



Diocese of Rochester
Catholic Schools

Faith. Academics. Community.

STUDENT PARENT/GUARDIAN HANDBOOK

2023-2024



St. Mary Our Mother School
811 Westlake Street
Horseheads, NY 14845
(607)739-9157
(607)739-2532 (fax)

www.stmaryourmotherschool.org

DIOCESE OF ROCHESTER – DEPARTMENT OF CATHOLIC SCHOOLS
ST. MARY OUR MOTHER SCHOOL – STUDENT/PARENT HANDBOOK

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Mission Statement

The Diocese of Rochester Catholic Schools offer families an authentic Catholic education rooted in the Gospel of Jesus Christ and the teachings of the Roman Catholic Church.

Our schools:

- ***Guide** students to be disciples who know and live the Catholic faith;*
- ***Inspire** a learning community to foster academic excellence; and*
- ***Empower** young people to fulfill the two great commandments of Jesus Christ by loving God and being service-oriented, responsible, and self-disciplined neighbors to others.*

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1.00 WELCOME

Welcome to St. Mary Our Mother School and the 2022-2023 school year! This online handbook has been prepared to provide St. Mary Our Mother School families with helpful information about our school.

Please refer to this handbook throughout the school year as reference. It should provide the answers to most questions, but feel free to telephone us at the School Office should you need more information.

St. Mary Our Mother School relies on a partnership between the school and families in educating the child. In any partnership, there are many cooperative components with a variety of responsibilities. Listed below are important responsibilities of the Students, the Parents/Guardians and the Teachers.

1.01 Student Expectations

Ultimately it is the student who must be responsible for his/her actions and who must be motivated to set high goals to be successful. To do this, we ask the students to:

1. realize responsibility for his/her actions.
2. approach studies with a seriousness of purpose and a realization that learning is work.
3. develop good study habits and make a sincere effort to do his/her best in all studies by having assignments and homework completed on time.
4. be well prepared for classes each day, both mentally and physically.
5. develop a basic attitude of consideration and thoughtfulness for the rights, the welfare and the happiness of other people.
6. respect the authority of teachers and other members of the school staff.
7. maintain good attendance and arrive on time for all classes.
8. follow the school uniform policy.
9. behave in a manner that will reflect credit on himself/herself during extracurricular activities.

1.02 Parent/Guardian Expectations

The philosophy of the Diocese of Rochester Catholic School community is to proclaim the Gospel message of Jesus, educate the whole child, guide students in the love and service of God and others, and integrate Christian virtues (love, faith, hope, courage, reconciliation, and justice) into the curriculum.

By registering your child/ren at a Catholic school, parents/guardians become members of the school community of students, faculty, and staff that recognizes the mission of building Christ-like presence in our schools by instilling Christian values in our young men and women who will shape our future. By registering at a Catholic school, parents/guardians agree to uphold the policies, procedures, and decisions of the school as a partner in the education of each child. This partnership obligates all of us to share in the responsibilities for the education of children by agreeing to the following oath:

- I (We) fully understand the importance of guiding my (our) children's faith development, acting as a good Christian role model, actively participating in church membership, and attending weekly Mass or church services.
- I (We) fully understand the importance of attending Parent Teacher Conferences at the teacher's request, cooperating with school staff, and being present at other school events to support my child/ren.

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- I (We) understand the importance of reviewing my child/ren's homework daily.
- I (We) support and work with the faculty and staff to ensure a nurturing learning environment.
- I (We) agree to volunteer for events and projects within the school year.
- I (We) will ensure that students are picked-up from school and from school events on time.
- I (We) will register dissatisfactions and complaints in a reasonable and fair way, will not gossip, and will give everyone the benefit of the doubt by assessing the facts before passing judgment. Solutions to specific classroom issues must be sought at the level of the teachers before approaching the administration. ***The school expects that students and parents/guardians are respectful of one another, the faculty, and staff, including verbal, written, and face-to-face communications. Inappropriate and slanderous comments and/or social media behavior will not be tolerated and addressed appropriately by the school principal.***
- I (We) will fulfill financial obligations to the school in a timely manner, including the payment of tuition, fees, and other expenses.

This promise is designed to implement the blessings of the Church-Family-School relationship. The Catholic school becomes a faithful atmosphere with the positive interaction of students, parents/guardians, teachers, administration, and support staff.

RESOLVING QUESTIONS OR CONCERNS

The mark of a Christian society is the way in which conflicts are resolved. Virtue and respect for others demand that questions or concerns be addressed directly to those involved and not discussed with others, requires an understanding that sometimes people have to “agree to disagree”, and that they not be presented to higher levels of authority unless previous attempts at resolution have been unsuccessful.

All interaction with faculty, staff, and administration should be by appointment. Parents/Guardians should not expect availability on a “drop-in” basis. **For the safety and security of all students and staff, visitors must report to the main office and be escorted throughout the building and abide by all safety policies and procedures set forth by the school.**

- Questions regarding classroom order, expectations, grading, and other classroom related issues should be discussed directly with the teacher to address concerns.
- General questions regarding academics should be addressed to the teacher and then the Principal.
- Disciplinary issues should be addressed with the Principal.
- Financial questions should be addressed with the Business Office.

PARENT/GUARDIAN VOLUNTEERISM

We have an active group of volunteers – Volunteers are the main support system of every Catholic School. Please become involved in some capacity. The Principal expects every family will become involved in one of our celebrated events to support their child/ren and the school. As Jesus said, “I am the way and the truth and the life. No one comes to the Father, except through me” (John 14:6). In service to the children and the school, your gifts will be realized and valued.

All parent/guardian volunteers must complete the online Diocese of Rochester’s Creating a Safe Environment (CASE) for Volunteers Training (before volunteering at any event where students are present). Information is provided below:

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Diocese of Rochester Volunteer Requirements

Catholic school system or in its parishes and related ministries fulfill the following criteria:

1. Participate in or complete online a Creating a Safe Environment Training course (<https://www.dor.org/safe-environment/office-of-safe-environment/>).
2. Complete and sign a Diocese of Rochester Volunteer Code of Conduct Form.
3. Complete the Criminal Record Check process.
4. If driving children, complete the Volunteer Driver Information Form and have driving record checked. This must be completed every year.

This is required to work with children in any capacity in our school - room parent, assist in the classroom, chaperone/drive on fieldtrips, athletic coach, and/or assistant at any social event where students are participating. All volunteers must participate in a renewal of training as determined by the Diocese of Rochester.

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2.00 SCHOOL ADMINISTRATION

2.01 SCHOOL HOURS

The School Day begins at 8:00 AM (tardy bell is at 8:20 AM) and ends at 2:30 PM (PreK classes) and 2:45 PM (Kdg – gr. 6). Students can enter the school building no earlier than 7:30 AM and report to O'Brien Hall until 8:00 AM then report to their classrooms. Our after-school care program (Stay & Play) is available from dismissal time until 6:00 PM. For safety and security reasons, students are not allowed to enter the school building or be on school grounds before 7:30 AM or after 6:00 PM, unless attending an authorized school program or function. There is no school staff-provided supervision of students prior to 7:30am or after school hours.

2.02 SCHOOL FACULTY & STAFF

| Position | Name | Email |
|-------------------------------|---------------------|--|
| Principal | Heather Bill | heather.bill@dor.org |
| Administrative Assistance | Adriana Enright | adriana.enright@dor.org |
| Nurse | Michelle Procopio | mprocopio@gstbooces.org |
| Maintenance/Custodial | Roger Williams | roger.williams@dor.org |
| Maintenance/Custodial | Jenna Crandall | jenna.crandall@dor.org |
| PreK 3 yr. Old | Jill Knuth | jill.knuth@dor.org |
| Teaching Assistant | Robyn Stowell | robyn.stowell@dor.org |
| Teaching Assistant | Amy Winkels | amy.winkels@dor.org |
| PreK 4 yr. Old | Pat Madison | patricia.madison@dor.org |
| Teaching Assistant | Sally Heffner | sally.heffner@dor.org |
| Kindergarten | Sandy Hoyt | sandra.hoyt@dor.org |
| Teaching Assistant | Michelle Steed | michelle.steed@dor.org |
| 1 st Grade | Caitlyn Disbrow | caitlyn.disbrow@dor.org |
| 2 nd Grade | Angela Langendorfer | angela.langendorfer@dor.org |
| 3 rd Grade | Kelly Koehler | kelly.koehler@dor.org |
| 4 th Grade | Bridget Hallinan | bridget.hallinan@dor.org |
| 5 th Grade | Claire Blide | claire.blide@dor.org |
| 6 th Grade | Colleen Meehan | colleen.meehan@dor.org |
| Academic Intervention Service | Jamie Lewis | jamie.lewis@dor.org |
| Academic Intervention Service | Stephanie Pelkey | stephanie.pelkey@dor.org |
| General Music | Nancy Ruda | Nancy.ruda@dor.org |
| Art/Library/Stay & Play | Barb O'Brien | barbara.o'brien@dor.org |
| Physical Education/Health | Tom Ketchum | tom.ketchum@dor.org |
| Technology | Susan Nagle | susan.nagle@dor.org |

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2.03 SCHOOL DRESS-CODE AND UNIFORMS

Standard Uniform:

**must be worn November – April (winter season)

**may be worn September, October, May, and June (summer season)

**no brand name trademark or logo is permitted on clothing except shoes

BOYS Kdg – gr. 6

Pants: Navy Blue chino style (no cargo pants)

Shirt: White polo shirt with SMOMS monogram

Sweater: Navy blue cardigan-style (must have SMOMS monogram)

Socks: Navy blue or white knee- or ankle-height

Shoes: Dress shoes or sneakers

****sandals, flip flops, slip-ons, clogs and Crocs are not permitted**

****boots of any type are not acceptable during the school day**

GIRLS Kdg – gr. 6

Same uniform expectations as BOYS, but with a few additions...

Jumper/Skirt/Skort: *Plaid, knee-length*

- *Lands' End code **900140641** or identical plaid*

- *Tommy Hilfiger code **Saint Mary Our Mother School***

Tights/Leggings/Jeggings: *White or navy blue (should not be worn alone as pants)*

** leggings/jeggings are not considered pants but are allowed under skirts and jumpers.*

Optional/Warmer-Weather Uniform:

**may be worn September, October, May and June (summer season)

BOYS and **GIRLS** Kdg – gr. 6

Shorts: navy blue dress

Phys. Ed./Gym Uniform – (both boys and girls...Kdg. – gr. 6)

**Phys. Ed. classes are conducted on Tuesdays and Thursdays

Shirt: Navy blue T-shirt or sweatshirt with SMOMS monogram

Shorts/Pants: Navy blue shorts or sweatpants with SMOMS monogram

Sneakers/socks

**ACCESSORIES: Hair accessories and jewelry should be conservative, simple, and safe (please no costume-like headbands, oversized bows, dangling earrings, etc.)

**MAKE-UP: Natural beauty is recognized in all students and the use of make-up is discouraged.

**HAIR: Hair color should be natural

**Monogrammed or printed uniform pieces may be purchased at Pastrick's Sports & Trophies, 201 E 14th St. Elmira Heights, NY 14903 (607)734-0021, Unique Solutions 302 W. Franklin St., Horseheads, NY 14845, (607) 739-8122

****Note:** Jumpers with SMOMS-specific plaid only available at...

- Lands' End (school code: 900140641)
- Tommy Hilfiger (school code: SAIN03)

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2.04 SCHOOL CLOSINGS & WEATHER EMERGENCIES

New York State recognizes that natural disasters such as earthquakes, floods, tornadoes and winter storms, man-made disasters such as fire, chemical accidents, toxic spills, and civil disorders such as bomb threats and hostage situations are potential threats to the school and the community. Advance emergency and disaster planning is essential to providing for the safety of students and staff in the event of a disaster. Training and disaster drills are also essential components of the plan.

St. Mary Our Mother School developed a school Emergency Response Plan in compliance with New York State commissioner of Education Regulation 155.13 and in conjunction with guidance for the Diocese of Rochester. The plan provides for sheltering, evacuation, early dismissal, as well as procedures to follow in the event of an emergency and will be followed by all personnel and students. This plan is shared with local and county emergency preparedness agencies.

Should an early dismissal be needed in response to any type of emergency (weather-related or otherwise), parents/guardians should develop a plan for their children in the event a parent/guardian is not home at the time of the early dismissal. Parents/guardians are asked to provide their student's teacher with written information on any special circumstances at home, such as working parents, baby-sitting arrangement, etc. Students should also be instructed in these arrangements by the parent/guardian.

SNOW CLOSING PROCEDURE/DELAYED OPENING

The decision to cancel school for the day will be made by the administration of the Horseheads Central School District and G.S.T. B.O.C.E.S. Parents/guardians will be notified of school cancellations/delays via the FACTS Management all call/text system. The school will utilize contact phone and email addresses provided by parents at the start of the school year. In addition, television stations are contacted for public announcement as soon as we have received notification.

If schools are open and individual parents/guardians determine that weather conditions are too severe to send their own student(s), the parent/guardian should contact the school, inform the School Office of his/her absence and write a note to that effect when the child returns to school.

Weather conditions may require that the opening of the school be delayed. Notice of a delayed opening will be provided in exactly the same manner as the closing of school. School will begin exactly two hours after the normally scheduled time (10:00 AM). The school day will end at its normal time.

2.05 DIGNITY FOR ALL STUDENTS ACT

St. Mary Our Mother School adheres to the New York State's Dignity for All Students Act ("The Dignity Act") which seeks to provide a safe and supportive environment free from discrimination, intimidation, taunting, harassment, and bullying on school property, a school bus, and/or at a school function. All Diocese of Rochester Catholic Schools have implemented the Olweus Bullying Prevention Program, which is based on over 35 years of research, dedicated to effecting positive change at schools by utilizing four essential social environments: community, school, classroom, and individual. The Olweus Bullying Prevention Program effectively trains our school leaders and school teachers on the latest research regarding bullying and effective methods to prevent it and address it. Diocese of

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Rochester Schools have pledged to eliminate bullying and harassment as best as possible by not only posting and enforcing school wide rules against bullying and harassment, but by applying our key instrument: involving parents/guardians.

2.06 ATTENDANCE & ABSENCE

Regular student attendance is an integral factor in maintaining a quality educational program and is one of the most powerful factors of a student's success in school.

Parents/Guardians must notify the School Office at (607) 739-9157 to report student absences, and a parent-written excuse must be sent to school with the students upon their return to school.

Approved excused absences are defined as:

- Sickness
- Serious family illness
- Death of a family member or close friend
- Religious
- Medical or Dental Appointment
- Court
- Approved school-related program

Arrival at school at the designated 7:30-8:20AM timeframe allows your child the opportunity to get settled and prepared for the school day. Timely arrival to school each day is highly encouraged.

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3.00 SCHOOL ADMISSION

3.01 AGE REQUIREMENTS

New York State Law requires children entering Kindergarten must be five years of age on or before December 1 of the entering year. Similarly, children entering a pre-school program for four-year-olds must be four on or before December 1 of the entering year. The same rule applies for three-year-olds.

3.02 IMMUNIZATION

The Diocese of Rochester and its Affiliated Employers follow New York State Public Health Law requires every student entering school to be immune to diphtheria, tetanus, pertussis, measles, mumps, rubella, poliomyelitis, hepatitis B, varicella and meningococcal in accordance with Advisory Committee on Immunization Practices (ACIP) recommendations, NYS Public Department of Health Immunization Laws and Regulations. Exceptions may be granted for medical or religious reasons, but require documentation from a medical expert.

3.03 NONDISCRIMINATION

Title IX – Nondiscrimination, Harassment, and Bullying: Diocese of Rochester and its Affiliated Employers personnel must follow regulations of Title IX and the guidelines of the nondiscriminatory policy of the Federal government. Diocese of Rochester and its Affiliated Employers will not discriminate in the administration of their educational policies, admission policies, scholarship and financial aid programs, athletic and other school-administration programs. It is the responsibility of the principal (Title IX Coordinator), teachers and staff, students and parents/guardians to create an environment free from harassment, bullying and discrimination.

All students have equal educational opportunities at St. Mary Our Mother School without regard to any legally-protected category under federal or state law. Moreover, harassment against students on the basis of a protected category will not be tolerated.

If you believe you or another person has been discriminated against, harassed or denied an opportunity on the basis of any protected category, please promptly contact Heather Bill, the Title IX Coordinator, at (607) 739-9157 to report your concerns. All concerns reported will be promptly and thoroughly investigated/ reviewed. Confidentiality will be maintained to the greatest extent possible under the circumstances. Retaliation against persons who raise concerns is strictly prohibited. If you believe you have suffered reprisal for raising concerns, please contact the Title IX Coordinator to report your concerns.

3.04 LEAD TESTING FOR PRE-SCHOOL AND KINDERGARTEN STUDENTS

New York State Public Health Law requires proof of lead testing for admission to preschool and kindergarten in order to be compliant with the New York State Lead Poisoning Act.

3.05 TRANSFERS

Students with past due balances will not be accepted at any other Catholic school within the Diocese of Rochester until the past due amount is resolved.

4.00 SCHOOL CURRICULUM

Our curriculum is unique to the individual teacher and school as it integrates our faith and includes all teaching and learning experiences. All curriculum in our schools meets and exceeds the minimum learning standard requirements set forth by New York State. Teachers are expected to use a variety of resources to devise lesson plans and tailor instruction to the individual needs of their students. Teachers of all subject areas are encouraged to collaborate to show the connection between subject areas and allow for students to apply knowledge and skills in preparation for college and careers.

Religion is taught daily as a core subject in grades Kindergarten through 6th, as well as integrated into all subject areas and aspects of the school day. Prayer occurs multiple times daily and the integration of religious values within other subject areas is the constant responsibility of all faculty and staff.

Shared Expectations for Excellence in Development guides curriculum and instruction in our schools. The document is available online at the Diocese of Rochester Department of Catholic Schools' website (www.dorschools.org)

5.00 STUDENT HEALTH AND SAFETY

5.01 ADMINISTRATION OF MEDICATIONS AT SCHOOL

Prescribed medications will only be dispensed by the school nurse, doctor, or other health professional when the “Parental Authorization for Administration of Medications in School” is completed and returned to the school. In the absence of the health care professional, there will be a designated staff member who has been properly trained to administer medication, in most cases the administrative assistant or the principal. Additional documents include a written order from a health care professional stating the drug to be given and the time and dosage. In keeping with New York State law, medications must be transported directly by the parent/guardian to the school (medications CANNOT be transported on the school bus).

5.02 EMERGENCY TREATMENT

If a student becomes ill during school hours, the parent/guardian will be notified. Each year an “Emergency Treatment of Students” form must be completed and returned to the school. This form summarizes emergency contacts, medical conditions, medications, and allergies.

5.03 STUDENT PREGNANCY

The Diocese of Rochester maintains a pastoral approach to ministering to the needs of female and male students involved in a pregnancy as well as to their families. Each such case will be treated individually by the Principal and Pastor/Pastoral Administrator in consultation with the family.

5.04 CHILD PROTECTIVE SERVICES ACT

Under the New York State Child Protective Services Act, school personnel who “suspect” that a child coming before them in their “professional capacity” is being abused, maltreated, and/or neglected are mandated to report this suspicion to the New York State Central Register for Abuse and Maltreatment. All school faculty and administration are mandated reporters. All Diocese of Rochester Schools are legally and morally bound to make such reports and will contact the local Department of Social Services when necessary.

5.05 DRUG, ALCOHOL, AND TOBACCO

Student use, possession, sale, conveyance, distribution, or manufacture of controlled substances (as defined by New York Penal Law and Title 21 of the Code of Federal Regulations) and/or illegal drugs is expressly prohibited on parish, school, or diocesan (including vehicles) property. Underage possession or use of alcohol and tobacco on parish, school, or diocesan (including vehicles) property is strictly prohibited. Students shall not be under the influence of alcohol or other prohibited substances on parish, school or diocesan grounds or at parish, school or diocesan-sponsored events.

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School authorities (minimum of two adults) may conduct a search of a student's book bag, locker, and/or a personal search of a student when there is sufficient cause to believe that drugs, alcohol, tobacco, weapons or other materials are hidden.

Local police must be called to investigate suspicion of a violation of this policy. Anyone on school premises who is taking drugs prescribed by a physician, dentist, or other licensed practitioner which may affect their ability to function in the school environment, should bring this information to the attention of the principal. Prior to the ingestion of any such prescribed medication every student must provide to the principal a written statement from the prescribing practitioner that identifies any restrictions that the medication may necessitate.

New York State Law prohibits smoking in all parish and diocesan buildings as well as anywhere on school grounds. Students may not smoke on school grounds at any time. For purposes of this policy, smoking includes the use of any tobacco products, such as lighted or unlighted cigarettes, cigar, cigarillo, pipe, bidi, clove cigarette, spit/spitless tobacco and any other smoking or tobacco product. The use of e-cigarettes and any other products containing nicotine is also prohibited.

Compliance with this policy is a condition of enrollment, and any student who engages in any such behavior may be subject to disciplinary action, up to and including expulsion.

5.06 WEAPONS ON SCHOOL PREMISES

No implement that can be construed as a weapon (e.g., firearms, knives, large sticks, matches, lighters, or the like) will be allowed on school or parish grounds. Appropriate disciplinary action should be taken if a weapon is found, including contacting the police, if the student possessing the weapon is considered to be jeopardizing the safety of themselves and/or others. In the event of contacting the police, the Diocese (Department of Catholic Schools and the Chancellor's office) must be notified immediately.

School officials must cooperate with law enforcement officers who come to the school for the purpose of questioning pupils. Cooperation with police will be done in such a way as to protect the legal rights of each individual student.

5.07 PESTICIDE NOTIFICATION

In adherence to New York State Section 409-H Education Law, St. Mary Our Mother School does not use any pesticide products in its school or on its grounds.

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6.00 FINANCIAL

6.01 TUITION

Registration Fee: \$150 per family **this fee is non-refundable.*

Registration Fee covers field trips expenses, student planners/folders, some classroom supplies, assists with technology costs.

Grades K – 6

| | Parishioner Rate/Year | Non-Parishioner Rate/Year |
|-------------------------------|------------------------------|----------------------------------|
| 1 Child | \$5,700 | \$6,500 |
| *Each additional child | \$4,300 | \$5,200 |

Pre-Kindergarten (3 & 4 year old)

| | |
|--|---------|
| 1 Child (all day/5 days per week) | \$7,100 |
| 1 Child (all day/M,W,F) | \$5,700 |
| 1 Child (half day/5 days per week) | \$5,700 |
| <i>**PK4 is 5 day/week only, PK3 has 3 options (see above)</i> | |
| <i>**multiple children (PK + grK-6) -20%</i> | |
| <i>**2 PK children -10%</i> | |

6.02 PARISHIONER STATUS

Families are granted parishioner status by Pastor/Pastoral Administrator authorization. Neither St. Mary Our Mother School nor the school principal has the authority to grant parishioner status.

Should a discrepancy arise regarding a family's parishioner status, it must be resolved through the St. Mary Our Mother parish office (739-3817). It is the responsibility of the family to resolve the discrepancy with the Pastor/Pastoral Administrator, not St. Mary Our Mother School or the school principal.

In order for a family to claim parishioner status, they must complete and return the Parish Commitment Letter to the parish office/Rectory.

6.03 DELINQUENT ACCOUNTS

Families that are one payment in financial delinquency will be notified by **FACTS** as being past due. The Pastor/Pastoral Administrator, Business Manager/Finance Director and Principal will be notified of the past due status.

Families with balances greater than 60 days past due will not be permitted to return to school until the outstanding balance is resolved.

St. Mary Our Mother School will pursue every avenue to obtain tuition and extended care payment, including collection agencies and legal options. Academic records and

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transcripts will not be released until the outstanding balance is paid in full, as well as any collection fees incurred.

7.00 TECHNOLOGY

7.01 ACCEPTABLE USE OF THE COMPUTER NETWORK AND INTERNET POLICY

It is the policy of St. Mary Our Mother School to require the ethical use of the Internet and related technologies by all employees, volunteers, and students as set forth below in the “St. Mary Our Mother School Acceptable Use of the Computer Network and Internet Policy.” Access privileges may be revoked, administrative disciplinary action may be taken, and/or appropriate legal action taken for any violations that are unethical and may constitute a criminal offense.

Internet Terms, Conditions, and Regulations

Acceptable Use

Use of the Internet and related technologies must be in support of education and research and consistent with the educational objectives of St. Mary Our Mother School. Use of other organizational networks or computing resources must comply with the rules appropriate for these networks.

Unacceptable Use

Transmission of any material in violation of any national, state or Diocesan policy or law is prohibited. This includes, but is not limited to, copyright materials, threatening, violent, or obscene material or material protected by trade secret. Use for commercial activities is not acceptable. Use for product advertisement, unauthorized chat or chain letter communication or political lobbying is also prohibited. Other examples of unacceptable information are pornography, information on bombs, inappropriate language and communications, flame letters, or like material.

Acts of vandalism are prohibited. Vandalism is defined as any malicious attempt to harm or destroy data of another user, or to damage hardware or software. This includes, but is not limited to, the uploading or creation of computer viruses. Unauthorized use of another's computer, access sign-on and/or password and/or accounts, and/or files is prohibited.

Privileges

The use of the Internet and related technologies is a privilege, not a right. Inappropriate use may result in cancellation of those privileges. Each user, who is provided access to Internet and related technologies, will participate in a discussion with assigned staff person(s) concerning the proper use of the network. The faculty, staff, or parent/guardian may request the administrator or designee to deny, revoke, or suspend a specific user access to the Internet and related technologies due to unacceptable use.

Warranties

The educational programs governed by St. Mary Our Mother School make no warranties of any kind, whether expressed or implied, for the service it is providing and will not be responsible for any damage's users may suffer. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions. Use of any information obtained via the Internet and related technologies is at the user's own

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risk. The educational program governed by St. Mary Our Mother School specifically denies any responsibility for the accuracy or quality of information obtained through its services. The computer user will be responsible for any financial obligation incurred through the use of Internet and related technologies that are not previously approved as part of the school budget.

Acceptable Student Use of the Computer Network and Internet Policy

Rules and Responsibilities:

Access to the Internet will enable students to explore thousands of school-related libraries, databases, and research media. While St. Mary Our Mother School's intent is to make Internet access available to further educational goals and objectives, students may find ways to access objectionable material as well. St. Mary Our Mother School believes that educational benefits to students from accessing the Internet, in the form of information, resources, and opportunities for collaboration, exceed any disadvantages.

To that end, St. Mary Our Mother School has set the following standards for acceptable student use of on-line information sources via the Internet.

1. Students are responsible for good behavior on school computer networks, just as they are in the classroom. Communications on the network are often public in nature. The Internet network is provided for students to conduct research and communicate with others as a regular part of the curriculum. Access to Internet network services is given to students who agree to act in a responsible manner. Parental permission is required, and access is a privilege - not a right.
2. Network administrators and teachers may review files and communications to maintain system integrity and ensure that users are employing the system responsibly. Network storage areas will be monitored regularly. Users should not expect that files used or stored on school computers or servers would always be private.
3. Access to information will be honored within reason. During school hours, teachers will guide students toward appropriate materials. Outside of school, families bear the same responsibility as they would when guiding their children with information sources such as books, periodicals, television, telephones, movies, radio, and other potentially offensive media.
4. The following list describes behaviors and/or actions that are not permitted. The principal, as school administrator, has final authority to determine what behaviors and/or actions are unacceptable:
 - Sending, displaying, or downloading offensive messages or pictures;
 - Using obscene language;
 - Harassing, insulting, or threatening others;
 - Damaging of computer systems or computer networks;
 - Violating copyright laws;
 - Submitting documents from the Internet as a student's personal work;
 - Using another person's sign-on and/or password;
 - Trespassing in someone else's folder, work, or files;
 - Intentionally wasting limited resources;
 - Using the network for commercial purposes;
 - Revealing a personal phone number, name or address of one's self or another;
 - Any other form of cyber bullying.
5. Violations will result in loss of access as well as other disciplinary action as determined by the school principal.

7.02 USE OF ELECTRONICS – CELL PHONE AND OTHER ELECTRONIC DEVICES

Neither the Diocese of Rochester nor the school is responsible for any electronic items brought to school; including cell phones, tablets, or any digital equipment. All electronic communications devices are subject to the Acceptable Use of the Computer Network and Internet policy.

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8.00 PARENT INFORMATION & COMMUNICATION

8.01 COMMUNICATION FLOWCHART

As a Catholic school community, we recognize the role of parents/guardians as the primary educators of their children. Therefore, we value communication as a key to the success of all children entrusted to our care. This communication flow chart serves as a guideline and should assist parents/guardians and school community members in contacting the appropriate school staff members with questions or concerns. We encourage you to contact the staff member most immediately involved with your question or concern as the first contact. If the issue is not resolved, please progress through the flow chart below.

| Questions/ Concerns | First Contact | Second Contact | Third Contact |
|-------------------------------------|--|-------------------------------|---|
| Academics | Teacher | Principal | |
| Behavior | Teacher | Principal | |
| Extra-Curricular Activities | Club Advisor | Teacher | Principal |
| Financial Aid | Business Office | Principal | Pastor/ Pastoral Administrator |
| Medical | School Nurse | Teacher | Principal |
| Religion | Teacher | Principal | Superintendent |
| Safety | Teacher | Principal | |
| Special Education | Teacher | AIS Teacher & Principal | K-8 th : District of School Location; Pre-K: District of Residence |
| Transportation/ Bus Behavior | Driver | Principal | Transportation Department of District of Residence |
| Technology | Teacher | School Technology Coordinator | Principal |
| Tuition Payment | Tuition Management Company, <i>if applicable</i> | Business Office | Principal |
| Use of Facilities | Parish Office | Principal | Pastor/ Pastoral Administrator |

***Additionally, the Superintendent of Schools is the Fourth Contact.

| | | |
|--------------------|-------------------------|----------------------|
| Principal | Heather Bill | (607) 739-9157 |
| Pastor | Fr. Christopher Linsler | (607) 739-3817 |
| Superintendent | Frank Arvizzigno | (585) 328-3210 X1246 |
| Tuition Management | FACTS | 1-866-411-4637 |

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8.02 MEDIA RELEASE STATEMENT

St. Mary Our Mother School subscribes to the following photo release policy:

Minors:

St. Mary Our Mother School often takes photographs of its students engaging in classroom activities and participating in school events. These photographs may be used for general marketing purposes in publications, public relations, promotions, advertising – both in print and online. They are also posted on Facebook and could be used on teacher’s classroom pages as a way to share the students’ school day with St. Mary Our Mother School families.

To protect our students’ identity, we will NOT use student full names and biographical information in conjunction with photographs designated for promotional purposes to the general public. However, internally distributed materials, such as the school yearbook and newsletters, will include our students’ full names. In the event a third party wishes to publish a news-related story about our school, we will only provide students’ first name and last initial.

On a yearly basis, parents are asked to notify the school if they do not wish photographs of their child(ren) to be published or used for any marketing purposes (see Photography Policy handout provided to parents on the first day of school).

If parent/guardian permission to utilize their child’s photograph is refused, photos and images of their child(ren) will only be included in print and/or web publications and video productions when the minor’s faces are indistinguishable (i.e., turned away from the camera or otherwise unidentifiable.)

Adults:

St. Mary Our Mother School does not require signed release form to publish images of adults.

9.00 CODE OF CONDUCT

9.01 COMMUNICATION

We strive to ensure that all disciplinary matters are communicated with parents in a timely manner so that we continue to work as a unit on teaching students about behavior, choices, and consequences, in a Catholic and Christ-centered manner.

Teachers and principals will document all infractions with a description of the infraction, the disciplinary response, and the communication made to parents, whether written or verbal.

9.02 Home to School Chain

The Catholic Schools Office encourages parents to discuss their interests regarding their children's education as early and as directly as possible. The following steps should be followed:

1. Discussion with the Teacher
2. Discussion with the Principal
3. Submission of the concern in writing to the Superintendent of Schools.

Most concerns can be dealt with at the source and this is the best place to seek solutions.

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9.03 Matrix of Behavioral Expectations

Behaviors listed in this Code of Conduct are examples and are not an all-inclusive list.

| All Settings | Classroom | Hallway Stairway | Lunch | Playground | Bus | Bathrooms |
|--|--|---|--|--|---|---|
| Be Safe <ul style="list-style-type: none"> Follow the safety procedures of the school Move safely at all times | <ul style="list-style-type: none"> -Walk/move safely -Use materials and supplies safely -Follow classroom expectations | <ul style="list-style-type: none"> -Walk safely | <ul style="list-style-type: none"> -Follow instructions of monitor -Follow schedule -Walk in appropriate areas | <ul style="list-style-type: none"> -Stay on school grounds -Play safely | <ul style="list-style-type: none"> -Be on time -Allow others their space -Follow bus rules | <ul style="list-style-type: none"> -Flush after use -Report problems to the office |
| Be Responsible <ul style="list-style-type: none"> Care for school & personal property Be truthful and honest Recognize and appreciate individual qualities | <ul style="list-style-type: none"> -Be ready & on time -Be on task and attentive -Work for success -Listen to, and follow, instructions | <ul style="list-style-type: none"> -Carry your own supplies -Keep the area clean | <ul style="list-style-type: none"> -Clean up after you eat -Follow the schedule -Use appropriate voice and language | <ul style="list-style-type: none"> -Follow instructions of monitors -Take care of your things -Be responsible with equipment | <ul style="list-style-type: none"> -Listen to and follow driver's instructions | <ul style="list-style-type: none"> -Respect people's privacy -Clean up after yourself |
| Be Respectful & Kind <ul style="list-style-type: none"> Use appropriate voice & language Follow adult directions Assist others in need of help | <ul style="list-style-type: none"> -Respect other's property and space -Respect other's right to learn -Use polite and quiet voice -Work cooperatively with others | <ul style="list-style-type: none"> -Use quiet voice -Listen carefully to instructions -Walk single file in hall -Do not disturb other classes | <ul style="list-style-type: none"> -Use good manners -Be and act kind to all -Respect other's space -Be sensitive to other people's feelings | <ul style="list-style-type: none"> -Keep playground clean -Share equipment -Keep hands and feet to self -Include others. -Show good sportsmanship | <ul style="list-style-type: none"> -Stay in assigned seat -Wait in designated area | <ul style="list-style-type: none"> -Wash hands -Respect people's privacy |

9.04 Progressive Discipline

The school's Code of Conduct has been communicated to students and parents. Discipline actions arising as a result of students not adhering to the Code of Conduct will be based on the notion of progressive discipline with the last possible erosion of instructional time depending on the severity of the infraction. When investigating behavior issues, we must adhere to the facts as they are presented to us.

9.05 Progressive Step System

This system is a whole-school approach that utilizes interventions, supports, and consequences to address inappropriate student behavior and to build upon strategies that promote positive behaviors. When inappropriate behavior occurs, disciplinary measures will be applied within a framework that shifts the focus from one that is solely punitive to one that is both corrective and supportive. These interventions, supports, and consequences include learning opportunities for reinforcing positive behavior while helping students to change their behavior and make good choices.

Step 1

After a minimum of 3 minor infractions in a short period of time a teacher/student completes a Behavior Sheet. Teacher sends the form home to be signed and returned.

Step 2

If behavior continues, teacher calls parent to discuss behavior and ways to support student at home and at school.

Step 3

If behavior continues, parent/teacher/student conference requested. Parent, teacher, and student develop a plan. School Services may become involved to support change in student behavior.

Step 4

If behavior continues, teacher, student, parent, and principal meet to discuss behavior and review plan.

Step 5

If behavior continues, principal may consider serious consequences such as suspension and/or expulsion.

*A student can progress quickly through the steps for more serious infractions such as fighting, defiance, bullying, consistent use of disrespectful language, etc.

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9.06 Minor and Severe Infractions

All infractions and interventions result in communication with parents/families.

| <u>Tier 1 Infractions</u> Teacher Intervention | <u>Tier 2 (Serious) Infractions</u> Teacher + Principal Intervention May result in suspension or expulsion | <u>Tier 3 (Severe) Infractions</u> Teacher + Principal + Pastor Intervention May result in expulsion |
|--|---|---|
| Disrespect to Adults (defiance) | Disrespect to Adults (repeated defiance, intentional refusal) | Bullying |
| Dress Code Violation | Verbal Aggression | Physical Aggression |
| Inappropriate language | Fighting | Inappropriate physical contact |
| Property damage/misuse | Technology violation | Weapons |
| Cell phone use | Inappropriate physical contact depending on severity | Tobacco/Alcohol |
| Lying/Cheating | Tier 1 Infractions that are repeated after Intervention become Tier 2 Infractions | |

In some circumstances, short-term suspension may be needed. In the case of a serious incident, expulsion may be the response that is required. If two students are disciplined for the same infraction but one of the students has had a previous Reflection Sheet(s), the consequence(s) may look different for that student.

In considering the most appropriate response to address inappropriate behavior, the following will be taken into consideration:

- The particular student and circumstances (e.g., mitigating or other factors) such as; student’s age, maturity and special needs (if any-such as intellectual, physical, sensory, emotional and behavior disability)
- The nature, severity, and frequency of actions of the behavior
- The impact on the school and classroom climate
- In all matters the principal will make the final determination regarding consequences up to and including continued enrollment.

9.07 Consequences

When inappropriate behavior occurs, the school will utilize a range of interventions, supports, and consequences that are developmentally appropriate and should include opportunities for students to focus on improving behavior. Consequences may include, but are not limited to, meeting with the parent(s), student, teacher, and principal; focus on repairing relationships (restorative justice), loss of recess time, detentions, in-school

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suspension time, or loss of privileges including school and class trips or special celebrations.

The range of consequences increases with each visit to the office and may result in out of school suspension time or expulsion.

9.08 Bullying

Bullying can be physical, verbal, or emotional. Bullying happens everywhere in all different forms. There are six primary types of bullying:

- Physical bullying – using strength and size to overtake a victim
- Verbal bullying – using harmful words, cursing or name calling to intimidate a victim
- Sexual bullying
- Relational bullying – working to destroy someone's reputation and make their friends turn against them
- Reactive bullying – convincing others to take part in bullying, completely overpowering and outnumbering the victim
- Cyberbullying

In considering the most appropriate response to address bullying, the following will be taken into consideration:

- The particular student and circumstances
- The nature and severity of the bullying incident, as well as how long the bullying has been going on
- The impact on the school and classroom climate
- The school will take all reasonable steps to prevent retaliation against a student who has made a complaint about behavior that is a breach of the code of conduct.

9.09 What Bullying Is Not

The incidents on this list are NOT considered bullying:

- Not liking someone – It is natural that people do not like everyone around them and, as unpleasant as it may be to know someone does not like you, verbal and non-verbal messages of “I don't like you” are not acts of bullying. However, in a Christian environment, our teachers will do everything they can to build relationships between students, teaching tolerance, patience, and understanding for those different from ourselves.
- Accidentally bumping into someone – When people bump into others, the reaction sometimes depends on the bumped person's mood. If they are having a bad day, they may think it is an act of aggressive behavior. If they are having a good day, they smile back and attract an apology. This is also relevant for playing sports on the playground. It is important to understand that some accidents happen without bad intention and should not turn into a big conflict.
- Making other kids play a certain way – This is natural behavior in terms of development and is not an act of bullying. Teaching students to use their voice, make some compromises, and learn to set boundaries for themselves during play and sharing is part of the educational process.

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- Arguments – These disagreements between two (or more) people are also a natural part of development, especially when students are together all day, every day. It is appropriate for people to have different interests and disagree occasionally.

All of the above behaviors are unpleasant and need to be addressed, but they are not to be treated as bullying. Sometimes students will fight, name call or argue, but will talk the next day after they've made their apologies or have moved on from the incident.

Teachers will use various strategies to teach students life skills needed to work cooperatively with others, develop self-advocacy, and, most importantly, keep Christ at the center of their dealings with each other. All classrooms are currently using Caring School Community, along with their religious curriculum and strong Catholic Identity, to continue to teach, model and practice values that support the development of a responsible, self-sufficient, and productive graduate who has empathy and compassion for others, with Christ as the guiding force in his/her life.

9.10 Cyberbullying and Internet Safety

The Acceptable Student Use of the Computer Network and Internet Policy was outlined for parent approval and signature in the Technology (7.0) section of the Student Handbook. This section pertains to bullying and threats using social media and the internet.

Many incidents involving inappropriate student behavior while online occur outside of school. However, these problems often spill into the school in the form of bad feelings, arguments, and disruption. What we see most frequently includes cyberbullying or cyber threats via instant messaging or in chat rooms, the posting of hurtful messages, the sharing of hurtful text messages, embarrassing comments, and inappropriate photos and videos being uploaded to social networking sites such as Facebook, YouTube, Instagram, Snapchat, and more.

Most of these incidents occur without the knowledge or consent of parents, who aren't aware of their children are doing when they go online either in their own home or at a friend's house.

Cyberbullying will be treated in a serious manner and students who partake in hurtful images or messages will be dealt with accordingly.

We encourage parents and families to support, learn and monitor what your child is doing online.

- Communicate with your child about what they are doing online.
- View your child's instant messaging and social media sites
- Check your child's files and photos to see what images are being sent
- Learn how to adjust/increase privacy settings

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Dear Parents/Guardians:

At St. Mary Our Mother School, we take pride in our students, their behavior and the relationships that we build each year. I am asking every student/family at St. Mary Our Mother School to go to our school website stmaryourmotherschool.org to view our Student Parent Handbook. Our handbook will provide you with information about nearly all aspects of our school. As you review the Handbook, I ask that you point out to your child the section that discusses "student expectations." Please have a dialogue with your child about ways that they can reflect the expectations of our school. We rely on everyone taking an active role in ensuring St. Mary Our Mother School is the best place for each of our students. Parents are the primary educators of their children. By working together, we can promote a positive and nurturing environment for every child.

Once you have read the handbook and reviewed it with your child, please sign, date (both parents AND students) and return this page to the School Office acknowledging that you have read the school policies/procedures and are committed to following each of them.

If you are unable to access the handbook online, please let the School Office know and one will be printed for you. Please note that only 1 page needs to be filled out per family, but each student and parent needs to sign the Acknowledgement.

Thank you for your continued support.

Heather Bill

Principal

Student Parent Handbook Acknowledgment Form

We have read the Student Parent Handbook for St. Mary Our Mother School and agree to support the policies therein and will be governed by this handbook.

Family (last) name: _____ date: _____

Student Signature(s):

student #1 signature

student #2 signature

student #3 signature

student #4 signature

Parent/Guardian Signature(s):

parent/guardian #1 signature

parent/guardian #2 signature

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Acceptable Student Use of the Computer Network and Internet Policy

Parent/Guardian Agreement Form

Parents/guardians are asked to complete this form after reading and discussing the “*St. Mary Our Mother School Acceptable Student Use of the Computer Network and Internet Policy*” with their child(ren). This document will be kept at the school for the duration of the student’s attendance.

Parent/Guardian Support for Acceptable Computer Network Guidelines:

As the parent and/or guardian of _____, I have read and will support terms described in the “*St. Mary Our Mother School Acceptable Student Use of the Computer Network and Internet Policy*.” I have instructed my son/daughter to cooperate with and support the rules and guidelines set forth in the “*St. Mary Our Mother School Acceptable Student Use of the Computer Network and Internet Policy*.” I understand my son/daughter will be held responsible for any non-compliance with the stated policy’s rules and responsibilities.”

Signature of Parent / Guardian

Date

Student Support for Acceptable Computer Network Guidelines:

As a student, I have read/discussed and will follow the guidelines of the “*St. Mary Our Mother School Acceptable Use of the Computer Network and Internet Policy*.” I understand I will be held responsible for any non-cooperation with the stated rules and responsibilities.”

Student Signature

Date