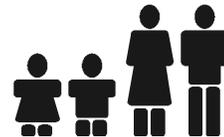
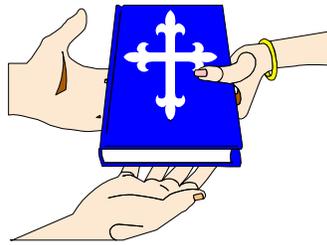


Philosophy of St. Mary's School

The purpose of St. Mary's School is to provide a safe and loving environment where children may have their developmental needs met. This school is a place where children are educated: academically, physically, socially, psychologically, and most importantly spiritually. St. Mary's School is a contemplative environment seeking a diverse population of adults and children. St. Mary's welcomes a compassionate and socially active community of faith to join in opportunities to worship and apply Gospel values.

To achieve academic excellence which complies with New York State and Diocesan Standards, the students are guided by a compassionate staff of dedicated, qualified teachers, and volunteers. Students are sent forth grounded in Christian values and vested with a sense of responsibility to our global community.



Parish Mission

St. Mary's Parish is a Catholic Sacramental community that exists to glorify God. We are committed to sharing the Good News with our families, our parish, and our community through worship, liturgy and service to one another, through our gifts of time, talent and treasure.

Religious Instruction

Religious instruction is considered as part of the core curriculum in all grade levels in St. Mary's School. Religious instruction includes a study of the Catholic faith and practices, Biblical study, and the teaching of Christian values and morals. This will be the third year using the religion series entitled "Christ Our Life" published by Loyola Press. Parents are encouraged to log onto www.LoyolaPress.org to access activities which can be used in the home setting. (Note especially the daily 3 minute online retreat!)

Prayer

Classes for students in pre-kindergarten through grade six begin and end the school day with prayer. Students attend Mass on Fridays. On Monday mornings, students meet for prayer services, which are prepared by the students. In these contexts, prayer is a conversation with God, where by we can petition, praise, glorify, and thank God. It is an important part of our lives.

Directory of Personnel

Pastor:

Father Douglas Lucia

Principal:

Pamelia Neal

Vice-Principal:

Cynthia Niles

Staff:

Custodian: Richard
Crawford

Administrative

Assistant:

Terry Feuka

Faculty:

Pre-K: Catherine Leggue
& Betsy Turner

Nursery: Cassie Kotz &
Jennifer Palumbo

Kdg: Mike Preston

Gr. 1: Jamie Burns

Gr.2/3: Tom Alzo

Gr.4: Meg Trainor

Gr.5: Cynthia Niles

Gr.6: Marianne Augenstein

Crane School of Music
Band & Instrumental

Lessons:

Instructors from Crane School of Music

Art: Betsy Turner

P.E. Lauren Cruikshank

School Day Schedules

Nursery Group: Mon, Wed. and Fri.: 8:00-10:30

Pre-K Groups: Mon. through Fri.: All day Session: 8:00 – 2:15
AM Session: 8:00 -10:30
PM Session: 11:30 – 2:15

Pre-K dismissal time depends on busing schedule for this year.



Grades K - 6: Students may arrive after 7:30 A.M.

- 7:55 - Gathering time for lunch count, notes from home, etc.
- 8:00 - Bell, Morning Announcements, Opening Prayer & Attendance; classes begin
- 10:30 - 11:50 - Lunch in scheduled groupings for grades Pre K-6
- 2:00 – Bell to signal end of instructional day.
- 2:10 - Announcements, and students dismissed as buses arrive.
- 2:15 - Dismissal for students who walk. Children in Latch Key go to the gym.

Dismissal for Students NOT Riding a Bus

Any adult picking up a student at dismissal time is asked not to park where the buses stop near the sidewalk on Powers Street. The students who are walkers will be dismissed at 2:15 PM. At that time, any remaining students are to go to the main door to the teacher on bus duty. Students who are to be picked up by an adult are asked to wait in the hallway in front of the office-library area until that adult arrives. Students will be dismissed only with pre-designated drivers.

If a student is to be picked up by an adult who is not one of the usual designated drivers, the parent is to inform the school in writing before the child is to be dismissed in this manner. The welfare of each child is vital.

Bus Rules



Any student who is being transported to and from school or on a school field trip must follow the rules for behavior set by the school district. The bus driver will use similar discipline forms and procedures as those used for public school students. Any conduct that might jeopardize safe bus travel or the welfare of others or their property will not be tolerated. If a driver reports to the principal that a student was not following the bus rules, the principal will follow up with a conference with the student and inform the parent of the problem. The incident will be recorded. If the problem persists, disciplinary action will be taken by the school district or the bus provider.

Four Marking Periods for K-6

Starting and Closing Times for Four Quarters of Marking Periods for Report Cards

- | | |
|-----------------------|------------------------|
| #1: Sep. 06 – Nov. 07 | #3: Jan. 30 – April 07 |
| #2: Nov. 08 – Jan. 27 | #4: April 10 – June 16 |



Within a few days after the closing of each period, report cards will be distributed.

TUITION RATES for the Year 2016-2017

Grades K-6

Category:	<u>Supporting</u>		<u>Non-Supporting</u>	
	<u>Month</u>	<u>Year</u>	<u>Month</u>	<u>Year</u>
One Child	\$350	\$3,500	\$400	\$4,000
Two Children	\$450	\$4,500	\$500	\$5,000
Three Children	\$550	\$5,500	\$600	\$6,000

Note: Supporting assumes family is registered in a Catholic Parish and offering a weekly monetary gift.

Pre-Kindergarten

	<u>Time</u>	<u>Month</u>	<u>Year</u>
Mon, Wed, Fri	8:00-10:30	\$330	\$3,300
Mon, Wed, Fri	11:30-2:15	\$330	\$3,300
Mon, Wed, Fri	8:00-2:15	\$400	\$4,000
Mon-Fri	8:00-10:30	\$370	\$3,700
Mon-Fri	11:30-2:15	\$370	\$3,700
Mon-Fri	8:00-2:15	\$440	\$4,400

Nursery

Mon, Wed, Fri	8:00-10:30	\$300	\$3,000
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Note:

If your family has one or more children in grades K-6 and a child in Nursery or Pre-K, the Tuition rate for grades K-6 apply. Contact Miss Neal if there is a question.

There is a \$100.00 Fee due before June 1, 2016. This fee includes Registration and mandatory Pupil Insurance (Coverage July 1, 2016- June 30, 2017).

Tuition Payments:

Tuition: Tuition payments are expected to be made on a monthly basis. Exceptions to this policy will be per agreement with the principal and/or the pastor.

How to Pay Your Child's Tuition

This year St. Mary's has contracted with FACTS Management Systems to process all tuition invoices and payments. Once you have turned your contract in to Miss Neal, go to: <https://online.factsmgt.com/signin/3M935>

and set up your payment plan. Once your payment plan is set up, a tuition invoice will be sent to you. **(Note: Do not send your Registration Fee to St. Mary's, just follow the directions on the FACTS website.**



Tuition Assistance: Tuition assistance is available from the Bishop's Fund – Ogdensburg Diocese and through the Adopt-A-Student Fund. Anyone may apply. Contact the school office for details in September. Note: If there is difficulty making tuition payments during the school year, please contact Ms. Neal or Fr. Doug directly.

Income Tax Information: If you have children attending St. Mary's School who are under six years of age, you may report these fees on your income tax forms as "child care expenses" and then receive a tax break. Contact the parish office if you need help in this matter.

School Lunch Program

All students in St. Mary's School bring a lunch from home. Lunches may be stored in the refrigerator.

Once a month a hot lunch will be served.

If your child forgets their lunch a peanut butter sandwich, yogurt and milk will be offered.



Milk and Yogurt: \$.50

*Milk available: regular white, 2% white, skim white, and chocolate

*Yogurt available: strawberry and blueberry

To minimize bookkeeping for our faculty, we are requesting that families pre-pay for anticipated milk purchased, by sending in one check specifically allocated for meal expense as opposed to having each individual child's classroom teacher keep track of monies owed. Milk still owed will be billed to each family at the end of the month.

- Students are not permitted to use a microwave to heat individual lunches.

Fundraising



Presently, it is not feasible to obtain all of the monies needed for the school budget from tuition, individual donations, and the assessment to St. Mary's Parish. Therefore, St. Mary's School conducts some major and minor fund-raisers during the year. **Volunteers are needed** to carry out these fund-raisers. Committees will be organized at the beginning of the school year at the Open House meeting in September.

In addition, there may be a limited number of minor classroom/club fund-raisers for acceptable, specific reasons. (Example: use funds from a food sale for charity.)

PARENT PARTICIPATION

The Catholic Church teaches that the **PARENTS** are the first and primary teachers of their child. With this in mind, we are asking parents for an **active participation** in their child's education. There are many ways that this can be accomplished, such as:

- ❖ Working with their child on homework and with teachers regarding educational concerns
- ❖ Joining in activities at St. Mary's School
- ❖ Participating in some of the SMV activities



SMV: St. Mary's Volunteers

St. Mary's Volunteers are people who make a commitment of time to act as volunteers for St. Mary's School. Volunteers are always welcome because they are needed in many ways. The school encourages **ANY ADULT** of good character in the community to join the St. Mary's Volunteers. **St. Mary's Volunteers must attend a 3 hour Virtus Training Class, as mandated by the Diocese of Ogdensburg.** The school can use such volunteer help for an hour, part of a day, or a day. The school needs volunteer help for special events, plus weekly and daily activities. The following are some of the ways in which volunteers may help:

- ❖ Kitchen help during lunch time
- ❖ Receptionist in the office - volunteer as a substitute on call
- ❖ Volunteers to serve on committees for major fundraisers planned by St. Mary's School, including; Magazine Drive in September, Pasta Dinner in October, Silent Auction in November, Auction, book fairs, events during Catholic Schools Week, St. Patrick's Day Dinner, rummage sales, May Day-Pay Day Raffle, etc.
- ❖ Teacher-helpers - help with bulletin boards, read stories, help in library, assist in classroom projects or science experiments, help students individually with assignments
- ❖ Volunteers as carpenters or electricians for projects
- ❖ Drivers for field trips to local destinations
- ❖ Presenters of travel experience or educational topics, including music, art, science
- ❖ Coaches or helpers with seasonal sports (basketball)
- ❖ Chaperones for field trips, on bus or on foot
- ❖ Helpers in many other useful ways: **WE ENCOURAGE ADULT HELPERS!**

SAFETY, HEALTH & WELFARE

School Closings or Bus Delays



If inclement weather causes school closings or bus delays, St. Mary's will follow the same procedure as Canton Central School. All announcements will be made over radio station WPDM-99.3 Potsdam, WSLB-1400 Ogdensburg, WSLU-89.5 Canton, and WVNC-96.7 Canton. These announcements are usually listed on the television station WWNY – Channel 7. This same procedure will be followed for any emergencies. Announcements are usually made sometime between 6 AM and 8 AM unless an emergency situation arises while school is in session.

Emergency School Closings

If there is a sudden need to dismiss the whole student body during the regular school hours, a special plan of departure will be followed. Parents will be given a form to complete in the beginning of the school year. The completed form will indicate where the parent wants his/her child to go if such an event should occur. This information will be followed for an emergency departure. Our new School Reach parent contact system will automatically call the phone numbers indicated on emergency release forms with a recorded message.

There is usually one drill for an emergency departure that is planned by the bus coordinator at Canton Central School.

Snow days are determined by Canton Central School, as we use their busing. If school is open but you as a parent believe it unsafe for your child to travel, please use your own discretion, especially for those families located out of the Canton District.



Fire Drills

A plan of emergency exit routes and alternate routes is posted in every room in the building. The fire signal is a loud, continuing bell. All persons are to leave the building even if the alarm appears accidental. Students are to stay in line, listen to instructions given, and walk quickly and quietly away from the building. There will be a minimum of twelve, timed fire drills per year.

Each fall the Canton Fire Department presents a special, fire-prevention program.

Illness or Injury

If a student becomes ill, the parent/guardian will be notified and asked to pick up their child. If a student is seriously ill or hurt, the school nurse from Banford Elementary School will be called first and then the parent/guardian will be called. **If an extreme emergency arises concerning the health and safety of a child, "911" will be called first, then the school nurse, and then the parent/guardian.**

Any accidents that occur involving a student during the school day or during school sponsored events are to be reported to the office as soon as possible. A medical log is maintained there.

If a student has a medical problem that would prevent him/her from fully participating in physical education class and recess time activities, a written statement of limitation is required from a physician. Excuses will be accepted for medical reasons only. Notes are to be given first to the classroom teacher, who will notify the principal and all faculty involved with the student.

Student Accident Insurance

All students enrolled in St. Mary's School, Canton, New York, must have accident coverage provided by **Pupil Benefits Plan, Inc. The annual fee will be \$3.00 per year, per child.**

Medication: [Important Rules]



****If a student needs to take ANY MEDICATION, prescription or non-prescription, during the school day, it is necessary for a parent/guardian to provide the school with his/her written permission AND a written signed order from the child's physician. This includes the name of medication, dosage (amount), times to be given, and any side effects to note. Unless the doctor's directions state that the medications are to be self-administered, the medications will be kept in a safe location and**

recorded when taken by the student. Usually it can be arranged, with careful timing of administering, to avoid the need to take the medication during school sessions. Contact the office if there are questions or problems. These regulations apply to all students in schools in New York.

Physical Examinations

State Law requires that students in Nursery, PK, kindergarten (if the student didn't attend our PK program), second grade, fourth grade, and transfer students receive a physical exam sometime during the school year. The school physician or the physician's assistant conducts this exam. If a parent prefers that the family physician perform the physical exam of the child, the parent is to notify the office in writing and then notify the school of the results of that exam. Also, all students who are new in the district will be required to have a physical exam.

Absences

State law requires that each student who is returning from an absence from school bring a **written excuse** signed by a parent/guardian. The school nurse must see that the note contains these parts: the date(s) of absence, reason for absence, the parent's signature, and the date signed by that parent. **For your convenience there is a packet of absentee notes in this handbook folder.**

According to New York State law, the only excused absences from school are for reasons of personal sickness, sickness or death of immediate family members, religious observance, required court appearance, dentist or doctor appointments, music lessons, approved college visits, impassable roads, weather, or quarantine. Other types of absences are recorded in the school registers as unexcused absences.

Tardiness



If a student arrives at school after 8:00 AM, that person is considered as tardy and must report to the office near the library before going to the homeroom. The student is to have a written excuse signed by a parent/guardian at this time. If the parent/guardian delivers the child in person, **that adult will record this event in a sign-in** book that is kept in the office.

Health Records

Immunization records and a copy of a birth certificate must be kept on file for each student. The school nurse, Mrs. Patti Ragan, at the Banford School in Canton checks these records. Questions about immunizations, etc., may be directed to her at 386-8561 ext.

Procedure for Departure from Premise:

At the beginning of the school year the parent/guardian will complete a form that determines how his/her child will be released from school on a regular daily basis. This may be by school bus, by walking, or by riding in a private vehicle with a predetermined adult. To ensure the safety and welfare of each student, the school will only release students in this established way.

In order for the school to vary from this established way for dismissal, a parent/guardian must send in a note containing this information: name of child/children, destination, way of departure, date, and signature of parent/guardian. If a different adult is involved, the note should state who this person is.

If a child should have to leave the school during school hours, the parent must go first to the office near the library to sign out the child. When, and if, the child returns to school later in the day, the parent must sign in the child. Legally, the school cannot allow a child to leave the building during the school day unless accompanied by the parent or an adult designated by the parent to be responsible for the child.



Substance Abuse

Any use of tobacco, alcohol, or unauthorized drugs of any kind by a student on school property will result in that student being suspended from school. (See discipline plan)
Please also note: Chewing gum is not to be used on school property.

Care of Minors

St. Mary's is committed to safeguarding the right of all persons within the school so that they may learn in an environment that is free from all forms of harassment. The Gospel invites us to bless and welcome God's children. At the same time, the care that must be shown to children is emphasized by the Gospel's warning not to lead them astray. Today, prudent and comprehensive guidelines are necessary to continue the pastoral care of Jesus for young people. Those who minister to youth are obliged to see to it that the young are educated and formed in Gospel values.

(For more information, refer to the "Guidelines for Pastoral Care of Minors", which was compiled by diocesan representatives in the Diocese of Ogdensburg and was approved by Bishop Paul Loverde in November 1998.)

Child Abuse Policy

According to New York State law, school officials are required to report any probability of suspected child abuse to proper authorities. All employees and volunteers working with students are required to attend a 3 hour Virtus Training session.

SPECIAL PROGRAMS

Remedial Services

Students in grades 1-6 who, through testing and classroom performance, have demonstrated a need for extra help in reading, writing, and/or speech are given that support by Miss Ginger Thomas, a reading and writing specialist. Many times the assistance may be within the regular classroom where she and the classroom teacher work together to strengthen weak skill areas through subject area content. For other needs such as speech or occupational therapy, the student may need to be transported by bus to the public school for this extra help. St. Mary's School works closely with Canton Central to seek the best possible solution for our students.



Special Courses



In addition to the core curriculum and religious instruction, St. Mary's also provides instruction in art, music, physical education, and computer technology.

Music instruction is provided to students in grades K – 6 by personnel from the Crane School of Music at SUNY Potsdam. Professors direct the program and oversee the instruction given by students from Crane.

Art instruction is provided by Mrs. Turner for students in grades 1 - 6.

Physical education classes are conducted twice weekly with Mrs. Cruikshank. Each grade level will be assigned its own scheduled time to avoid doubling classes.

Computer Technology instruction is part of the school curriculum. There is a technology curriculum in place for each grade level. Keyboarding skills are stressed. Computers are installed in each classroom. Technology instruction will be held in the library using the laptops. Each classroom teacher will provide the necessary instruction. All classrooms and the lab are networked and have access to the Internet. All student use of the Internet is supervised.

Religious Instruction is provided at each grade level by the classroom teacher who follows a specified syllabus. The teacher in the second grade helps prepare the Catholic students for the reception of the sacraments of Reconciliation (Penance) and of Holy Eucharist.

Band: Students in grades 4 – 6 have the opportunity to receive instrumental instruction from the Crane School of Music, free of charge. Lessons are given at St. Mary's, beginning at 7:45 am. Participation in Beginner and Advanced Band are also an expected part of the instrumental program.

After School Activities

Depending upon availability of volunteer coaches, St. Mary's offers a basketball program for boys and girls in grades 2 - 6. Please contact the principal if you are interested in helping.



During the year, various other clubs and activities will be offered. If a student is to participate in such an activity, the parent/guardian must sign a permission slip first.

Latch Key Program

The fee structure for The St. Mary's Latchkey Program for the 2015/16 school year is:

Attendance between 2:15-3:30: \$7.00/student

Attendance between 3:30-4:30: \$7.00/student

Attendance between 4:30-5:00: \$3.50/student

Attendance after 5:00 pm: Latchkey is closed. If the supervisor needs to remain after 5:00 pm to wait for a student to be picked up there will be a \$10.00/student fee for each 5 minutes after 5:00 pm.

The above fees are for any portion of the time period listed. There is no partial fee for partial attendance. (For example: If a student attends from 2:45-3:30 the fee is \$7.00; If a student attends from 2:15-4:00, the fee is \$17.50). **If one student attends from 2:15-5:00 for five days, the fee will be \$87.50**

Families with two children attending Latchkey will receive a \$1 discount for the first two time periods (\$6.00/student and \$6.00/student) and a 50¢/student discount for the third period (\$5.50/student).

Families with three or more children attending Latchkey will receive an additional \$1 discount for the first two time periods (\$5.00/student and \$5.00/student) and an additional 50¢/student discount for the third time period (\$4.50/student).

****Parents are asked to develop a plan "B" in case of school closing early due to bad weather or an emergency. In that case Latch Key will be cancelled for that afternoon.**

Library - Learning Resource Center (LRC)

The resource center houses a portable computer lab, as well as a study and research center where students can participate in library activities and take out library books. Under the librarian's supervision, students can use the lab for special projects. There is also a Smart Board and related technology available to enhance learning. Students may use the technology lab for a wide variety of purposes, including word processing, research, computer programs, PowerPoint presentations, accessing the public library online card catalogue, etc.

SCHOOL POLICY



Homework

Homework is given for the purpose of reviewing, reinforcing, enriching, and developing greater understanding of the material presented in class. Homework helps the child develop self-discipline and responsibility. The time guidelines which follow are suggested for an "average" student working diligently in a place for study at home. Times should not regularly exceed these limits for students in the following grade levels:

Grade 1: 15 minutes
Grade 2: 20 minutes
Grade 3: 30 minutes
Grade 4: 35 minutes
Grade 5: 40 minutes
Grade 6: 45 minutes

Parents should check assignments for neatness and thoroughness. If a parent finds that a student is repeatedly experiencing difficulty in completing homework assignments, the parent should contact the teacher in order that the situation can be addressed by all concerned.

Formal Testing

St. Mary's School adheres to all New York State Education Department requirements and administers all required subject area tests. Presently, New York State assessments in English Language Arts and Math are given to all students in the third through sixth grades, ELA in late April and Math in May. Additionally, Grade 4 takes the Science assessment in June.

The third and fifth grades take a test of cognitive abilities which is administered in October. Results of testing and assessment are recorded in each student's profile chart, and New York State test results are reported to parents.

Text Books and Book Bags

Hardcover textbooks belong to the school. The care of textbooks is the responsibility of the student and classroom teacher. The student is responsible for loss or any major damage. All books must be covered to protect them. All students should use a sturdy book bag to protect books, papers, and homework.

Telephone Policy

The school requests that students use the office telephone only in case of emergency or other necessary calls. This policy encourages students to be responsible, and also helps to reduce tying up our phone lines in and out of the school.



School Dress & Attire

Children should come to school in neat, clean clothing that is appropriate for the weather conditions and a formal, Christian school environment. Parents are asked to use **Christ-like judgment** in choosing children's school clothing so that health, safety, and decency are maintained. This includes no short skirts or shorts, no spaghetti straps on shirts or dresses unless a top is worn underneath, no inappropriate language on shirts, etc. **Sneakers are a requirement for physical education classes and playground activities.** If flip-flops, sandals, or other open toe shoes are worn to school, the student must change into a pair of sneakers before he/she will be allowed on the playground.

Report Cards (Also see Marking Periods)

Report cards are distributed in every grade a few days after the end of each of the four marking periods.

Parent-Teacher Conferences

At the end of the first marking period, all teachers will schedule a conference with parents. A note will be sent home to set the date and time. Other conferences will be scheduled during the year as needed by the teacher or parent.



Student Rights and Responsibilities

Students attending St. Mary's Catholic School have the following rights:

- To be treated in a Christ-like manner
- To attend school and receive an appropriate education
- To attend school and school functions without fear of injury or threats
- To attend classes without being disturbed by others
- To eat and have time for recreation in a safe area
- To have the use of textbooks, library resources, and other materials provided by the school
- To receive safe transportation to and from school
- To receive help relating to learning, health, and personal problems from the school staff
- To be allowed to address the Board of Education on the same terms as any citizen
- To organize new or additional activities under school guidelines, including having a supervisor of such activities
- To participate in any and all student extra-curricular activities in accordance with established criteria
- To state his/her opinion in a polite way to staff or administration without fear of punishment
- To present his/her version of the facts and circumstances without interruption to a professional staff member before disciplinary action is taken
- Each student and his/her parent/guardian have the right to be informed of clearly defined rules within the disciplinary process
- Each student and his/her parent/guardian have the right to an informal conference concerning the disciplinary action taken regarding specific actions
- Each student has the right to fair, respectful, and consistent treatment



In order to insure that all students have these rights, there are responsibilities that students must maintain. This is to say that anyone who has rights also has responsibilities:

- To be Christ-like in dealing with others
- To attend school; to be on time; to remain until dismissal; to bring a written excuse for absence and tardiness
- To use class time for learning; to prepare thoroughly for class; to participate in class; to respect the authority of the teacher; to follow class procedures
- To respect the rights of others in the class and on school grounds

- To use textbooks, library, and other class materials with care, and to return them on time and in good condition
- To follow school rules relating to bus and private transportation
- To attempt to maintain good mental and physical health and seek help when necessary
- To follow proper procedures when addressing the school staff, principal, and pastor
- To respect and follow the established guidelines for the creation of new activities
- To tell the whole truth
- To obey all school rules and regulations
- To be timely about conferences
- To act responsibly and in good faith toward members of the school



Discipline Policy

St. Mary's School strives to create an atmosphere of charity within the educational process. The disciplinary process is part of maintaining this atmosphere, with regard to both relationships between students and individual student development. Fair discipline procedures that are clearly established and known give constructive guidelines to all school officials and students within the school. This helps students to mature as good citizens with acceptable moral standards. When disciplining students, school officials will always strive to act with charity and justice.

School Rules

School rules apply to any function or activity where the school is represented.

Each classroom will also have its own rules that mesh with the school discipline policy. Classroom rules are to be developed jointly with the students and the teacher. The teacher will take into consideration the age level of the students involved. Rules will also include the following:

1. Be Christ-like to others.
2. Be on time and be prepared.
3. Practice safety.
4. Be cooperative.
5. Follow directions.

Intervention Program for Discipline

The Intervention Program begins before a discipline problem arises. All students and staff must be made well aware of the rules for the school and for the classrooms that they use. Every intervention begins with Stage One. The number of times each intervention is used before going to the next stage is at the discretion of the teacher or supervising adult. The term "supervising adult" includes any staff member or other approved adult authority figure. The seriousness of the infraction is considered, along with the maturity level of the student or students.

Stage One Intervention

When a student exhibits unacceptable behavior in a given situation, the supervising adult, in a Christ-like manner, speaks to the offending student to inform the student that his/her behavior is unacceptable for a specific reason. The student is asked to state the rule that

he/she is not following at the moment. The student is then asked if he/she can follow that rule. If the student seems to be unable to discern that his/her behavior is unacceptable, then the teacher objectively states the behavior and asks questions to be sure that the student realizes what rule has not been followed. This is all done without being judgmental about the student.

Stage Two Intervention

If and when the supervising adult feels it is necessary to proceed to the "Time Out" period, these are the steps involved.

There are various levels of Time Out through which a student may progress. It may not be necessary to progress through all steps to the end of Stage Two.

1. In-Class Time Out

"Time Out" means that a student must think of what Christ would do and develop a plan to correct his/her own behavior.

2. Out-of-Class Time Out

Student is removed from the situation, remains under supervision, and follows the same procedure as above.

3. Chronic Referrals for Time Out

Teachers and supervisors will record the behaviors of all students given a time out. When, for any reason, a student reaches a threshold of three (3) Time Out referrals in five (5) weeks of school, parents will be notified. As soon as possible, the principal will convene a **meeting** with the supervising adults directly involved with the student.

- This meeting will produce an **Action Plan** identifying the specific steps supervising adults will undertake to assist the student in changing the behaviors which resulted in referrals.
- The principal will meet with the student and review the Action Plan.
- Parents/guardians will be notified of the results of the meetings by the principal, will receive a copy of the Action Plan, and a meeting with parents may be requested.

4. After-School Detention

Should a student reach the threshold of "3 in 5 weeks" again, the student may be assigned after-school detention for a one-hour period for 1-5 days. The procedural process will be as follows:

- The student is sent to the principal's office.
- The principal, or vice principal, will review the student's file.
- The student's parent/guardian will be contacted prior to the student's detention period. Parents/guardians will be responsible for transportation home after detention.
- The student in after-school detention will be required to work quietly on schoolwork he/she brings from the classroom teacher.
- The principal will determine when the student will return to class. Any participation in extracurricular activities is suspended until the completion of after-school detention and an acceptable action plan.

- Any student assigned to after-school detention in excess of three (3) times will be subject to STAGE 3 intervention for additional referrals.

Stage Three Intervention

1 . Team Conference

Stage three begins with a team meeting convened to discuss chronic, or singularly serious, behavior problems. The request for the meeting may come from any staff member involved with the student. The team is to include all teachers who hold the student in common, the principal and/or vice principal, and the parent. The team has the option of recommending severe consequences that include suspension or expulsion. If possible, the pastor is to be present. If that is not possible, then the pastor is to be given a written and verbal report of the meeting. He will then consult with the principal and parents.

2 . Out-of-School Suspension

The principal has the authority to suspend a student for up to five days. Behavior considered for suspension includes, but is not limited to:

- Insubordination or disorderly conduct that otherwise endangers the safety, morals, health, or welfare of themselves or others.
- A student's physical or mental condition that endangers the health, morals, or safety of himself/herself or others.

During a period of suspension, the student may not return to the building and may not attend any school functions as either a participant or an observer.

3 . Long Term Suspension

At the discretion of the principal, after consultation with staff involved, and depending on the severity of the behavior, a student may be suspended from required attendance for five days. Also, the student will be referred immediately to the Pastor for a formal hearing, at which time consideration will be given to a long-term suspension.

St. Mary's School operates under, and complies with, the Catholic School Policies of the Diocese of Ogdensburg. This document is on file in the Principal's office and may be reviewed in the office upon request.

Pesticides

New York State requires that parents, students and faculty be notified 48 hours prior to the use of some pesticides. If you have any questions regarding our practices in this regard, please contact the office.

Asbestos Inspection

In accordance with Federal Regulations, the school is inspected on a regular basis to ensure the ongoing safety of our children. Every three years, a mandatory re-inspection takes place conducted by the Asbestos Hazardous Emergency Response Act (AHER). A copy of the most recent asbestos inspection is on file in our office. Please contact the office with any questions.

St. Mary's School Song

Melody: Gaudeamus Igitur. Text: Sister Christina Marie Luczynski, SSCF, Teacher-Principal, 1979-1986

Verse #1:

O, St. Mary's, noble school,
We will ever honor you.

Faithful be and ever true,
As our colors white and blue. (refrain)

Verse #2:

O, St. Mary's, ever be,
Beacon of our faith for me.

And our patron, ever near,
Keep us safe from harm and fear. (refrain)

Refrain:

O, St. Mary's, noble school;
O, St. Mary's we love you!
O, St. Mary's white and blue;
O, St. Mary's we love you!



ST. MARY'S SCHOOL
THE PLACE WITH A HEART
A FAMILY OF FAITH
OUR LIGHT FOR THE FUTURE

