

Parent/Student Handbook 2024-2025



1031 Bellevue Avenue

Syracuse NY 13207

315-476-6035

www.mhrsyr.org

<https://www.facebook.com/mhrsyr>

Where Great Beginnings Last a
Lifetime!

Please sign the HANDBOOK ACKNOWLEDGEMENT page and return it tonight or by your child's next day of school. This handbook can be amended at any time for any reason; the school administrator will provide written notice promptly

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PLEASE SIGN THE LAST PAGE AND RETURN IT TO SCHOOL

Welcome to Most Holy Rosary School

Home of the Heightsmen

As your principal, I look forward each day to strengthening the relationships that I have begun building with all of our wonderful students, families, teachers, and talented staff. I am eagerly waiting to see all of our precious students back again this year and the many new faces that will enter our school for the first time. This year, I again have the opportunity to partner with you to continue serving the children and families of the Most Holy Rosary community.

As it has been in previous years, we will continue our commitment to helping all children develop their spiritual and intellectual capacity, academic skills, and social competence so that they will be prepared to effectively negotiate the demands associated with living in an ever-changing 21st century. We will provide the leadership and resources that support the mission of our school and church. The relationship between our parish and school community is important to help foster student's success. With our Parent Teacher Council as a foundational support, the parish and school relationship forms a solid bond designed to promote our students in formulating the basis of their character and formation of their faith.

Beyond the rigors of the academic program, it is our aim to instill within each student the essential principles of faith, pride, respect, and responsibility so that they will become productive and contributing members of our increasingly global society.

High expectations, which have been established by our qualified and dedicated staff, will be maintained while also providing a safe and nurturing student-centered community that fosters respect for individual differences. At MHR, we will strive to make the learning process a positive and rewarding experience while maintaining a desire to develop a generation of inquisitive young people who will become lifelong learners in their various pursuits of excellence.

I am so excited to be working again this year with the active and involved parents that help to make Rosary a wonderful place for our students to learn and grow. I look forward to doing whatever I can to support these efforts and encourage you to participate at various events throughout the school year. This will benefit not only your child, but all of the children of Most Holy Rosary. So that you are informed, please visit our website for the most up to date information about our school and all things MHR!

Please know that I am always available to discuss any questions or concerns related to serving you and the children of Most Holy Rosary.

Everyone at MHR is looking forward to a productive and rewarding 2024-2025 school year as we work with your child and family.

With MHR Pride,
Sherri Stone

Mission Statement

At Most Holy Rosary School, Jesus is our model; students are our focus. We promote academic excellence through meaningful learning experiences in a nurturing environment. Inspired by tradition, we develop strong Christian character for all who embrace our philosophy. Through partnerships with parents and the community, we prepare our students for lifelong success.

Reviewed by Faculty and Staff - Oct. 23, 2013, Reviewed by Parents - Nov. 18, 2013, Approved by School Commission - Nov. 14, 2013 Approved by Pastor - Nov. 19, 2013

Catholic School Office Administration and Staff 2023- 2024

Bishop Douglas Lucia	Bishop
Ms. Amy Sansone	Superintendent
Mr. Donald Mills	Deputy Superintendent
John Ramin	Associate Superintendent of Leadership & Mission

Catholic Schools Office Hours: Mon through Fri 7:30 am to 3:00 pm
Office phone: 315-470-1450 - www.syrdio.org

The Most Holy Rosary School Faculty and Staff 2023- 2024

Pastor Father	Fred Mannara	Pre-K 3	Mrs. Joyce Rivers
Principal	Mrs. Sherri Stone	Pre-K 4 Aide	Mrs. Jillian Ryan
Administrative Assistant	Mrs. Katie Zubrzycki	Pre-K 4	Mrs. Joyce Vazquez
Counselor ADAPEP	Ms. Jackie Musto	Pre-K4 Aide	TBA
Counselor	Mrs. Heidi Zievogel	Kindergarten	Mrs. Anne Brunger
Academic Intervention (AIS)	Mrs. Diane Moon	Kindergarten Aide	Mrs. Heather Knechtle
Academic Intervention (AIS)	Miss. Emily Gangemi	Grade 1	Miss Marygrace Markfelder
Art	Miss. Chloe Najjar	Grade 2	Mrs. Aimee Hanson
Drama	Miss Caitlin Friedberg	Grade 3	Miss. Allison Kasparek
Library Media Specialist	Mrs. Susan Limpert	Grade 4	Ms. Jen Boice
Music	Mr. Tim Herron	Grade 5	TBA
Physical Education	Ms. Diane Holmes	Grade 6	Mrs. Bethany Paupeck
Reading Specialist	Mrs. Jean Mclatchie	Science	Mrs. Kim Flood
Technology	Mrs. Colleen Rosenthal		

After School

After School Director	Jennifer Boice
After School Aide	Karen Galloway
After School Aide	Clara Berg
After School Aide	Maria Serrant
After School Aide	Diane Holmes
After School Aide	Elizabeth Whewell
After School Aide Sub	Eileen Tickner

ABSENCES

New York State Law requires that a parent or guardian write a note of excuse each time a student is absent or late. Please call to report your child's absence on the day of the absence. Notes must be written or emailed to the teacher & office in addition to the phone report. Generally, a child who is absent or late for any reason other than illness or death in the family will be marked as an illegal absence.

Kindly arrange vacations around the school calendar. Regular attendance is necessary for success in learning. Absences due to vacation are considered to be illegal absences.

If it is necessary for any child to be excused from school during the day, a written excuse must be presented to the school office the morning of the request for early dismissal stating the reason and time of dismissal.

BEFORE SCHOOL & AFTER SCHOOL PROGRAM

Most Holy Rosary School offers a before and after school Program. Students may be dropped off before school starting at 6:45am - 7:30am for a daily charge. Students may attend afterschool from dismissal until 5:30pm for a daily charge. Please let the office know if you will be utilizing either of these programs. It will be important to keep your payments up to date so that we can continue to provide this service to our families. Information can be found on the school website: mhrsyr.org and at Popsicles on the Playground.

ARRIVAL AND DISMISSAL

ARRIVAL: Only bus students will enter in through the front doors of the building off of Bellevue Ave. If you are being dropped off by a family member, those students must enter each morning through the back door by the back parking lot off of Hubble Ave. Parents and students may enter through the back playground door from 7:30 – 8:00. In order to ensure the safety of all students, please do not drop off your child before 7:30 am unless attending the before school program. Students who arrive during Morning Prayer (7:58 – 8:04 a.m.) will stand in the hall near the door with an adult quietly **until prayer and announcements are finished**. Any parent escorting their child in will need to quickly leave before 8:00am before prayer starts. **There should be no one moving in the halls once prayer and announcements have started.**

Children arriving after 8:00 AM are considered to be tardy and must be signed in by a Parent/Guardian in the school office. Law requires a note of explanation unless the District Transportation Office causes the tardiness.

DISMISSAL: We ask that transportation be arranged for student pick-up promptly at 2:45pm. Parents are welcome to call the front office any time up until 2:00 to arrange for early pick-up or change in transportation for the day. K-6 students who ride the bus will use the Bellevue Avenue entrance. Pre-K students will be dismissed first at 2:35pm to the back parking lot. All car riders in Pre-K – Grade 6 will be escorted outside by their teacher and will wait with their class. In order for parent pick up to be conducted more efficiently, please be here in a timely manner. To help ensure the safety of all children, the back playground door will be used for exiting the building only between 2:35 and 2:45

p.m. Please note one way in and one way out with the back parking lot. See signs on the Gates. No backing up in the parking lot for safety reasons and please yield to children crossing to cars.

PARKING:

Please do not park directly in front of the school building, or on either side of Bellevue Avenue; these spaces are reserved for buses.

Parking is permitted on Hubble Ave or in the parking lot off Hubbell located between the school and church for drop off 7:30-8:00 am and pick up 2:30-2:45 pm.

The parking area on the side of the building is for Faculty/Staff parking only.

The back church parking lot is closed during the day for student recess, 10 a.m. – 12:30 p.m.

LUNCH PROGRAM

Breakfast and Lunch are provided free of charge to all students by Syracuse City School District.

Students not taking a lunch provided by the school are expected to bring a lunch from home.

Absolutely, no soda is allowed as a drink for lunch. We are willing to accommodate student allergies.

Please make your classroom teacher aware of student allergies so all faculty and parents can be alerted for lunches, snacks and parties. A physician's statement may be required for the student file.

We strive to be a nut free school. Please do not send snacks or lunches with nut products.

COMMUNICATION

Updated monthly school calendar-- www.mhrsyr.org and

<https://www.facebook.com/mhrsyr>

Private Facebook Group for current families only <https://www.facebook.com/groups/MHRPTC>

The faculty and staff consider communication to be one of the most important factors in educating your child. Notices are frequently sent home, so please check your child's TEACHER-PARENT COMMUNICATOR folder and Student Planner daily. You are encouraged to contact your child's teacher as necessary to discuss your concerns and questions. Please call the school office and leave a message or email your child's teacher to contact you for an appointment. Coming in unannounced/unscheduled to talk to your child's teacher is not allowed. This interrupts the classrooms and the school day for our students and staff. Conferences and phone calls need to be scheduled.

Non-custodial parents will be mailed all notices only if requested. Requests must be submitted each school year. Please fill out the Non-Custodial Information Form and return it to school as soon as possible in order to ensure that you are informed of upcoming events. It is our commitment to do our very best to see that both parents are informed of the child's educational activities.

DISCIPLINE POLICY

Mutual respect and kindness towards one another is a value that is encouraged and reinforced in every aspect of school life at Most Holy Rosary School. In this Christian environment children will learn the importance of respecting each person and how to treat each other with dignity. Discipline is vital to maintaining an educational and religious climate at the school. The school exists to create a Catholic Christian educational community where the administration, faculty, staff, students, and parents share the pursuit of academic excellence, enlightened and enlivened by faith. Any individual

or group behavior that would interrupt the normal operation of our school community will be considered serious and will be dealt with as such. (See Diocesan Code of Conduct, page.13)

The education of your child is a partnership between you and the school. If, in the opinion of the administration, that partnership is irretrievably broken, the school reserves the right to require you to withdraw your child.

DRUG AND ALCOHOL ABUSE POLICY

The overall health of a student is everyone's concern. Use of substances adversely affects the physical and emotional health and educational progress of the student. The following is intended to serve as a guideline to students and parents. Its purpose is to make students and parents aware of the consequences of certain actions. This list is neither to be restrictive nor all-inclusive.

When a staff member finds a pupil selling, distributing, in possession of or under the influence of drugs taken inappropriately, defined but not limited to alcohol, prescription drugs, illegal drugs, chemicals, OTC's, food supplements, and inhalants, on school property or at a school-supervised function, the staff member shall notify the school principal immediately. The principal shall notify the superintendent, parents or legal guardian and the appropriate police department that has jurisdiction, when applicable. The pupil will be suspended. When the sale, distribution, possession or influence of illegal drugs (including alcohol) by a pupil has been established by reasonable evidence, the pupil involved shall not be readmitted without approval of the building principal or designee.

As a condition for returning to school, it is required that the student have an appointment scheduled for a chemical abuse assessment with a professional. The administrator will provide some possible referral resources. Also, as a condition for returning to school, parents will sign an authorization for the release of information to permit the results of the chemical abuse assessment to be shared with school officials. (See Diocesan Code of Conduct, page 13.)

As an avenue to promote substance use prevention efforts, our policy also includes:
Prevention: education that promotes development of a healthy self-attitude and provides students with information and intervention needed to make responsible decisions regarding substance use.

FIELD TRIPS

Field Trips are coordinated with learning experiences in the individual classroom. They are purposeful in that they meet specific objectives in the related field of study. Most trips require a fee. Each student is responsible for returning the Parental Request Form and any related fee prior to the trip. Students not complying with this procedure will remain at school. Field trips are non-refundable. The consent of one parent is sufficient to authorize the student's participation. Virtus trained chaperones are sometimes needed for field trips.

If you are asked to chaperone a field trip, you will be required to watch children other than your own. Due to insurance concerns, parents must not bring siblings along on field trips. Also, please provide the school office with your cell phone number prior to chaperoning the field trip. Field Trip Chaperone Parking-- The back church parking lot is closed during the day for student recess. Please use street parking.

Field trips are a privilege, not a right. Students choosing to exhibit consistent behavior problems in school will be denied this privilege. Students electing not to participate in their class's field trip must report to school or be charged with an absence.

Students may be asked to leave any type of electronic devices at home for short-drive school field trips (except cell phones). If a student brings a cell phone on a field trip, it must be given to the classroom teacher as soon as the student arrives at school. If a student needs to use the cell phone, he/she will be permitted to do so under safe, supervised conditions. Further instructions will be sent home per field trip.

FIVE WEEK PROGRESS REPORTS AND REPORT CARDS

Excellence in academics is a focus at Most Holy Rosary School.

Progress Reports Grades 1-6 will be sent home with students four times a year mid quarter.

Report Cards Grades 1-6 will be sent home with students four times a year at the end of each quarter.

Kindergarten Report Cards are sent home three times a year 2nd quarter, 3rd quarter, 4th quarter

Pre-K Progress Reports are sent home with students two times, mid year and end of the year.

HOMEWORK/TEST POLICY

The purpose of homework assignments is as follows:

Reinforcement via study and practice

Expanding knowledge base

Practice in applying knowledge and developing thought processes

It can be in the form of written assignments, projects, reviews, or reading. Generally, no homework will be assigned over weekends. However, long-term projects may have a due date on a Monday, so please plan accordingly. Homework time will vary according to grade. We encourage all parents to take an interest in what your child is learning. Reading to or listening to your child read each night is recommended. Homework takes precedence over extracurricular activities.

Suggested Homework Time

Grades K - 2 ...10-20 minutes

Grades 3 & 4...30-40 minutes

Grades 5 & 6...50-60 minutes

LIBRARY

Each class has the opportunity to check out books on a weekly basis. Books will be chosen from the computer and delivered to each class. All books are charged for one week. Books may be renewed once. Lost books must be paid for at the original cost plus postage and handling in order to provide replacement books. Students who continually keep books out past due dates may forfeit the right to borrow books from the school library.

MEDIA COVERAGE and PHOTO RELEASE

During the school year, photographs and/or videos of minors are taken periodically for use in parish, parochial and other publications such as Facebook and Instagram to celebrate your child's and his/her fellow classmates' participation. In registering/signing for this handbook, you are acknowledging this and granting permission to Most Holy Rosary School to use photos and videos of your child and their names in our publications or promotions. You may limit or disallow this by providing a written notice of the limitations you prefer.

Please note that even with safe environment protocols in effect, the Diocese, its parishes, schools and ministries may have little control over the use of photographs or film taken by third parties or the media that may be covering the event in which your child(ren) participate(s). Students and parents may not speak to the media on behalf of the school or Diocese.

PARENT RIGHTS

PARENTAL INSPECTION OF RECORDS Parents/legal guardians and non-custodial parent(s) of a student under eighteen, whose rights are not limited by court order or formal agreement, may inspect and review official records, files and data including all material that is incorporated into each student's cumulative record folder and intended for school use or to be available to parties outside the school. These rights transfer to a student upon reaching eighteen years of age. Parents, guardians or eligible students may inspect and review the student's educational records by requesting access in writing directed to the school principal.

Upon receipt of the request, the school principal, within a reasonable time, will schedule the inspection and review of the student's records during school hours on any day which school is open. No student records shall be removed from school premises.

If a parent, guardian, or eligible student believes the student record contains inaccurate or misleading information, he/she may ask the principal in writing to amend the record. The principal, within a reasonable time shall either: (1) amend the record as requested; or (2) inform the parent, guardian or eligible student of his/her decision not to amend the record and advise the requesting party how to appeal such a determination.

CHILD CUSTODY The school assumes that each parent has full parental custody and residential custody of their child(ren). If this is not the case, it is the responsibility of the parents to provide the school with legal documentation. This may be obtained by receiving a certified photocopy of the applicable section of the separation agreement or divorce decree, only that section dealing with the custody of the student. In other cases, a statement of custody extracted from the separation agreement or divorce decree may be accepted if it is on the attorney's stationery and signed by the attorney. Only the residential parent may sign documents such as permission forms for field trips, etc.

Current laws allow equal access by both parents to educational information about their children. The non-residential parent will be sent, on request, any school mailings and a copy of the student's progress. The non-residential parent may talk with teachers about the student's progress. This may be done without the permission of the residential parent.

NON-CUSTODIAL PARENTS ACCESS TO RECORDS Most Holy Rosary School will presume that the non- custodial parent has the authority to request information concerning his/her child and shall release such information upon request. Additionally, we will provide the non-custodial parent with access to records. It is the custodial parent's responsibility to obtain and present to the school a court order or other legally binding instrument that limits or denies access to the non-custodial parent.

EDUCATIONAL RELATIONSHIP Education is relationships when, in the view of the school, that relationship is no longer viable, parents are required to withdraw their child/children.

PARENT TELEPHONE NUMBERS AND ADDRESSES

An Emergency Information Form must be on file in the office on the first day of each school year. It is extremely important that we have your correct telephone number and address on record at ALL times. If your phone number or address changes, please notify the school immediately so your Emergency Information form can be updated. Emergency contacts are also necessary. Contacts will be notified in the order in which you list them on the form.

PERSONAL PROPERTY

Any personal property must be clearly marked with the student's name. The school cannot assume responsibility for lost or stolen articles. Each year, an overabundance of clothing and personal effects (all of which are missing the owner's name) are left in our lost and found. Please make sure you label everything.

Cell phone & smart watch usage is prohibited during the school day unless a student is dialing 911 in case of an emergency. Students are to give cell phones/smart watches to teachers during the school day and they must be turned off. Teachers will return cell phones/smart watches to students in case of an emergency for their use to contact parents when it is safe to do so, or at the end of the school day. Failure to comply with this policy will be considered insubordination, and the cell phone/smart watches will be confiscated and returned only to a parent/guardian.

Students may not bring any type of electronic devices to school (except cell phones/smart watches). Any exceptions to this policy will be made, in writing, at the discretion of the principal.

PHYSICALS, HEALTH SAFETY & MEDICATIONS

Physicals are required every year for children in nursery & pre-school. They are also required for all new entrants to the school, which are all Kindergarteners and those new to any other grade. In addition, physicals are required in grades 1, 3, 5, as mandated by NYS law. A physical is also required for participation in sports programs. Onondaga County has a clinic and can be reached at 435-3287 to set up a physical or immunizations.

Hand washing is a very important part of keeping our students healthy. Students are encouraged to wash their hands throughout the day.

PHYSICAL EDUCATION is mandated by the state. All students are to participate in gym classes, and students will not be excused from PE without a written medical excuse by a physician. Once a physician has written a medical exclusion, the student will not be allowed to participate until the physician provides in writing that the student is able to return to class.

Students who forget to bring their gym clothes and/or sneakers will not be allowed to participate in gym. These students will be given a written physical education assignment to be completed in the gym. Please read requirements for gym uniforms under uniform policy.

SCHOOL NURSE AND MEDICATION

We have the services of a School Health Nurse. If a child should become ill or injured and needs medical attention, the parents will be notified immediately. Parents need to make arrangements to pick up their child from school as soon as possible. Parents are to sign the dismissal book in the Office whenever a child is taken home due to illness/injury.

When the school nurse is not available, there are strict guidelines for administration of medication. The parent must submit a written statement requesting administration of the medication in accordance with the physician's directions. Forms for parents and physicians to complete are available from the Health Office. Call 476-6035; ask for the Health Office.

The parent to the Health Office must submit all medications. Prescription medication must be in the original pharmacy container bearing the pharmacy label. Over the counter medications must be in the original manufacturer's package with the name affixed to the container.

The school nurse is responsible for administering any necessary medication, if on duty. Thus, the students should report to the Health Office to take medication. If the nurse is unavailable, students should report to the main office for administration of the medication.

When a student is ill, an excuse should be written and the nurse should be informed of any communicable diseases, ie., chicken pox, fifth disease ,strep, staph infections, conjunctivitis, scarlet fever, ringworm scabies, head lice, hepatitis, mononucleosis, whooping cough, etc.

If a student is ill with a fever, they should not return to school until fever-free (without medication) for 24 hours.

If medical conditions require, and a student has been fully trained, a student may be permitted to self-administer medication if the proper authorizations, available in the Health Office, are submitted.

POLICY OF NON-DISCRIMINATION

Most Holy Rosary School will admit students of any race to all rights, privileges, programs and activities generally accorded or made available to students enrolled in our school. MHR School will not discriminate on the basis of race or sex in the administration of educational policies; employment of personnel, admission policies, assistance programs, athletics, and other school administered programs.

RELEASE OF STUDENT RECORDS

The Catholic schools of the Diocese of Syracuse voluntarily comply with the provision of the Family Educational Rights and Privacy Act of 1974. No part of a student's record will be divulged to any person, organization or agency without the written consent of the student's parent or legal guardian (or consent of the student, if the student is 18 years of age or older), unless: disclosure is to school

officials, including teachers, who have a legitimate need for access to educational records; disclosure is to comply with a judicial order or lawfully issued subpoena; or disclosure is in connection with a health or safety emergency.

Prior to any disclosure in the case of a judicial order, lawfully issued subpoena, health or safety emergency, the school will make a reasonable effort to notify the parent/guardian (or eligible student) in advance of its disclosure.

When a student transfers to another school, the principal to the new school upon official written request from the receiving school will forward a copy of the student's records. If a student is expelled, a copy of the records will be forwarded to the public school district where the student resides, unless directed otherwise.

SCHOOL CANCELLATION

Please listen to the television in the morning in regard to school closing. Most stations carry this message and we close with the Syracuse City Public and Parochial Schools. Please do not call the school or rectory as we, too, have to listen to the television for our information.

News and radio stations offer text alerts for emergency closings. In case of a 2 hour delay due to inclement weather, busing provided by First Student will be delayed by 2 hours.

EARLY DISMISSAL The decision to have early dismissal due to inclement weather or other emergency is made by individual School Districts. MHR follows decisions made by SCSD. Your child will be dismissed according to the District in which he/she resides. We will make every effort to contact you in the event of early dismissal; however, you must make sure your Emergency Contact Form is up-to-date and on file at all times. Once again, please listen to the radio for early dismissal information. Please be sure your child knows where to go. If you have any special instructions for us, please inform the school office in writing. This information should be included on the Emergency Contact Form and regularly updated. Please note if school is canceled early due to inclement weather, afterschool will also then be canceled for that day.

SCHOOL DISTRICT BUSING

We have several school districts that provide transportation to and from Most Holy Rosary School. Below is a listing of the bus services we receive:

Syracuse City/First Student	315-435-4260
Westhill	315-426-3030
West Genesee	315-487-4576
Onondaga Central	315-552-5090
North Syracuse	315-218-2193
Liverpool	315-453-0287

Bus requests must be made by the parents prior to April 1st each year. The district in which you reside prepares schedules for pick-up and drop-off times. Bus children will not be allowed to walk home with anyone or ride home in a friend's car unless we have received a written note from his/her

parents. A child who walks home will not be allowed to ride a bus to go to a friend's house without written parental permission. This is a district rule due to insurance coverage. Some districts do not allow any student who does not reside in their district to ride the bus regardless of parental permission. It is the parent's responsibility to verify with the district whether or not this is allowed.

TEXTBOOKS

The public school districts in which you reside helps to provide funds to purchase a portion of the textbooks we use for your child. Any damaged or lost textbooks must be replaced and paid for by the family.

SCHOOL HOURS

Through the years, we have learned that success in school and regular attendance goes hand in hand. We ask for your cooperation in teaching your child about the importance of being on time. The doors to the school open at 7:30 am. Please DO NOT drop your child off before 7:30am unless going to the before school program. The before school program is available from 6:45am-7:30am for a charge of \$10 a day. School begins with prayer at 8:00 am, followed by announcements, attendance, and lunch counts. Students are expected to be in classrooms and ready to begin the day by 7:55 am. Dismissal time is between 2:35 - 2:45pm.

On days when there is an early dismissal scheduled, dismissal is 12:00 pm after the students have had lunch, unless otherwise noted.

SPORTS

Parochial League: Most Holy Rosary School participates in the Parochial Grammar School Basketball League. All students in Grades 3-6 are welcome to participate; however, participation in the athletic program is a privilege for students who are in good academic standing and are cooperative with the teachers, staff, and parent volunteers at Most Holy Rosary School.

Students who wear a MHR uniform must remember they are representing our school. Students who are not "good ambassadors" for the school, or are having difficulty in the areas of academics or discipline may lose the privilege of participating in the athletic program. The program runs from November through February. Games are most often on Sunday afternoons. The league is strictly an instructional program; the purpose is to teach basic skills and to promote good sportsmanship. We have a concession stand and the funds raised go toward the support of the basketball program.

Soccer, Chess, and Yoga are after school programs offered by outside agencies, but held on the MHR campus. Coaches are Virtus Trained and work with school administration to coordinate schedules and after school childcare.

TUITION POLICY

As a private school, it is necessary for tuition to be charged. The amount of tuition is set by the Onondaga County Catholic School Board and is subject to change from year to year. Parents must sign a tuition agreement as part of the application process.

The Diocese of Syracuse has set forth a policy regarding tuition payment. When tuition payments are delinquent, the school reserves the right to decline to enroll a student for subsequent semesters until

such payments are made or an alternative agreement is reached with respect to such payment. In addition, one or all of the following sanctions will occur for failure to pay tuition according to the tuition schedule:

A student may not begin school in September if there is **past tuition due**.

A tuition payment plan must be in place in order for a student to start the new school year.

In the event that tuition is left unpaid, the school will refer the tuition account to a collection agency or collection attorney and all related collection fees will be the responsibility of the client.

Limited tuition assistance is available through the diocesan programs to aid families in financial need. Applications must be made in the spring prior to the next school year.

A non-refundable application fee per family will be required to secure your child's placement in our school. We realize that tuition is a financial burden for many of our families. This is why we offer FACTS payment plan, which divides tuition into equal payments over a set number of months. You have the choice of having the money withdrawn from your checking or savings account on the 5th or the 20th of the month. You may pay your tuition in full by August 1st.

APPLICATION PROCESS Our new student application process is all online and the links can be found on our website at www.MHRSYR.org. Our current students are given preferential treatment and automatically rolled over for the next school year. There is no longer a reapplication process. If you know your family won't be returning for the next school year please let the office know ASAP so we can fill their classroom spot and determine the class size, to order the accurate number of books needed, to notify each district of students residing in each district and to request bus transportation. April 1st is the deadline in ALL districts to request transportation. After that date you may be denied transportation.

All new applicants must bring the following information to school when registering:

Birth Certificate

Baptismal Certificate - if applicable

Record of Immunizations with corresponding dates

History of any medical illness, surgery, physical or speech handicap IEP'S or 504 Plans.

As part of the school services being offered to incoming Kindergarten students, a developmental profile of each child will be prepared. This will enable us to recognize in advance your child's needs, thus providing a comprehensive school program.

INITIAL ACCEPTANCE The initial acceptance of all students for their first year in the school is a conditional acceptance. This means that the student must meet both the academic and conduct standards of the school. Failure to do so may result in the student not being able to continue at the school.

The education of your child is a partnership between you and the school. If, in the opinion of the administration, that partnership is irretrievably broken, the school reserves the right to require you to withdraw your child.

SAFE ENVIRONMENT TRAINING FOR STAFF & VOLUNTEERS

All children have the right to be safe and protected from harm in all environments: home, school, religious institutions, neighborhoods, and communities. The Diocese of Syracuse welcomes Virtus and the Protecting God's Children for Adults Program. All adults having contact with children in the Diocese of Syracuse as employees or volunteers are required to complete the Virtus training within 90 days of assuming duties within the school or parish. The Diocese of Syracuse expects that all persons and entities under its auspices will comply with this policy. You may contact our School Office at 476- 6035 for scheduled trainings or register on the Diocese of Syracuse website:

www.syrdiocese.org

All clergy, employees, and volunteers at Most Holy Rosary School will attend the Virtus training session and submit to having a criminal background check. There are no exceptions to this rule.

VISITORS

All visitors, including parents, must use the front office entrance. Access to the building can be gained by ringing the doorbell at the front middle set of doors on Bellevue Avenue. Upon entering the building, it is necessary to report to the school office and sign in. This is a legal requirement for the specific protection and safety of children as well as visitors! Before leaving, visitors are asked to return to the main office and sign out. Parents of children in Grades PreK – 6 may NOT go directly to the child's classroom during the school day unannounced. This can be disruptive for the class and the teacher, especially in the younger grades where it is important that the teacher give his/her full attention to the children. Parents are held to the same standards of respectful behavior as students on school grounds, at school related functions, and when interacting with school personnel. (See page 17 of the Code of Conduct.

UNIFORMS

Girls Regular

Shirts: White or navy blue long or short sleeved knit golf shirts.

Pants: Solid khaki or navy dress pants. No cargo pockets or pleats. No Leggings

Sweaters: Solid navy blue or white sweater, cardigan, or vest.

Socks: Solid white or navy blue socks.

Shoes: Dark-colored dress shoes (no clogs, slip-ons, sandals, etc.)

Summer Options (Sept-Oct & April-June)

Shorts: Solid khaki or navy, no shorter than 2 inches above the knee. Tailored, no cargo pockets.

Skort: Solid khaki or navy, no shorter than 2 inches above the knee. No cargo pockets.

Girls PE

Shirt: Short-sleeved t-shirt in solid white, solid navy or solid gray or with MHR School logo.

Pants/Shorts: Solid navy or Navy MHR School logo shorts or sweatpants. No leggings.

Sweatshirts: Solid navy or Navy with MHR School logo.

Socks: White socks.

Shoes: Sneakers

Brand does not matter however if you would like you can order from this website for MHR uniforms

GIRLS MASS

Plaid jumper: Hunter/classic navy plaid. Must be no shorter than 2 inches above the knee. (May wear bike shorts or leggings underneath jumper)

GRADES 4-6: May wear plaid skirt instead of jumper

Blouse: Solid white, long or short sleeves. Peter Pan collar, no 3/4 length sleeves, no frills.

Tie: Adjustable Plaid Cross Tie, worn with Peter Pan collared blouse.

Available at French Toast (green plaid).

Sweaters: Solid navy blue or white sweater, cardigan, or vest.

Socks: Solid white or navy-blue socks or tights.

Shoes: Dark-colored dress shoes, (no clogs, slip-ons, sandals, etc.) No sneakers

BOYS REGULAR

Shirts: White or navy blue long or short sleeved golf shirts.

Pants: Solid khaki or navy dress pants. No cargo pockets.

Sweaters: Solid navy blue or white sweater, cardigan, or vest.

Socks: Solid white, navy blue, or black socks.

Shoes: Dark-colored dress shoes (no clogs, slip-ons, sandals, etc.)

Summer Options (Sept-Oct & April-June)

Shorts: Solid khaki or navy, knee-length. Tailored, no cargo pockets.

BOYS PE

Shirt: Short-sleeved t-shirt in solid white, solid navy or solid gray or with MHR School logo.

Pants/Shorts: Solid Navy or Navy MHR School logo shorts or sweatpants.

Sweatshirts: Solid navy or Navy with MHR School logo.

Socks: White socks

Shoes: Sneakers

Brand does not matter however if you would like you can order from this website for MHR uniforms

Tommy Hilfiger - www.globalschoolwear.com

BOYS MASS

Shirts: Solid white dress shirts, long or short sleeves. Button-down collar.

Pants: Solid khaki or navy dress pants. No cargo pockets.

Ties: Solid navy blue or MHR plaid. Available at Land's End (hunter/classic navy plaid) and at French Toast (green plaid).

Sweaters: Solid navy blue or white sweater, cardigan, or vest.

Socks: Solid white, navy blue, or black socks.

Shoes: Dark-colored dress shoes, no open back sandals. No sneakers

PRE-K

Pre-K students are not required to wear the uniform, however, must dress appropriately for class and special events as they come up. Please remember the child's safety and use sneakers or close toed shoes. (No sandals in the warm weather months).

No make-up and only stud earrings may be worn. Jewelry may not be worn during gym class. If your child is not in compliance with the uniform policy, you will be notified. Thank you for your cooperation. If you have any questions concerning the uniform policy, please call the school office. (See Diocesan Code of Conduct, page 16)

Please note: No Uniform Days (clothing other than uniform) will be announced by the principal. Students are sometimes issued No Uniform Passes, which may be used on any day other than a school Mass Day. All students must be in full dress uniform on Mass days.

The uniform exchange closet is available to everyone & it's free to ALL MHR FAMILIES. It is open anytime the school is open for parents to look through and pick out items.

EXPECTATIONS

A student enrolled at Most Holy Rosary is expected to do the following:

- Participate fully in the learning process. Students need to report to school and class on time, attend all scheduled classes, remain in class until excused or dismissed, pay attention to instruction, complete assignments to the best of their ability in a timely manner, and ask for help when needed.
- Avoid behavior that impairs his/her own or another student's educational achievement. Students should know and avoid the behaviors prohibited by our school, take care of books and other instructional materials, and cooperate with others.
- Show respect for the knowledge and authority of teachers, administrators, and other school personnel. Students must obey directions, use acceptable and courteous language, and follow all school rules and procedures.
- Recognize and respect the rights of other students and adults. All students should show concern for the educational achievements and active participation of others. Students should conduct themselves in a manner that is a credit to their school, family, and themselves.

Please read over the code of conduct with your student and discuss the expectations, rules, and regulations of our school. Students will discuss expectations, rules, and code of conduct as well as sign an agreement of understanding the first week of school in their class.

DIOCESE OF SYRACUSE CATHOLIC SCHOOLS

CODE OF CONDUCT

PURPOSE OF THIS CODE

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

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

PHILOSOPHY

Most Holy Rosary School exists to create a Catholic educational community where the pursuit of academic excellence is enlightened and enlivened by faith in the Gospel of Jesus Christ. The religious and academic goals of the school challenge the students, employees, parents, and visitors to develop: the spiritual dimension of their life, high moral character, self-worth, self-discipline, respect for the dignity and rights of others, service to others, concern for the community and concern for the common good. Student discipline is an integral part of a Catholic education. As such disciplinary measures will be implemented in order to provide a comprehensive spiritual and academic formation.

BILL OF STUDENT'S RIGHTS AND RESPONSIBILITIES

Student Rights.

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

A Catholic spiritual atmosphere that supports the faith journey and academic growth of students.

The guidance of understanding teachers, counselors, and other school staff.

An education that offers students the opportunity for inquiry and development to the fullest potential.

Constructive discipline for the development of good character, conduct and habits.

Personal security while on property associated with the school and at school functions.

An educational climate where the wellbeing of students is of primary concern.

An educational staff that provides a positive role model for student development.

Guidance in choosing a career or college.

A safe and orderly classroom environment that will provide the opportunity for optimum learning.

Wholesome extracurricular activities.

Referral to health and psychological services to assist in physical, mental and social development.

Appropriate education and/or remediation to serve special needs within the limits of the school's program.

Consideration as an individual within the educational environment.

The opportunity to approach teachers and administrators with reasonable requests and questions concerning education.

Student Responsibilities.

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

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

Treat others with the dignity and respect they deserve as children of God.

Comply with the provisions of this Code while on school property and at school functions.

Grow in character and knowledge as they grow in ability.

Be honest with themselves and others.

Show respect for fellow students, teachers and all school staff.

Set a positive example so that others may enjoy and profit from their company.

Perform all assignments to the best of their ability.

Consider their education as preparation for the future.

Obey all school rules and regulations.

Respect public, private and school property.

Attend school regularly and punctually.

Develop high moral standards and the courage to live by them.

Strive for mutually respectful relationships with teachers and comply with reasonable requests of teachers and administrators.

Develop opinions and values that will make them an asset to the school community.

DEFINITIONS

A. Definitions of Key Words and Terms For purposes of this Code, the following words and phrases shall have the meanings set forth below:

Assault: The physical abuse, or infliction of personal injury, or unlawful detention of any person and the intentional use of physical force, or the threat thereof, that places, or attempts to place, another person in well-founded fear of personal injury.

Controlled Substance: A drug or other substance identified in certain provisions of the federal Controlled Substances Act specified in both federal and state law and regulations that apply to this Code.

School Function: Any school-sponsored extra-curricular event or activity.

School Property: Any place in or within any building, structure, athletic playing field, playground, parking lot or land contained within the real property boundary lines of the parish or school complex, or other church owned or controlled property, or in or on a school bus operated by a public school District.

Explosive: An explosive device of a nature or in a quantity that is sufficient to cause injury to the person of the holder thereof or to the person or property of others, including the School.

Illegal Drugs: A controlled substance except for those legally possessed or used under the supervision of a licensed health-care professional, or those legally possessed or used under any other authority under the Controlled Substances Act or any other federal or New York State law.

Illegal Substances: Alcohol, illegal drugs and inhalants, marijuana, cocaine, LSD, PCP, amphetamines, heroin, steroids, look-alike drugs, and any substances commonly referred to as "designer drugs."

In-School Suspension: The temporary removal of a student from the classroom and the placement of that student in another designated area of the school building where the student will be supervised and will receive substantially equivalent, alternative education. The student may not attend any type of extracurricular activities during the period of the suspension. All conditions for reentry must be satisfied for the student to be readmitted to classes.

Out-of-School Suspension: The temporary removal of a student from the classroom and out of the school building. During this time, the student will receive substantially equivalent, alternative education. The student may not attend any type of extracurricular activities during the period of the suspension. All conditions for reentry must be satisfied for the student to be readmitted to classes.

Parent: The biological, adoptive or foster parent, guardian or person in parental relation to a student. **Suspension:** The disciplinary removal of a student from his or her regular educational program and activities. **Expulsion:** The permanent removal of a student from the school program.

Violent Student: A student under the age of 21 who (a) commits an act of violence upon a school employee; or (b) commits, while on school property or at a school function, an act of violence upon another student or any other person lawfully on school property or at a school function; or (c) possesses a weapon while on school property or at a school function; or (d) displays, while on school property or at a school function, what appears to be a weapon; or (e) threatens, while on school property or at a school function, to use a weapon; or (f) knowingly and intentionally damages or destroys the personal property of any school employee or any person lawfully on property or at a school function; or (g) knowingly and intentionally damages or destroys school property.

Visitor: Anyone on school property or at a school function who is not a school employee or a student of the school building in which the individual is physically present.

Weapon: A firearm as defined in 18 USC § 921 for purposes of the Gun Free Schools Act, as any device, instrument, material or substance, animate or inanimate, that is used for, or is readily capable of causing death or serious bodily injury, and any other gun, pistol, revolver, shotgun, rifle, machine gun, disguised gun, BB gun, starter gun, pellet gun, dagger, dirk, razor, stiletto, switchblade knife, gravity knife, pocket knife, brass knuckles, sling shot, metal knuckle knife, box cutter, cane sword, electronic dart gun, Kung Fu star, electronic stun gun, pepper spray or other noxious spray, explosive or incendiary bomb, or other device, instrument, material or substance that can cause serious physical injury or death when used as a weapon.

THE ROLES OF OTHERS IN THE SCHOOL COMMUNITY

Teachers and Other Professional Staff The role of the teaching and other professional staff employed by the school is to:

Demonstrate, by word and action, respect for the Catholic Identity of the school, law and order and self-discipline.

Keep students and parents informed regarding student progress.

Express concern and enthusiasm for teaching and learning.

Treat students as individuals, with concern and respect.

Provide direction and guidance so students can learn to think, reason, and be responsible for their actions.

Become knowledgeable of school rules and regulations regarding student conduct and require that there be observance of the same.

Be consistent, fair and firm in dealing with students both in and out of the classroom.

Reinforce positive student behavior.

Seek appropriate resources to effect positive change in student behavior.

Use available resources to bring about positive behavioral changes in the classroom before seeking assistance from the administration for discipline problems.

The Administrative Staff. The role of a School Administrator is to:

Maintain an environment that is reflective of the religious and academic goals of Catholic Schools in the Diocese of Syracuse.

Responsibly exercise the authority assigned by the Bishop, the Pastor, the Superintendent of Schools and Assistant Superintendents.

Develop effective schedules and teaching assignments for students and staff.

Be consistent, fair, and firm in decisions affecting students, staff and parents.

Demonstrate, by word and example, respect for the Catholic Identity of the school, and order, self-discipline, and sincere concern for all persons under their authority.

Participate in the development of rules and regulations and make them known and understood by students, staff and parents.

Initiate and maintain open lines of communication with students, staff, parents, parish officials and diocesan representatives.

Become involved with students by attending school activities and visiting classrooms.

Work with students, teachers, counselors, and parents to establish cooperative technique for bringing about an effective educational program.

Parents of Students

The role of the parent of a student is to:

Encourage the child to take advantage of the spiritual, academic, and social opportunities provided by the school.

Ensure the child attends school punctually and regularly as required by law.

Know and understand the rules and regulations their child is required to observe at school.

Strive to keep their child in good health.

Require their child to be clean and dressed consistent with acceptable standards, the school's dress code, and the requirements of this Code.

Encourage their child to learn and respect the rights of others.

Teach their child, by word and example, respect for the Catholic Identity of the school and for law and authority.

Provide guidance for their child to develop socially and morally acceptable standards of conduct and behavior.

Become involved in their child's school, with its teachers, programs and activities, and to attend conferences and school functions.

Encourage and support their child in completing homework assignments.

Recognize that primary responsibility for their child's welfare and development rests with the parent.

Satisfy financial obligations to the school.

VIOLATIONS OF THE CODE OF CONDUCT

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

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

Act of Violence: To strike, hit, kick, punch, scratch or otherwise physically assault another person; to damage or destroy the personal property of a student, teacher, administrator, other school employee or any person lawfully on school property; or to intentionally damage or destroy school property; or to commit any act that is included within the definition of a violent pupil, as defined herein. Acts of violence include Arson, Assault, Bomb Threats, Fighting, and Possession of an Explosive or a Weapon.

Arson: The intentional destruction or other damage by fire, explosion or smoke to real property or personal property of the school, to personal property of school students or staff, or to personal property of third parties.

Assault: The physical abuse, or infliction of personal injury, or unlawful detention of any person and the intentional use of physical force, or the threat thereof, that places, or attempts to place, another person in well-founded fear of personal injury.

Bias Harassment: The act of threatening bodily harm or by repeatedly tormenting another person based on the victim's race, ethnic origin, religion, cultural difference, or disability. Bias harassment may take the form of comments, jokes, name-calling, innuendoes, offensive conversations, perpetuating rumors or gossip, offensive gestures, noises, blocking a victim's path, assault, or any other behavior that is designed to show disrespect to an individual based on cultural, racial, or religious differences or based on a disability.

Bomb Threat: The intentional false claim that an explosive device is located on school property or at a school function.

Cheating: The act of giving or receiving (or conspiring to give or receive) answers to class assignment (includes copying computer material) or test answers from another source.

Chronic Violation of School Rules: The accumulation of any combination of detentions and suspensions that equals 10 or more in a semester.

Destruction of Property: The destruction, defacing or other impairment of school property or property belonging to other persons.

Disorderly Conduct: Conduct that obstructs or disrupts a teaching, research, administrative or disciplinary procedure or any other authorized School activity. Disorderly Conduct includes, but is not limited to, running in hallways; making unreasonable noise; using language or gestures that are profane, lewd, vulgar or abusive; the willful interference with the free flow of vehicular or pedestrian traffic; or engaging in any willful act that disrupts the normal operation of the school community.

Disruptive Conduct: Conduct by a student under the age of 21 that is substantially disruptive of the educational process or substantially interferes with the teacher's authority in the classroom or other educational setting. Disruptive Conduct includes, but is not limited to, the failure to comply with the lawful directions of teachers, school administrators or other school employees, and speech or gesture which, by virtue of its content and/or circumstances, is likely to disrupt the conduct or classes of other school activities or to undermine the maintenance of discipline within the school setting. Disruptive Conduct also includes being late for school or class; being unprepared for class; and committing other conduct that detracts from the delivery of the school's educational program.

Dress Code Violation: The appearance of a student at school in clothing other than that specified in the school's dress code without permission.

Drug or Alcohol Violation: The possession, use or sale of an Illegal Drug or Illegal Substance, or the act of being under the influence of drugs without appropriate authorization (includes substances controlled by law, marijuana, medications or other drugs or substances which stimulate or are purported by the student to be any of the above). Insubordination while under investigation for a drug violation will also be considered a drug violation.

Extortion: Any intentional action which reasonably instills fear in another individual that the actor or another person will cause injury to the persons or property of that individual or another person for the purpose of obtaining money or property from that individual.

False Alarm: The intentional or grossly negligent activation of a fire alarm when no threat of fire exists, or the initiation, instigation or communication to the school, or any of its employees of any other claim of fire or threat thereof when none exists.

Fighting: Combative physical contact or other violent encounters between two or more persons.

Forgery: The involvement in the imitation or fabrication of another's signature or written work.

Harassment: The act of threatening bodily harm or repeatedly tormenting another person and any other behavior that is intended to or has the reasonable effect of annoying, intimidating or causing fear in another. Harassment may take the form of comments, name-calling, jokes, stalking, perpetuating rumors or gossip, offensive gestures, offensive remarks, physical abuse, or any other behavior that is designed to annoy, intimidate, or cause fear.

Insubordination: The refusal or failure to comply with any school rule, regulation or policy (including those relating to attendance), or the failure to comply with a reasonable request from school personnel or representatives authorized to make such a request. Insubordination, as it relates to students,

includes, but is not limited to, the failure to comply with the lawful directives of teachers, school administrators or other school employees in charge of students or otherwise demonstrating disrespect toward such individual; lateness for, missing or leaving school without permission; and skipping detention. Insubordination, as it relates to non-students, includes, but is not limited to, the violation of regulations governing the use of school property, and the failure to comply with the lawful directions of school employees or law enforcement officers acting in performance of their duties.

Littering: The general distribution or dissemination of printed, written, recorded or other materials without the prior approval of the building principal. The granting of approval or the refusal to grant the same shall be determined pursuant to administrative guidelines for the distribution and dissemination of materials on school property

Loitering: Remaining in an area after the bell when assigned to a particular classroom at that time. Loitering also includes congregating in the halls to impede traffic, or standing next to the building.

Other Misconduct: The act of soliciting, commanding, aiding or otherwise abetting any person to commit any act or conduct that is proscribed by this Code, and the commission or omission of any act which is in violation of any Federal or State law or any school rule or regulation, including the School's Safety Plans.

Parking Violations: The act of parking a student-operated vehicle on school property without a parking permit, or parking in unauthorized areas. The school assumes no liability for vandalism/theft of the vehicle while on school property. In addition, student vehicles are subject to search with reasonable suspicion.

Plagiarism: The unauthorized use of another's material that is represented as one's own work.

Possession of an Explosive: The use, actual or constructive possession, or the sale of an explosive.

Possession of a Weapon: The use, actual or constructive possession, or the sale of a weapon.

Reckless Endangerment: The commission of any act that has the likely potential to cause bodily harm to another individual or oneself.

Repeatedly Disruptive Conduct: Misconduct that results in the student being sent from the classroom by teacher(s) on five or more occasions during a semester.

Sexual Harassment: The act of threatening bodily harm or repeatedly tormenting another person based on gender. Sexual harassment may take the form of comments, jokes, name calling, innuendoes, offensive conversations, perpetuating unwelcome touching of another's clothes, pinching, whistling or other noises, blocking a victim's path, assault, or any other behavior that is intended to or has the reasonable effect of being offensive based on a person's gender.

Tardy: Students are tardy when they are not in their seats when the bell rings. Tardy to homeroom means arriving to homeroom after the bell, but before the attendance has been sent to the main office.

Theft: The unlawful use, taking possession of, or control over, property belonging to the school or another.

Threatening the Well Being of Another Person: The act of making a threat of any kind that has at its end the harm to another person.

Tobacco Violations: The act of possessing, smoking or chewing tobacco or tobacco products anywhere on school grounds. The use of tobacco is not allowed anywhere on school grounds by law.

Traffic Violation: The operation of a motor vehicle on school property at a speed in excess of fifteen (15) miles per hour, or the operation of snowmobiles, motorbikes, go-karts, motor scooters, and other similar vehicles propelled by gasoline, diesel oil, fossil fuel or electric powered engines on school property. The only motor vehicles allowed to be operated on school property are those automobiles, buses and trucks that are (a) licensed by the Department of Motor Vehicles, (b) insured in compliance with the mandatory provisions of the Vehicle & Traffic Law, and (c) lawfully operated on the school's driveways, parking fields or other portions of school property for the purpose of attending school activities or conducting business or performing services for the school.

Trespassing: The entry upon or use of school property without proper authorization in situations where said property is restricted in entry or use.

Truancy: The act of being illegally absent from school without the knowledge and consent of a parent/guardian, or failing to attend school when expected to be in school, or leaving school without the permission of the administration, or failing to attend classes in consecutive periods.

Violation of the Technology Policy: The act of using computer technology in a manner that is not consistent with the Technology Policy that is included in this handbook.

Vandalism: The willful destruction of the real or personal property of the school or another person. (In addition to suspension, restitution in the form of money or work will be expected.)

The School's Dress Code.

The school employees and students shall be appropriately groomed and dressed while on school property and at school functions. Teachers and all other school employees should exemplify and reinforce acceptable student dress and help students develop an understanding of appropriate appearance in the school setting. Also, visitors are to be appropriately attired while on school property and at school functions. Each building principal shall inform all students and their parents of the student dress code at the beginning of the school year, and of any revisions to the dress code made during the school year.

Conduct on School Buses.

When riding the school bus, the student is responsible to comply with all of the rules and regulations established by the public school district providing the transportation. In addition, the school may impose a penalty on a student after receiving a report of misbehavior from a representative of the public school district's transportation department. When riding vehicles owned or rented by the school, all of the provisions of the school's discipline policy and code of conduct apply.

Visitors.

The School encourages parents to visit the school and classrooms. However, since schools are a place of work and learning, certain limits must be set for such visits. For these reasons, the following rules apply to visitors to the schools: The building principal has authority over all persons in the building and on the school grounds.

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

Parents who wish to observe a classroom while school is in session are required to arrange such visits in advance with the school's administrator and classroom teacher(s), so that class disruption is kept to a minimum.

Teachers should not be expected to take class time to discuss individual matters with visitors.

All visitors are required to abide by the rules for conduct on school property contained in this Code.

Misconduct Committed Off School Property.

Students, staff and visitors may be disciplined for misconduct that is not committed on school property or at a school function if such misconduct in the professional opinion of the school administration (1) is a violation of civil or criminal law involving moral turpitude (2) would reflect or discredit the reputation of Most Holy Rosary School, (3) threatens the health, safety or welfare of a student, teacher or other member of the school staff, or (4) is contrary to the moral, religious, or orthodox principles of the Roman Catholic Church or the philosophy, policies, goals, and commitments of Most Holy Rosary School, (5) is likely to interfere with a positive educational environment, or (6) constitutes sexual or another form of harassment that is likely to carry over to the educational environment. At its sole discretion the administration may impose any penalty within the range of penalties outlined by the violator's respective group including expulsion, termination and ejection.

Misconduct Not Specifically Defined.

The definitions of misconduct set forth in Section VI. of this Code are not meant to be all-inclusive. Thus, any conduct not defined in this Code that violates any federal or New York State statute, or any rule, regulation or established practice of the school, shall be punishable by penalty to be imposed at the discretion of the appropriate school personnel.

School Building Rules

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

PENALTIES FOR VIOLATIONS OF THE CODE OF CONDUCT

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

Range of Potential Responses.

Scope

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

Corrective Actions.

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

Parent Conference: The student's parent or guardian will be contacted for a conference. The conference will include the student, his/her parent or guardian, school personnel and others whose participation is deemed appropriate by the School.

Disciplinary Probation: School authorities will place students on probation in addition to imposing a penalty for the misconduct. If the student complies with the specific terms of the probation no additional disciplinary action will be imposed. The probation agreement will further provide that, if the terms of the probation are violated, additional disciplinary action will be taken.

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

Counseling: Students may be referred for counseling in appropriate cases.

Court Intervention: Court assistance in the form of a PINS (Person In Need of Supervision) petition.

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

Verbal Warning

Parent Notification

Written Warning Signed by Parents

Parent/Teacher Conference

Parent/Teacher/Administrator Conference

Counseling

Special Probation

Detention

Suspension from athletic, social, or extracurricular activities

In-school Suspension: The principal may suspend a student from attendance at class. The parent or guardian will be notified of such suspension by telephone and/or letter. The student may not attend school activities during the period of the suspension. All conditions for reentry must be satisfied before the student is readmitted.

Out-of-school Suspension: The principal may suspend a student from attendance at class. The parent or guardian will be notified of such suspension by telephone and/or letter. The student may not attend school activities during the period of the suspension.

Expulsion: The school removes the student from enrollment in the school. The academic records of the student will be sent to the student's respective public school district unless the school is advised in writing to send them to another educational institution.

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

Principal's Disciplinary Conference: A disciplinary conference may be scheduled before the principal, or his or her designee at the discretion of the principal. At this time the student and his or her parents will have an opportunity to discuss the infractions and respond. In addition, at the Disciplinary Conference the student and his or her parent will have the opportunity to provide the principal with any other information they feel will help the principal understand the student's behavior. At the conclusion of such hearing, the principal may take whatever action is deemed appropriate, including but not limited to, indefinite suspension from school or expulsion. Attorneys are not present at this conference.

Delegation of Responsibility to Conduct the Disciplinary Conference: The superintendents, principals or delegate may further delegate the responsibility to conduct the Disciplinary Conference to a school official or to a group such as a School Disciplinary Board. In these cases, the delegate or the School Discipline Board will follow all of the procedures outlined above for the Disciplinary Conference and submit a written recommendation to school officials. The school official will then review the recommendation and render a written decision. The student and parents will be provided copies of this decision and the recommendation on which it was based.

Personal Liability: The school may pursue, on behalf of itself or an employee, all available rights and remedies to recover from the student and/or parents of the student for damages to personal property.

Police Notification: In cases involving criminal conduct, school authorities may refer the matter to appropriate law enforcement authorities.

Academic Sanctions

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

Progressive Discipline

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

Penalties for Specific Violations.

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

Conduct	Penalty Range	First Occurrence	Repeated Occurrence
Act of Violence ²	Minimum Maximum	Verbal Reprimand Expulsion	Suspension Expulsion
Arson ¹	Minimum Maximum	Suspension Expulsion	Suspension Expulsion
Assault ²	Minimum Maximum	Parent Notification Expulsion	Suspension Expulsion
Bias Harassment	Minimum Maximum	Parent Notification Suspension	Parent Conference Expulsion
Bomb Threat ¹	Minimum Maximum	Suspension Suspension	Expulsion Expulsion
Cheating	Minimum Maximum	Detention Suspension with Parent Conference	Suspension with Parent Conference Expulsion
Chronic Violation Of school Rules 5	Minimum Maximum	Suspension Parent Administrator Conference	Expulsion Expulsion
Destruction of Property 2	Minimum Maximum	Detention and Liability for Damages Suspension and Liability for Damages	Suspension and Liability for Damages Expulsion and Liability for Damages
Disorderly	Minimum	Verbal Warning	Detention

Conduct	Maximum	Suspension	Expulsion
Disruptive Conduct	Minimum Maximum	Verbal Warning Suspension	Detention Expulsion
Dress Code	Minimum Maximum	Verbal Warning Detention	Parent Notification Suspension
Drug or Alcohol Violation 3	Minimum Maximum	Suspension Expulsion	Expulsion Expulsion
Extortion2	Minimum Maximum	Suspension Expulsion	Expulsion Expulsion
False Alarm1	Minimum Maximum	Suspension Expulsion	Expulsion Expulsion
Fighting	Minimum Maximum	Detention Expulsion	Expulsion Expulsion
Forgery	Minimum Maximum	Detention - Parents Notified Suspension	Suspension Expulsion
Harassment	Minimum Maximum	Verbal Warning Suspension	Written Warning Signed by Parent Expulsion
Insubordination	Minimum Maximum	Verbal Warning Suspension	Detention Expulsion
Littering	Minimum Maximum	Verbal Warning Detention	Detention Suspension
Loitering	Minimum Maximum	Verbal Warning Detention	Detention Suspension
Other Misconduct	Minimum Maximum	Verbal Warning Suspension	Detention Expulsion
Parking Violations4	Minimum Maximum	Parent Notification Suspension	Detention Expulsion
Plagiarism	Minimum Maximum	Parent Notification Suspension	Parent Conference Expulsion
Possession of An Explosive1	Minimum Maximum	Suspension Expulsion	Expulsion
Possession of A Weapon1	Minimum Maximum	Suspension Expulsion	Expulsion
Reckless	Minimum Maximum	Suspension Expulsion	Expulsion
Endangerment Repeatedly	Minimum	Verbal Warning	Parent Notification
Disruptive Conduct Sexual Harassment	Minimum Maximum	Verbal Warning Expulsion	Suspension
Tardy	Minimum Maximum	Verbal Warning Parent Notification	Detention Suspension
Threat to Well Being5	Minimum Maximum	Suspension with Evaluation Suspension with Evaluation	Expulsion Expulsion
Theft	Minimum Maximum	Parent Conference Suspension	Suspension Expulsion
Tobacco Violation	Minimum Maximum	Detention Suspension	Suspension Expulsion
Traffic Violation4	Minimum Maximum	Parent Notification Written Warning Signed by Parents	Suspension Expulsion
Trespassing	Minimum Maximum	Parent Notification Parent Conference	Suspension Expulsion
Truancy	Minimum Maximum	Suspension Suspension	Suspension Expulsion
Vandalism	Minimum Maximum	Detention – Liability for Loss Suspension – Liability for Loss	Expulsion Expulsion
Violation of Technology Policy2 Notations:	Minimum Maximum	Verbal Reprimand Suspension	Expulsion Expulsion

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

Minimum Penalties for Students.

Students who Bring a Weapon to School

The minimum period of suspension from school for any student found guilty of bringing a Weapon onto School Property will be at least five days. A Discipline Conference with the Diocesan Superintendent or a delegate will be required to determine if additional punishment is indicated.

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

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

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

When an individual is committing prohibited conduct that, in the judgment of the principal or his or her designee, does not pose any immediate threat of injury to persons or property, the individual shall be informed that the conduct is prohibited and asked to stop such conduct. The school official shall also warn the individual of the consequences for failing to stop. If the person refuses to stop engaging in the prohibited conduct, or if the person's conduct poses an immediate threat of injury to persons or property, the individual shall be immediately removed from school property or the school function. Students and staff who violate this Code while at a school function shall be subject to immediate ejection from the school function. If necessary, local law enforcement authorities will be contacted to assist in removing the person. The school may initiate disciplinary action against any student or staff member, as appropriate. The school may also pursue civil and/or criminal sanctions against any person violating this Code.

For School Employees

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

For Visitors

Any unauthorized person on school property will be reported to the school principal. Unauthorized persons will be asked to leave, and the police may be called if the situation warrants.

The authorization of visitors who violate this Code to remain on school property or at the School Function shall be withdrawn and they shall be directed to leave the premises. If they refuse to leave, they shall be subject to ejection and to criminal and/or civil penalties by law.

DISCIPLINE PROCEDURES

For Students

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

For Detentions

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

For Suspensions from Athletics or Extra-curricular Activities

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

For Short-Term In-School Suspensions and Out-of-School Suspensions

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

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

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

Long-term Suspensions

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

For Expulsions

Permanent suspension is reserved for extraordinary circumstances. When the Superintendent, building principal, or delegate determines that a expulsion might be warranted, he or she shall give reasonable notice to the student and the student's parents of the Discipline Conference at which the student and parents will be informed of the charge against the student, as well a report of the evidence given by those persons and circumstances investigated. At that time, the student and

his or her parent will have an opportunity to respond to the charges, the evidence, request that additional witnesses or circumstances be investigated and provide the school official with any other information the student or parent believes will help him or her understand the behavior to render a decision. Attorneys are not present at this conference.

Waivers of Disciplinary Conference.

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

School Employees.

Administrators, teachers and support staff members are subject to the provisions of the Code as well as the provisions of their respective Personnel Policies Handbook and contracts and Faculty Handbook, if any. Any school employee, whose conduct on school property or at a school function disrupts academic or other school activities while on school property, at school functions or at any other times violates or threatens the welfare of the person or property of others or acts in a manner contrary to the Catholic Identity of the school shall be subject to suspension and to further disciplinary action, including termination, as the facts may warrant in accordance with any legal rights to which they may be entitled.

For Visitors. The following procedures shall apply procedurally to violations of this Code by non-students:

The principal has the authority to enforce these rules and regulations. The principal may designate such person, or persons, as he or she deems necessary, for the enforcement of these rules and regulations.

The principal may initiate and/or receive charges of any alleged violation of these rules and regulations and cause all investigations to be made.

The principal may request all lawful assistance to secure, remove, eject or otherwise prevent persons from adversely affecting public order or from materially disrupting normal school processes.

Enforcement of these rules and regulations against persons other than the students shall be as provided by law.

APPEALS FROM IMPOSITION OF DISCIPLINE FOR STUDENTS

Appeals to the Assistant Superintendent for the Region of the Diocese.

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

Appeals to the Superintendent of Schools.

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

REFERRAL TO AUTHORITIES

To Law Enforcement.

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

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

To Juvenile Justice Agencies.

The Diocesan Superintendent shall refer any student who is determined to have brought a weapon to school who is under the age of 16, or who is 14 or 15 years old and does not qualify for juvenile offender status under the Criminal Procedure Law to the County Attorney for a juvenile delinquency proceeding before the Family Court.

The Diocesan Superintendent shall refer a student over the age of 16 and any student 14 or 15 years old who qualifies for juvenile offender status to the appropriate law enforcement authorities for prosecution. Students 14 or 15 years old who qualify for juvenile offender status under §1.20 of the Criminal Procedure Law include those who possess a concealed firearm, machine-gun or loaded firearm on school grounds. The Superintendent may consult the diocesan counsel if he or she has any question as to whether the student in question does qualify for juvenile offender status.

To Human Services Agencies.

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

ALTERNATIVE EDUCATION PROGRAMS

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

For Suspended Students.

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

IN-SERVICE EDUCATIONAL PROGRAM

Suggested Programs.

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

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

School Oriented Programs developed at the building level.

Superintendent's Workshop days.

Building Faculty Meetings.

Assertive Discipline Programs and films presented at the building.

INTERPRETATION

Calculating Time Limits.

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

"Time Out" Techniques.

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

Authority to Suspend.

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

Inconsistent Provisions.

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

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

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

Not Exclusive.

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

THE DIOCESE OF SYRACUSE CATHOLIC SCHOOLS POLICIES

ACCEPTABLE USE POLICY REGARDING STUDENT USE OF COMPUTERS, INTERNET ACCESS, AND RELATED EQUIPMENT/SERVICES

INTRODUCTION

The Catholic Church views emerging technologies, such as computers, the worldwide internet, and related items, as gifts of the Spirit that challenge God's faithful people to make creative use of such new discoveries and technologies to better the human condition in a manner that is consistent with the Church's teachings. (See *Aetatis Novae*, #2). The Catholic Schools of the Diocese of Syracuse recognize that as such new technologies change the ways in which information may be accessed and used, they may also change the methods of instruction and learning. The Catholic Schools support the use of such technologies and tools in the educational process, to the extent such use assists the learning process, is safe for all concerned, and is consistent with the Church's teachings.

Such tools and methods must be used by Catholic educators and students in a manner that is educationally appropriate, and which is consistent with the Church's teachings, and applicable laws. Therefore, the Diocese of Syracuse Catholic School Office and the schools associated with the Diocese ("local schools") hereby adopt this Acceptable Use Policy for Students. It shall govern all student use of computers equipment, the internet, and related equipment and services

occurring in the student's performance of his or her duties, on school property or in regard to any school event, and its violation may constitute a basis for student discipline.

DEFINED TERMS

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

The term "Acceptable Use Policy" or "AUP" shall mean this policy, which conditions and controls the use of internet services and/or computers, as those terms are defined here, on school premises and at or during any school event. The "Catholic School Office" or "CSO" shall mean the Catholic School Office of the Diocese of Syracuse, New York.

The term "Code of Conduct" shall mean the code by that name adopted by each local school and published, among other places, in each local school's Student Handbook.

The term "computer equipment" shall mean any device, equipment or instrument that is utilized for the electronic creation, receipt, storage, transmission or manipulation of data. The term shall include personal computers and laptop computers, any network of interconnected computers, intranet, personal digital assistants, cell phones, portable media players (e.g., iPod) and any similar or related device.

The term "Diocese" shall mean the Roman Catholic Diocese of Syracuse, New York.

The term "Diocesan Property" shall mean a real or personal property belonging to the Diocese or any of the schools associated with the Diocese, "local schools", including any computer, computer network, intranet, internet service, e-mail service or accounts, data storage accounts or any other similar or related equipment, service or thing.

The term "educational purpose" shall mean the intended use of any form of media, computer, computer network, and/or the internet in a manner and for a purpose that is plainly related and readily applicable to a local school's curriculum, sponsored extra-curricular events, and/or administration.

The term "e-mail" shall mean any form of electronic communication that involves the transmission of communication, information, or data by a publicly accessible network of interconnected computers or computer networks. It shall include all forms of such communication, including electronic mail, online chat, file transfer, and the interlinked web pages and other documents of the Worldwide Web.

The term "internet" shall mean the World Wide internet, as that term is commonly defined, as well as any intranet, computer network, electronic mail, text messaging, electronic chat devices and any other computer usage that involves the electronic receipt, transmission or storage of data, information or communication, whether facilitated through an internet service provider or otherwise.

The term "local school" shall mean any of the Catholic Schools affiliated with the Diocese.

The term "policy" shall mean, in the case of the CSO, any policy, directive or guidance provided by the CSO to the various local schools. In the case of a local school, the term shall mean any policy, directive, or rule of a local school, including its Code of Conduct.

The term "school event" shall mean any event occurring during the school day, including any curricular, extra-curricular, or other school sponsored or endorsed event, regardless of whether said event occurs on school property or is directly supervised or controlled by school officers or employees.

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

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

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

ACCEPTABLE USE POLICY TERMS

It is hereby the policy of the Catholic School Office and the Catholic Schools affiliated with the Diocese that student use of school provided computer equipment, internet access or service, e-mail accounts or service, and any similar thing shall be

subject to and conditioned upon adherence to this AUP. In addition, use of any such thing on school property or at any school sponsored event shall be conditioned upon and subject to this AUP. This AUP shall supplement each local school's Code of Conduct, and its violation shall be a basis for discipline.

Specific Terms

The student's use of any computer equipment, internet access or service, e-mail or any similar thing shall be governed by consistent with this AUP, and all state, federal and local laws, including those governing use and dissemination of copyrighted, trademarked or otherwise protected intellectual property.

The student is individually and personally responsible for any use of computer equipment, internet access or service, or e-mail accounts provided to the student, and shall safeguard his or her passwords or other access control mediums accordingly.

The student shall only use school provided computer equipment, internet access and/or e-mail accounts for educational purposes or the discharge of his or her assigned duties.

The student shall use computer equipment, internet service or access, e-mail or any similar thing on school property or in relation to any school event solely for educational purposes, irrespective of who owns or has provided such things.

The student has no right to the use of computer equipment, internet access or service, e-mail or any similar thing in regard to instruction or any school function or event; such use and access is a privilege, which the local school may revoke at any time and without the provision of any form of process, within the sole discretion and judgment of the local school's principal.

The student is prohibited from using any other party's password or access control to access any computer equipment, internet access or service, e-mail or any similar thing, except as specifically authorized.

The student shall not change, alter or modify any provided password or other form of access control without express permission to do so.

The student is prohibited from accessing or using personally owned or obtained computer equipment, internet access or service, e-mail e.g., aol, yahoo or hotmail or any similar thing during the school day, on school property, or in regard to at any school event or function, except as specifically authorized in writing by the local school principal.

The student is prohibited from using any computer equipment, internet access or service, e-mail or any similar thing for any purpose that is inconsistent with the Church's teachings or the policies of the CSO or local school, including, but not limited to the following:

Accessing, viewing, transmitting or storing sexually or otherwise offensive messages, pictures, or unlawful information on the Internet;

The use of impolite, abusive, or otherwise reasonably objectionable language in either public or private;

Harassing, insulting or attacking others;

Improperly accessing, using or damaging computers, computer networks or systems, intranets, servers, internet accounts or web sites belonging to any other person or party;

Intentionally wasting limited and/or valuable resources; and/or

For any commercial purpose or political purpose, other than the student's duties, or in any manner that violates federal, state, or local laws or statutes.

All provided computer equipment, internet access or service, e-mail or any similar thing is the property of the local school and/or Diocese, and the student has no right to use of or access to any such thing in the performance of his or her duties.

The Diocese, CSO or local school and/or the student, agent or representative of any of them, may access, monitor, review, download, print, copy, delete, any material located on, transmitted by, or received by any computer equipment, internet access or service, e-mail account or any similar thing. In addition, and as appropriate, the Diocese, CSO, and/or local school may provide such material to any law enforcement agency or other governmental agency. The decision to undertake any of these actions is reserved to the exclusive discretion and judgment of the Diocese, CSO or local school, and shall not require the existence of any justification, cause or suspicion.

By signing this Student Handbook receipt, parents hereby stipulate and agree that the student has no right to privacy, exclusive possession or access in regard to any computer equipment, internet access or service, e-mail or any similar thing. The student and his or her parents waive, relinquish and shall

be precluded from asserting any such right in any judicial, administrative, governmental, or quasi-governmental proceeding.

Upon notice that his or her possession, use, or access to any computer equipment, internet access or service, e-mail or any similar thing is suspended or terminated, the student shall promptly return any school provided equipment and/or passwords or other forms of access control.

Upon request, the student shall immediately provide his or her local school with access to any school provided computer equipment, internet access or service, e-mail or any similar thing, used in conjunction with the student's duties and/or provided by the Diocese or a local school.

CONSEQUENCES AND PENALTIES FOR VIOLATION OF AUP

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

Parental notification and a parental conference with the principal or his/her designee.

Any penalty listed for the Violation of the Technology Policy in the local school's Code of Conduct, including a loss of privileges, detention, suspension and/or expulsion.

The requirement that the student reimburse or compensate the local school or any third party for damage caused to a computer other property, or property rights as a result of a violation of this AUP, which shall be a condition precedent to the student's continued or renewed enrollment at the local school or any other Catholic school in the Diocese of Syracuse.

The institution of a civil action to recover money damages caused to the local school and/or Diocese through any violation of this AUP.

Loss of computer, computer network, intranet, internet, e-mail, or data storage access and/or use privileges. Any student who loses such privileges and later has them reinstated shall be supervised at all times in his or her use of any such equipment, service or access.

Whenever the local school believes or suspects that a criminal law has been violated, the local school shall notify the appropriate state or local agency, in consultation with and as guided by the Catholic School Office, and may ask any such agency to investigate or prosecute any such conduct.

Written parental permission is required before students may use technology and the Internet. Please sign and return the Agreement for Internet Access by Students document.

Sacredness of Life: Participation of Catholics in Political Life

Statement of Policy and Overview

At the heart of Catholic Teaching is the belief that every human person is created in the image and likeness of God. This teaching affirms the sacredness of human life from conception to natural death and concludes that people are more important than things. Consequently:

Catholics are encouraged to consider the dignity of the human person when discerning their position on issues and political issues and political candidates.

Catholic legislators have been sent the Holy See's "Doctrinal Note on Some Questions Regarding the Participation of Catholics in Political Life." The Note is written for particularly for Bishops, politicians, and all Church members to promote the message that Catholics "...directly involved in lawmaking bodies have a grave and clear obligation to oppose any law that attacks human life."

To make very clear that our position on life does make a difference in the Church, we promulgate the following policy for parishes and other Church agencies and organizations. This protocol is meant to provide guidance and to avoid circumstances of confusion and embarrassment.

Policy

Any person who publicly supports abortion, or who holds that abortion is a right or a matter of choice, may not be invited to speak at diocesan functions or in diocesan/parish facilities (except at an academic symposium where both sides of the issue can be fairly presented). Neither may such individuals be appointed special ministers of the Eucharist, serve as lectors in Church, nor be otherwise honored by the Church.

SEXUAL HARASSMENT POLICY OF SYRACUSE CATHOLIC SCHOOLS OFFICE

STATEMENT OF POLICY AND OVERVIEW

The Catholic School Office of the Diocese of Syracuse ("CSO"), and each of its component schools (individually, "School" or collectively, "Schools"), are committed to safeguarding the right of all staff and students within the school community to

work and learn in an environment that is free from all forms of illegal sexual discrimination¹, including sexual harassment. Therefore, the Catholic Schools of the Diocese of Syracuse prohibits all behavior of a sexual nature that imposes a requirement of sexual cooperation and/or tolerance of a sexually hostile work environment as a condition of employment, pay or benefits, working conditions, academic advancement or participation in any Educational or extracurricular program, or which has the purpose or effect of creating a hostile or offensive working or learning environment.²

The CSO and its Schools, through implementation of this policy, are committed to investigating all reports of sexual harassment or other illegal gender discrimination and taking prompt and appropriate action to deter, punish, and remedy any such type of conduct. Further, they expressly prohibit any form of retaliation against any student, employee, parent, volunteer, or community member because any such person has made a report of illegal sexual discrimination or harassment, as hereinafter provided, or otherwise participated in the investigation of any such report.

The Superintendent hereby charges the component school administrators with the implementation of this policy, as well as its publication to students, staff, parents and volunteers of the Schools.

DEFINITIONS

Sexual harassment can take many different forms and occur in several different settings. Accordingly, the definitions used here are intended to be illustrative, and not exclusive. Sexual harassment is generally defined as unwelcome or unwanted sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

Submission to such conduct is, either explicitly or implicitly, made a condition for evaluating a student's academic progress or a student's successful completion of any course of study, educational or extra-curricular activity;

Submission to or rejection of such conduct by a student is used as the basis for academic or extracurricular decisions affecting such student, including the acceptance into or rejection from a course or activity;

Such conduct has the purpose or effect of unreasonably interfering with a student's academic performance, evaluation of a student's academic performance or progress, participation in an educational or extra-curricular activity, or creating a sexually intimidating, hostile or offensive learning environment;

Submission to such conduct is, either explicitly or implicitly, made a condition for continued employment, the evaluation of an employee's performance or the pay, benefits and/or working conditions of any employee;

Submission to or rejection of such conduct by an employee is used as a basis for decisions affecting an employee's pay, benefits, work assignments, and/or working conditions;

Such conduct has the purpose or effect of unreasonably interfering with an employee's ability to perform his or her work or creates an intimidating, hostile or offensive work environment.

Conditions exist within the school environment that allow or foster harassing activities of a sexual nature, including but not limited to, obscene pictures, lewd jokes, sexual comments and innuendo, or, among other things, sexual advances.

Out of school conduct, including use of the Internet, which creates or contributes to a sexually hostile environment in school, unreasonably interfering with a student's participation in an educational program, extra-curricular activity, and/or academic performance, or an employee's work performance, pay, benefits, and/or which creates an intimidating, hostile or offensive learning or working environment.

While it is not possible to list all those additional circumstances that may constitute sexual harassment, including the creation of a hostile learning or work environment, the following are some examples of conduct that may constitute sexual harassment, depending upon the totality of circumstances, the severity of the conduct and its pervasiveness:

Unwelcome sexual advances, regardless of whether they involve physical contact;

Sexual epithets, jokes, written or verbal references to sexual conduct, gossip regarding an individual's sex life; comments about an individual's body, and/or comments about an individual's sexual activity, deficiencies, or prowess;

Displaying sexually suggestive objects, pictures and/or cartoons;

Unwelcome leering, whistling, brushing against the body, sexual gestures, and suggestive or insulting comments;

Inquiries into one's sexual experiences; and

Discussion of one's sexual activities.

The CSO acknowledges that in determining whether sexual harassment has occurred, the perspective of the complaint and/or victim should be considered.

While the accuser's conduct and/or intention may be considered, sexual harassment may be found even where the accused has/had no intention to sexually harass another individual.

COMPLAINT PROCEDURES AND PROHIBITION OF RETALIATION

Appointment of Sexual Harassment Officers

The CSO's Superintendent of Schools ("Superintendent") shall appoint a Catholic School Sexual Harassment Prevention Officer (CSSHPO) for the diocesan Catholic schools. Each School shall create the position of School Sexual Harassment Prevention Officer ("SSHPO"). At the end of each academic year, each School will submit to the CSO a list of candidates for the position of SSHPO. The CSO will thereafter designate the SSHPO for each school. In Diocesan secondary schools, at least one male and one female SSHPO will be appointed. The SSHPO(s) will serve from September through August of the next school year.

The CSSHPO and the various SSHPO's shall receive training in the area of sexual harassment prevention and proper investigation into reports of sexual harassment. Each School shall notify the CSSHPO if its SSHPO's employment should end or its SSHPO should be unable to complete his or her duties during the academic year.

1 Except as concerns any matter for which there is a statutory or judicially recognized exception for religious institutions. The CSO and its component schools specifically prohibit all student-employee relationships of a sexual, quasi-sexual or romantic nature, regardless of whether they are consensual.

Reports of Sexual Harassment

The CSO and its Schools strongly encourage any student or employee who has been subjected to ("subject") or otherwise witnessed ("reporter") conduct that may comprise sexual harassment to report that conduct. Any student or employee who believes that he or she has been the victim of or witness to an incident(s) of sexual harassment may report such incident(s) to the Superintendent, CSSHPO, the Diocesan Assistance Coordinator, any administrator working in the CSO, any SSHPO, School Principal, Assistant Principal or to a School Counselor.

The staff member to whom the complainant is made shall promptly report the complaint to the SSHPO and the Principal of the School where the harassment is reported to have occurred. If the complaint concerns the SSHPO, the staff member need only advise the Principal. Any staff member who fails to report a sexual harassment complaint may be subjected to disciplinary action.

The Principal shall notify the CSSHPO and Superintendent.³ In the event the report involves the Principal, the staff member receiving the report shall promptly notify the CSSHPO or the Superintendent of the report. In the event the complaint concerns the Superintendent, the CSSHPO shall notify the Chancellor of the Diocese and take such measures as are appropriate, in consultation with the Chancellor. If the CSSHPO should be the subject of the report, the Superintendent shall assume that officer's duties and take any other appropriate action. In all events, the CSSHPO will immediately consult with the Diocesan Assistance Coordinator to ensure compliance with the Diocesan Safe Environment Policy ("VIRTUS").

The CSO, in coordination with the Superintendent and Diocesan Assistance Coordinator, shall make a determination as to who will investigate the complaint (e.g., the Superintendent, CSSHPO, Diocesan Assistance Coordinator, a diocesan Catholic school administrator, Principal, counsel or an outside investigator or a team of these individuals). All complaints of sexual harassment will be held in confidence to the extent practicable and as permitted by law, so as to enable a thorough investigation. While the CSO and its Schools respect the privacy and anonymity of all parties and witnesses to complaints brought under this

policy, they cannot guarantee confidentiality. Whenever a School or the CSO has knowledge or reason to believe that an instance of sexual harassment has occurred, the School and/or CSO shall, even in the absence of a complaint, cause a prompt and thorough investigation of any such incident.

Investigation of Reports of Sexual Harassment

Upon receipt of any complaint of sexual harassment, the CSSHPO will facilitate a thorough, prompt and impartial investigation of the report or complaint to be conducted. Barring extenuating circumstances, all such investigations shall be completed within 30 calendar days of receipt of a complaint or report. Such investigations shall be conducted according to this policy. It is the policy of the CSO that all complaints of sexual harassment shall be taken seriously and that an investigation shall be conducted to the fullest extent possible.

Upon completion of the investigation, the investigator shall prepare a written report that details the substance of the investigation, statements obtained, documents reviewed, the investigator's findings of fact and recommendations as to any appropriate remedial action. The investigator shall the report with the CSSHPO, who will review it for completeness. If the CSSHPO determines that additional work is required, the CSSHPO shall document what additional work is required and return the report to the investigator for completion. Upon its completion, the report shall be filed with the

Superintendent's office, via the CSSHPO. The Superintendent's office shall share the report and/or the necessary content of the report, as is appropriate in each case.

As set forth below, the outcome of an investigation of a sexual harassment complaint shall be related to the accused, the reporter and/or subject and, in the case of a student, the parent/guardian of an accused or subject (individually, "Interested Party"). Such information shall be given to these individuals within 30 days of the report's completion, in summary fashion, taking care to preserve any confidential material, to the extent practicable, and consistent with the law, any relevant contract, and CSO personnel policies.

Corrective Action Based on Investigation

If the result of the investigation indicates that sexual harassment or other inappropriate behavior has occurred, immediate and appropriate corrective action will be taken. It is the policy of the CSO to appropriately discipline an offending individual consistent with the law, CSO policy and any applicable contract or agreement. As appropriate, the School or CSO may direct remedial training. If the alleged behavior constitutes or may constitute a crime, the Superintendent shall advise the Chancellor of the Diocese, and those Diocesan officers shall facilitate the immediate notification of the appropriate law enforcement agency.

In the event any Interested Party should disagree with the conclusions of the investigation and/or the remedial action selected, such individual may file a written appeal of the findings to the Superintendent within 14 calendar days from the date on which the Interested Party is advised of the investigation's conclusions and the remedial action to be taken. The Superintendent shall promptly review and consider the appeal, the investigation report and any other relevant information and decide the appeal, to the extent possible, within 14 calendar days of its receipt. Thereafter, the Superintendent may amend the investigation report or alter the disposition of the matter, as appropriate, and supported by the evidence, within the Superintendent's sole discretion.

Prohibition of Retaliation and Follow-up to Investigation and/or Corrective Action

The CSO and the Schools prohibit any conduct that is intended, may be construed as constituting or which constitutes retaliation against a complainant or reporter for the good faith reporting of an incident pursuant to this policy, as well as against any person who testifies or otherwise provides information or otherwise assists in a sexual harassment investigation. Follow-up inquires by the appointed investigator CSSHPO, SSHPO and/or School Principal shall be made to ensure that the reporter, subject and/or witnesses have not suffered any retaliation.

In addition, the SSHPO and/or the investigator shall follow-up with such individuals at regular intervals during the school year to determine if any enacted remedies have been effective and to insure the absence of any retaliation by any student, staff, parent or other person.

If the CSO reported the matter to a law enforcement agency, as detailed above, the Superintendent's Office shall follow-up with the appropriate law enforcement agency to determine the status and outcome of any criminal investigation or prosecution, and shall act as a liaison with such law enforcement agency to assist it in obtaining necessary information to the extent appropriate and lawful.

TRAINING AND DISTRIBUTION OF POLICY

The Catholic Schools of the Diocese of Syracuse shall provide appropriate training to staff and students regarding awareness of and sensitivity to issues involving sexual harassment, including condemnation of such conduct, the sanctions for harassment and preventive measures to help reduce incidents of sexual harassment.

A copy of this policy shall be distributed to all personnel, students and parents/guardians posted in appropriate places and included in all school handbooks.

3 In all events, unless the subject of the report, a staff member receiving such a report shall notify the Principal of the school where the alleged harassment took place and that Principal shall notify the CSSHPO and/or Superintendent of the matter. If the Principal is the subject of the report, the procedure stated infra shall apply.

**The Diocese of Syracuse Catholic School Office
Sexual Harassment Formal Complaint Form**

Date: _____

Name of Complainant: _____

Check one: Student Teacher Staff Other

Date of incident: _____

Place of incident: _____

Description of incident: (Description in full detail; attach additional sheets if necessary)

Name of witness(es), if any: _____

Has the incident been reported before? If so, how? _____

If yes, when? To whom? _____

What was the outcome? _____

Additional comments: _____

Signature of Complainant: _____

Date: _____

Signature of Person
Receiving Complaint: _____

Date: _____

Contact Numbers

Superintendent	William Crist	(315) 470-1450
Assistant Superintendent	Don Mills	(315) 470-1414
Director of Safe Environment and Victim Assistance	Jacqueline Bressette	(315) 470-1465

Terms of Enrollment

The following sets forth the nature, dynamics and character of the relationship between the School and its students and their parents. This summary will allow both students and parents to clearly understand their rights and obligations while attending the School, and it will minimize any potential misunderstanding in this regard. It is understood that by seeking enrollment in and attend the School, the applicants, students and their parents understand and agree to this statement of rights and obligations. It is part of your agreement with the School.

The School warmly welcomes all of the students accepted for the coming school year and will work hard to provide them with a Catholic and academic education in a supportive learning environment. It is understood and agreed by the School's students, and their parents, that students shall obey the School's Code of Conduct, observe the rules and regulations of the School and perform the academic work required so as to result in sufficient academic success while attending the School.

It is also understood and agreed that the School's students attend the School at the School's invitation, and not pursuant to any right that a student or parent may possess. The admission to, and continued attendance at the School require students to behave consistent with the Code of Conduct, all other rules and regulations of the School and in a manner befitting a student of a Catholic institution.

These responsibilities exist both inside and outside of the classroom and during all school functions, whether on campus or located elsewhere.

In order to protect its standards of academics, discipline and character, the School reserves the right to require the withdrawal of any student at any time, for any reason deemed sufficient in the sole discretion of the School and its administrators. Through their application enrollment into the School, all students and their parents and/or legal guardians, concede and acknowledge that the School has this right. By a student's attendance at the School, he or she, and his or her parents or guardians, acknowledge the further important obligations and restrictions contained in the Student Handbook, and agree to be bound by its terms.

Students attending the School understand that they do not possess the same rights they might possess if attending a public school. For example, a student's freedom of speech is limited in many important respects at the School. Any speech, written or oral, that is contrary to the Roman Catholic faith, the teachings of the Church, the directives of the Bishop or Ordinary of the Diocese of Syracuse or contrary to the School's Code of Conduct are prohibited. Likewise, speech that is contrary or disruptive to the philosophy and purpose of the School is prohibited. Participating in prohibited speech at the School may be the basis for disciplinary action, up to and including suspension or expulsion.

Likewise, while students may have a constitutional right to be free from unreasonable searches or seizures while attending a public school, they understand and agree that the School has the right to search their person or property, if the School's instructors or staff reasonably believe that the search will produce evidence of a violation of a School rule, the School's Code of Conduct or the law. The School's students and their parents understand and agree that it is within the sole discretion of the School's administrators to determine whether such a reasonable belief exists. They further understand and agree that the School has the unfettered right to examine, search or inventory a student's desk, locker, or other space provided to the student for use at School. It is further understood and agreed that the School may search these areas at any time and for any reason. Moreover, if the School permits on-campus parking, students and their parents understand and agree that the School has the unfettered right to search any automobile parked upon its premises.

Students have no reasonable expectation of privacy relative to any of these areas (e.g., desks, hallway lockers, locker room lockers, automobiles parked on School grounds, etc.)

Additionally, it is understood and agreed by students, and/or their parents or guardians, that they waive and relinquish any right they may have to sue the School, any parish, the Diocese of Syracuse, and/or any individual acting on the half of the School, a parish or the Diocese, such as administrators, teachers, staff, volunteers or any of their agents relative to any matter directly or indirectly concerning academic or disciplinary decisions or matters covered within the Student Handbook.

Each student and his or her parents or guardian, by their acceptance of enrollment at the School, agree they may not bring any civil action in any local state or federal court or in any administrative agency or body to challenge any school decision relative to academics or disciplinary matters, including any decision relating to the rules, regulations, procedures or programs covered within this handbook.

Students and their parents or guardians agree that any challenge to any school academic or disciplinary action, any enrollment decision, any suspension or expulsion, or any decision relating to the rules, regulations, procedures or programs covered in the Student Handbook may only be challenged or appealed within the hierarchy of the School and/or Diocese, subject to the limitations and processes contained within the Student Handbook.

While any students or parent or guardian of a student may consult with legal counsel relative to any decision made by the School or Diocese concerning the student, the School emphasizes and reiterates that students and parents or guardians are not permitted to have legal counsel present during any meetings or hearing or to otherwise participate in any disciplinary process or any other proceeding or process administered by the School or Diocese. It is understood and agreed that school administrators are not obligated to meet with attorneys or advocates of any sort, at any time.

The Student Handbook contains the School's Code of Conduct and the parameters of student discipline. However, it should be noted that any listing of prohibited conduct in the Handbook is only by way of illustration and example, and it is not intended or expected to be an exhaustive or exclusive list of prohibited conduct or conduct that may result in disciplinary action.

The School is pleased to welcome you to the School community and looks forward to your participation in its academics and activities.



Families Name _____

Grade/s _____

PARENT/STUDENT HANDBOOK AGREEMENT for 2024-2025

I, _____, have read and discussed this Handbook with my child(ren).

We understand the procedures, rules and regulations stated in the Diocese of Syracuse Catholic Schools' Code of Conduct and agree to abide by them.

I understand that this handbook can be amended at any time for any reason. The school administrator will provide written notice promptly.

Parent's Signature _____ Date _____

Most Holy Rosary School 1031 Bellevue Avenue Syracuse NY 13207

Please sign and return to your child's teacher