.

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
2. If it is discovered that a student is not up to date with the necessary immunizations the parents 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.

### **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**

In the event of an emergency requiring parental/guardian notification, information will be sent via School Email/Messaging to parents of all students – Noah's Ark through 8th – 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 • School Closings/Delays**

Parents and guardians will be contacted via School Email/Messaging, SMSA's emergency notification system, in the event of a weather-related school closing or delay 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 Central School** is closed or is delayed, SMSA always will be closed or delayed. Please note, however, that there may also be times when SMSA chooses to close even though Queensbury Schools do not.

For the safety of our staff and motorists, 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 open 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**

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**

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.

## **Summer Enrichment Program**

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

SMSA's 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.

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:

### **Cell Phones, Tablets & 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, iPads®, E-readers, etc. Items taken away from students will be returned to the parent(s)/guardian(s).

### **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 School Director/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, knives, guns, matches, cigarettes, e-cigarettes, toys, trading cards, laser lights, CDs, iPads, fidget spinners, or cameras are not allowed at school at any time.

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.

### **Advisory School Board**

The SMSA School Board is an advisory board focused on the future and is 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. are among the responsibilities. The Board and School Leadership Team works collaboratively 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/School Director, our pastor, one teacher representative, one PTSA representative, and parents, alumni and/or friends of the school who, whenever possible, represent each of our principal nearby parishes: in South Glens Falls, Queensbury, Ft. Edward and 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 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 other guests to voice suggestions, ideas, compliments, questions or concerns. However, the President, Pastor and/or Principal/School Director 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.

### **2022-2023 SMSA Advisory School Board**

President: Kathy McNulty  
Vice President: Patti Siano  
Secretary: Kate Patterson

#### *Other Voting Members:*

Mark Olechowski  
John Scrivo  
Melissa Seale  
Mary Tully  
Theresa Aslin: PTSA Representative

*Non-Voting Members:*  
Father Scott VanDerveer, Pastor  
Anne Casola, Faculty Representative

**2022-23 School Personnel**

Anunziato, Linda	Aide, Noah's Ark
Barbieri, John	Teacher, Physical Education
Casola, Anne	Teacher, Grade 2
Clohessy, Peggy	Teacher, Art
Dove, Erin	Teacher, Music, Chorus
Fortier, Kathleen	Teacher, Noah's Ark
Gregorio, Mary	Aide, Noah's Ark
Grubiak, Stephanie	Aide, Noah's Ark
Harris, Noreen	Teacher, Grade 4; Director of Camp Kerry
Hernandez, Karla	Teacher, Spanish, French, K-Grade 8
Hladik, Elizabeth	Teacher, Science, Grades 6-8
Kelly, Brooke	Teacher, Kindergarten
Kerpka, Beverly	Director, Noah's Ark Program
Lambert, Katie	Teacher, Grade 1
Leland, Jennifer	Teacher, Noah's Ark
Leone, Bernadette	Main Office Receptionist, School Director's/Principal's Assistant
Lotich, Ashley	Aide, Noah's Ark
Mattes, Dave	Facilities
Mattes, Paytin	Aide, Noah's Ark & Kindergarten
Mahoney, Ashlee	Aide, Noah's Ark
McAllister, Linda	Aide, Noah's Ark

Meliski, Mary	Teacher, Grade 3
Melvin, Lucus	Facilities
Noonan, Stacey	Reception/Enrollment/Library
Powell, Mara	Teacher, Math, Grades 6-8
Purvis, Jessica	Pathologist, Speech
Rowley, Ben	Teacher, Instrumental Music, Band
Sanok, Gerianne	Teacher, Noah's Ark
Smith, Bonnie	Teacher, Noah's Ark
Stocker, Elaine	Teacher, Religion, Grades 5-8
Trzaskos, Jessica	Teacher, Grade 5
Tucker, Nicole	Aide, Noah's Ark
Viger, Jessica	Teacher, Noah's Ark
White, Deana	HR/Financial Coordinator/Bookkeeper
Williams, Marie	Teacher, ELA, Social Studies, Grades 6-8

*\*Our handbook was updated August and September 2022 with the most current information at the time of publication. If any changes are deemed necessary during the year, information will be shared by Father Scott VanDerveer or the School Director/Principal.*

# HANDBOOK SIGNATURE PAGE

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



**We have read the updated 2022-23 SMSA Student Handbook, found on the SMSA website, and agree to abide by the policies and procedures outlined therein.**

(Through the act of enrolling your child at SMSA, you are agreeing to the policies and procedures outlined in this Handbook. This sheet certifies that agreement to uphold the high standards for virtue and character that are trademarks of an SMSA student.)

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

\_\_\_\_\_  
Parent/Guardian Signature Date

\_\_\_\_\_  
Parent/Guardian Signature Date

\_\_\_\_\_  
Student Signature Grade Date