



"What greater work is there than training the mind and forming the habits of the young?"
St. John Chrysostom



STUDENT & FAMILY HANDBOOK

2024-2025

Revised 8/27/2024

• TABLE OF CONTENTS •

PHILOSOPHY	3	Photo Releases.....	16
DAILY PROCEDURES		Lost & Found.....	16
Morning Arrival.....	3	Deliveries.....	16
School Visitors.....	3	Backpacks.....	16
Hours of Operation	4	Lockers.....	17
Attendance.....	4	Parent/Family Events.....	17
Uniform Policy.....	4-5	Family Partners.....	17
Kerry Closet.....	5	Volunteering at SMA.....	17
Uniform Infractions.....	5	PTSA.....	17
Dress Down Days.....	5	Room Parents.....	18
Lunch.....	6	PACE.....	18
Dismissal.....	6	Celebration of Birthdays.....	18
Signing Out Students.....	6	Kerry Day.....	18-19
Designated Dismissal Routine.....	6	Great Hall Guidelines.....	19
Absences/Excessive Absences.....	7	CAMP KERRY CHILDCARE	
Tardiness.....	7	Guidelines.....	19
ACADEMICS		Schedule.....	20
Curriculum.....	8	Parent Pick-Up.....	20
Enrichment & Clubs.....	8	TECHNOLOGY	
Library.....	8	Internet Safety.....	20
Textbooks.....	8	Electronic Device Use.....	20-21
Homework.....	8	Chromebook Purpose.....	21
Exams.....	9	Daily Chromebook Receipt/Return.....	21
Grading Scale.....	9	Chromebook Care.....	21-22
Grade Reporting.....	9	Software.....	22
Field Trips.....	9	Serial Numbers & Asset Tags.....	22
Graduation Requirements.....	9-10	Replacing & Repairing Chromebooks.....	22
Report Cards.....	10	HEALTH, SAFETY & WELFARE	
Honor Roll.....	10	Medications.....	22
Retention.....	10	Allergy Policy.....	23
Student Records.....	10	Health Records.....	23
STUDENT RESPONSIBILITY & CONDUCT		School Physicals.....	23
Prohibited Items/Actions.....	11	Sports Physicals.....	23
Non-use of Electronic Devices.....	12	Immunizations.....	23
Behavior Modification (PBIS).....	12	Emergency Drills & Procedures.....	24
Rationale for PBIS.....	13	Evacuation Plan.....	24
Bus Behavior.....	13	Lockdown/Lockout.....	24
COMMUNICATION		Child Abuse.....	24
Communication / Home & School.....	13	TUITION & FINANCES	
FACTS Family Portal.....	13-14	Tuition.....	24
Parent App for Communication.....	14	Payment Policy.....	25
The Kerry Blue Newsletter	14	Financial Aid.....	25
Website & Social Media	14	Past Due Payments.....	25-26
Flyers & Other Forms of Communication.....	14	SUMMER ENRICHMENT PROGRAM	
Emergency & Urgent Notifications.....	14	Overview.....	26
Voicemail.....	14	Conduct.....	26
GENERAL SCHOOL POLICIES		Non-Use of Electronic Devices.....	26
Calendar.....	15	ADVISORY SCHOOL BOARD	27
Transportation Requests.....	15	PERSONNEL	28-29
Parking.....	15	AGREEMENT & SIGNATURE	31
Snow Days School Closings/Delays.....	15-16	EVENT REQUEST FORM	33

• SCHOOL PHILOSOPHY •

Mission Statement

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

School Name

- In 1883, our school was founded as St. Mary's Academy and for most of our 141 year history we have been known as SMA. In honor of our neighbor, St. Alphonsus School, which closed in the early 1990s, our school adopted the joint name St. Mary's-St. Alphonsus Regional Catholic School (SMSA), and used it for 32 years. In 2024, we reclaimed our historic name, which better reflects our legacy and better describes the educational product we offer. The name SMSA remains interchangeable with SMA.

Admissions Policy

- SMA (aka SMSA) does not discriminate on the basis of race, color, national or ethnic origin in the administration of its admissions policies, educational policies, or athletic and other school-administered programs.
- Incoming Kindergarten students must be 5-years-old by December 1 of the year in which they will begin school. Noah's Ark students seeking admission into the 3-year-old program must be both 3-years-old and potty-trained.
- Applications are processed on a first-come, first-served basis. Students are considered enrolled only when the Admissions Office has received and accepted a fully completed enrollment packet and the required deposit. SMA also reserves the right to determine class size at any grade level and to establish waiting lists.

• DAILY PROCEDURES •

Morning Arrival

- All students in grades K-8 are expected to be ready to begin their day at 7:40 am.
 - If students are dropped off before 7:30 am, their parent will park and bring students to the playground gate where they will be greeted by a teacher.
 - After 7:30, all students enter the building through the Main Entrance where they are greeted by an aide.
- Students who are dropped off before 7:30 am will be sent to morning Camp Kerry in the Great Hall and will sign in.
 - Parents dropping off before 7:30 am will be billed for time in Camp Kerry.
 - Students on buses who arrive early will be sent to Camp Kerry (parents will not be charged, since bus schedules vary).
- Noah's Ark students often arrive later than K-8 students. Any student of any age who arrives after 7:30 should use the Main Entrance.

School Visitors

- During the school day, all school visitors must sign-in at the Main Office and wear an identification badge for the duration of their visit.

- When exiting the building, visitors must sign out and return their badges at the Main Office and exit through the Church Street doors. The Warren Street doors are used only in cases of emergency.
- If parents/guardians wish to drop off items for a student during the school day, this can be done at the Main Entrance.
 - Parents cannot deliver items to the classroom.
 - Items will be delivered at the earliest convenience with respect to the classroom teacher and learning environments.
 - Please label all items with the child's name and grade.

Hours of Operation

Main Office:	7:30 am - 3:00 pm	518-792-3178 Ext. 1000
School Nurse:	7:30 am - 2:30 pm	518-792-3178 Ext. 2208
Noah's Ark:	7:00 am - 5:00 pm	518-792-7402
Camp Kerry:	7:00 am - 7:30 am/2:30 - 5:00 pm	518-222-9260

Attendance

- When a student will be absent from school, parents should call the school before 7:40 am and leave a message on the school nurse's voicemail phone system, (518-792-3178 x 2208) indicating the caller's name, the student's name, homeroom teacher's name, the reason for the student's absence, and the expected duration of the absence.
- If the school nurse does not receive a call regarding a student whose homeroom teacher has marked him or her absent, the nurse will contact a parent at home or at work to verify the child's absence.
- Please use one of the supplied **"Memo to School" slips** when your student is absent, late, or checking out early. The student will turn it into their homeroom teacher.
- A student shall be recorded as absent for half of the day if more than 115 minutes of the instructional day are missed, and recorded as absent for the entire day if more than 225 minutes of the instructional day are missed.

Uniform Policy

- As a sign of respect for themselves and others, all students comply with the school dress code.
 - All uniform items should fit and be neat, clean, and free of wrinkles, holes, or tears.
- Uniform for Girls:
 - K-4: jumper or navy pants (no leggings), criss-cross tie, light blue blouse or shirt, black/navy socks or tights (no sneakers), black or navy shoes
 - 5-8: navy or plaid skirt or navy pants, long tie style, light blue Oxford shirt, black/navy socks or tights, black or navy shoes (no sneakers)
 - Cold weather option: navy sweater/pullover with school logo or plain (no other logos permitted)
- Uniform for Boys:
 - K-8: navy pants, light blue school shirt, tie, black or navy shoes (no sneakers)
 - Cold weather option: navy sweater/pullover with school logo or plain (no other logos permitted)
- Adaptations for Gym Days for Girls & Boys:
 - Students may wear long gym pants with the SMA/SMSA logo, an SMA/SMSA t-shirt an SMA/SMSA hoodie (with the hood down) and sneakers
 - In cold weather, students who prefer wearing shorts must wear long gym pants over their shorts at other times of the day.

- Hoodies are for gym days only, with the hood down at all times.
- Uniform items should be worn as intended (e.g. shirts tucked in, pants at full length and not rolled up with a belt, skirts to the knee, shirts not tied in a knot in the back, etc.).
- When plain navy blue items are worn, they must have no logos.
- Shorts (dress & gym) must be no shorter than 4" above the knee.
 - An announcement will be made by the principal when the weather will be deemed to be too cold for shorts in the fall and when he/she deems the weather is suitable for shorts in the spring.
- Adaptations to our uniform that faculty and administration determine to be counter to our goals (such as inappropriate jewelry, hairstyles, or footwear) will not be allowed.
- Head gear must be the SMA/SMSA plaid headband, navy headband or scrunchies. (e.g. No cat ears, bunny ears, antenna type headbands, extra large bows, etc.).
- Hair color for all students must be natural and extreme hairstyles are prohibited (e.g. no bold designs, dyes, frosting, bleaching, etc.).
- With the exception of one religious medal or necklace, jewelry is prohibited. For female students only one non-dangling earring per lobe is allowed.
 - No jewelry is to be worn with the gym uniform.
- No smart watches, fit bits, earbud devices, or other electronic wearable items are permitted.
- Visible markings such as tattoos are not allowed.
- To enhance school spirit, Middle School student athletes may wear SMA/SMSA team sweatshirts or jerseys over the uniform on game days only.
- The principal reserves the right to determine if any of the above is a distraction to learning.

Kerry Closet (SMA/SMSA School Store)

- Flynn and O'Hara is our official uniform company and carries all of our uniform items. Ordering can be done online, by mail or by phone.
- Kerry Closet (Room 1001) carries gym clothing and novelty items such as fleece apparel, hats, caps, scarves, nylon and canvas bags, mugs, water bottles, pencils, pens, etc.
- Gently-used uniform items are available at discounted prices.
- SMA/SMSA team apparel is obtained through the Athletic Department.

Uniform Policy Infractions

- Students wearing inappropriate apparel will be sent to the Main Office. Parents will be contacted at that time to bring in proper clothing.
 - Unless there is an extenuating circumstance, students may return to class only once clothing has been delivered.

Dress Down Days

- Dress-down days are occasionally permitted as fundraisers or holiday celebrations.
- Clean clothes in good condition are required.
- On these days, middle-school students may wear jeans with no holes, leggings (with a shirt long enough to cover bottom), khakis, school gym pants, or school gym shorts, sneakers (no flip flops) and an appropriate top. (e.g. No spaghetti strap tops, camisoles, clothes that are too tight or revealing, items with inappropriate slogans, etc.).
- Parents are responsible for ensuring dress-down clothing students are wearing is appropriate
 - When students are wearing inappropriate dress-down clothing, parents will be called to bring a change of clothes to school.

Lunch

- Lunch is served to our students in three midday seatings.
- Our lunch is served by our Lunch Coordinator and a team of parish & parent volunteers.

Dismissal

- At the end of the day, all students will return to homerooms to pack up and prepare for dismissal. Each homeroom will line up and proceed to the Great Hall for the End-of-Day Community Gathering which will include a prayer and any special announcements.
- When the Gathering concludes, walkers will be dismissed first. Middle School students may sign out younger siblings with the appropriate documentation on file.
- Bus students will proceed to the main stairwell and follow the directions of the supervising staff to board buses safely.
- Following dismissal of all students, those attending Camp Kerry will sign-in and begin the quiet/homework session.

Signing Out Students

- Parents (or other permitted adults) of students in K-8 must sign out children at dismissal.
- Noah's Ark parents must call the NA phone number, and sign out the child at the front door.
- For early dismissal of K-8 students, parents must come to the Main Office to show ID and sign the student out.
- All parents or permitted adults must be on the list for pick up and show a photo ID.
- Parents and/or guardians of students in Camp Kerry or any after-school programs must sign-out with the teacher in charge.
- Anyone picking up K-8, Noah's Ark, or Camp Kerry students must have photo ID.

Designated Dismissal Routine

- It is imperative that each child and his/her teacher know how the student will be getting home each day.
- At the beginning of the school year, each family must fill out and submit a "**Designated Dismissal Routine Form**" for each enrolled student that will be kept as the strict guideline for the year.
- Students will not be released to anyone who is not listed on the Form.
- If, for whatever reason, we are unsure how your child is to get home, we will err on the side of caution and keep your child at Camp Kerry until a designated adult arrives for him or her. This includes any child attending a club after school.
- Any change to that designated dismissal routine (ex: a child will be picked up later or earlier than usual, will go home with a different family or on a different bus) must be put in writing and sent into school with your child.
 - If you have an emergency change in your child's dismissal routine, please call the Main Office as soon as possible, preferably before noon so your child and his or her teacher receive the message promptly and your child is safely dismissed.
- Please never leave a message on a teacher's phone regarding a change in your child's dismissal plans. Teachers do not pick up their phone messages until after school.

Absences

- Every effort should be made to attend school; the classroom learning environment and discussions cannot be recreated.
- Students who are absent will be required to contact the teacher and to make up any missed work.
- The student and parent should notify the Main Office and teachers in writing at least one week prior to the anticipated absence.
- The decision for the absence is the responsibility of the parents and the student. Parents should take into consideration the student’s academic status in school with serious thought given to the impact of the absence.
 - Students whose grades are average or below in any class cannot afford to take extended time off from class.
- The school can accept no responsibility for work missed on extended absences.
- Vacation during school time is discouraged.
- Because of timing, the completion of lessons for a week or more is difficult, as is giving students their assignments prior to a vacation.
 - We ask that immediately upon returning to school, the student contacts his or her teacher to gather missed assignments.

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

Excessive Absences

- Excessive absences hinder a student’s academic progress.
- If your student is absent for medical reasons for 3 days or more, the school must have a New York State doctor’s (or health department) note with a reason for absence.
- A student *may* be retained if there are more than 18 absences for that school year (equivalent to 10% of the school year).
 - Any student with excessive absences may be required to attend summer school to move to the next grade.
- Any student missing more than 30 days of school must be reported to New York State.

Excessive Tardiness:

- Excessive tardiness also hinders a student’s academic progress.
- The principal reserves the right to determine consequences for excessive tardiness.

• ACADEMICS •

Curriculum

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

Enrichment & Clubs

- At various times throughout the school year, SMA offers after-school clubs and activities for students in K-8.
- These are fun, educational, and creative sessions led by SMA staff, teachers, or members of the community.
- The offerings vary from one season to the next.
- Information regarding these offerings and signing up is sent home via school email, flyers and often in The *Kerry Blue* Newsletter.
- Fees are ordinarily paid directly to the adult leader.

Library

- Our school is blessed to have an amazing group of parish volunteer librarians that not only keep our library open, but something our students truly enjoy! This is the second year being staffed by volunteers. It is a wonderful resource, as well as a beautiful example of volunteerism and giving back to the community.
- Our library is open daily from 9 am to 1 pm.

Textbooks

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

Homework

- Homework is an element of SMA's academic formula.
- Homework assignments must be completed in an organized and timely fashion in order to reinforce the day's lessons.
- Young students will naturally require more parental attention with assignments, while students in grades 4-8 will benefit from parental guidance that focuses more on encouraging the thorough, organized, and timely completion of assignments rather than on help with the actual content.
- SMA encourages increasing independence at each grade level. Homework assignments are used by faculty to inform, improve and focus instruction.

Exams

- All SMA students in Grades 3-8 take assessment tests early and late in the school year.
- Students in grade 3, 5 and 7 also take the NYS ELA and Math tests. The results of these tests are available to teachers within 6 weeks, providing them with invaluable feedback on student learning.
- In addition older students take the following exams:
 - Midterms: Students in Grades 5-8 take midterm exams in late January each year. These exams typically encompass all material covered from September through January and make up 10% of the student's yearly average.
 - Finals: Students in grades 5-8 will take final exams in all subjects. Like midterms, these exams also constitute 10% of the student's yearly average. Eighth grade students will take the NYS Regents exams in Algebra I and Science (Living Environment) in addition to final exams in those classes. Regents grades do not affect final grades.

Grading Scale:

- K-2 grades on a 4, 3, 2, 1 basis
- 3-5 grades on a percentage with 70% and above passing
- 6-7 grades on a percentage with 65% and above passing

Grade Reporting:

Progress reports will be mailed home approximately 5 weeks after the start of each quarter. Report cards will be sent home soon after the quarter ends based on the dates below:

- 1st quarter ends November 8, 2024
- 2nd quarter ends January 31, 2025
- 3rd quarter ends April 7, 2025
- 4th quarter ends June 25, 2025

Field Trips

- Students at all grade levels may be offered the opportunity to participate in educational field trips throughout the year.
- For insurance reasons, we are only allowed to take students who have returned the official permission slips that have been signed by a parent or guardian.
 - For liability reasons, phone calls granting permission cannot be accepted.
- Students who cannot or choose to not attend a field trip will be given another assignment to avoid having an absence that day.
- Parent chaperones who have undergone Safe Environment training are encouraged to attend.

Graduation Requirements

- Eighth graders must pass religion class with an average of 65% or higher in order to receive an SMA diploma.
 - A student not passing religion will receive a certificate of completion and will be allowed to move to 9th grade.
- Eighth graders must achieve an overall average of 65% or higher (with no more than one failing average in the core subjects of English, Science, Math, Social Studies or Foreign

Language and with a passing average of 65% in religion) in order to receive an SMA diploma.

- Students who receive a 60-65% overall average for 8th grade will receive a certificate of completion/attendance and will be allowed to move to ninth grade.
- Out of fairness to all, tuition and fees must be paid prior to June 1st in order to fully participate in graduation exercises.

Report Cards

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

Honor Roll

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

Retention

- Parents will be kept informed of their child's academic progress through the FACTS Family Portal and communication from teachers, who carefully assess students throughout the school year.
- In some cases, it may become clear that a student may not be able to successfully complete the academic requirements of his or her grade level. In this case, a teacher may recommend that the student not advance to the next grade level.
 - Such recommendations may be appealed to the Principal, whose decision shall be final.

Student Records

- SMA's academic records, including student report cards, are maintained in compliance with the requirements of the Diocese of Albany.
- Out of fairness to all, families whose tuition and/or fees are past due will not receive report cards and will lose access to their FACTS accounts. Academic records will be released to parents or to other schools once all fees and tuition is paid, including the student's lunch account, band/lesson fees, sports fees, and Camp Kerry fees.

• STUDENT RESPONSIBILITIES & CONDUCT •

Prohibited items:

These include but are not limited to the following:

- Knives of any kind
 - including box cutters, seam rippers, army tools, etc.
- Guns
- Matches
- Inappropriate and/or immoral books and pictures
 - including any item of a sexual nature or related to violence/aggression
- Tobacco items
- Vaping paraphernalia
- Containers with chemicals
- Lighters
- Drugs or medications outside the nurse's office

Prohibited actions

These include but are not limited to the following:

- Violations of any of the 10 Commandments
- Use of foul language
 - Considered a major offense when directed at another student or adult
- Taking the Lord's name in vain
- Arriving late for the next class or activity
- Consuming food or drink during an undesignated time
- Inappropriate touching of another person's body
- Harassment of any kind
- Bullying
- Roughhousing
 - Includes fighting and aggressive behavior physical contact
- Throwing objects
- Vandalism
- Gambling
- Theft
- Plagiarism
- Using electronic devices without permission
- Misusing technology or school equipment
- Calling out when not invited
- Shouting
- Put Downs: making disparaging or belittling comments
- Refusing to work
- Using a disrespectful tone with or dismissing an adult
- Cheating

Non-use of Electronic Devices

- Cell phones, smart watches, and other portable electronic devices should not be used during the school day. They must be concealed at all times.
- If a teacher sees a cell phone, iPod, Fit Bit, smart watch or any other personal electronic devices, it will be confiscated.
- The students may retrieve them from the teacher at the end of day.

Behavior Modification Curriculum | P.B.I.S

- SMA (aka SMSA) P.B.I.S. (Positive Behavior Interventions and Supports) is a three-tiered research and data-based program that involves explicitly teaching all students behavioral expectations at the onset of the school year and reviewing after vacations and other appropriate times during the school year, posting the behavioral expectations, acknowledging and celebrating those who demonstrate the desired behaviors and reteaching those who do not.
- The three tiers are as follows:
 - Tier 1: Teacher/staff-managed behaviors (Reteaching and if deemed appropriate, completing a Minor Incident Report (MIR) to track behaviors and communicate home.)
 - Tier 2: Adding additional supports for students struggling at tier 1 (child-study team, counselor, parent conference, etc.)
 - Tier 3: Disciplinary consequences for repeat/serious offenders will include restorative justice practices when deemed appropriate. Consequences may include detention, suspension or expulsion, as deemed necessary if Tier 1 and 2 interventions are unsuccessful. (Detention will be held regularly for one hour after school and will be supervised.)
- Tier 1 includes reteaching and a student reflection on how to move forward without repeating the behavior.
 - The goal of reteaching and MIRs is to address the inappropriate behavior calmly, swiftly and build student efficacy. It is a positive, proactive approach to improving student behaviors that focuses on relationship-building with students.
- If a student earns 3 MIRs in one academic quarter, a behavioral referral will be written and the student will be referred to the Dean of Students or Principal for a consequence.
 - The goal of the MIR process is to prevent behaviors from escalating and to maintain a safe, healthy environment in which all of our students can learn and thrive. Each quarter, the slate is wiped clean and all students get a fresh start.
- Students who demonstrate the appropriate behaviors throughout the school year will be acknowledged by, among other things:
 - Receiving "Kerry Bucks" that can be traded in for prizes/privileges/special events and activities;
 - Positive postcards being sent home;
- All staff are provided training to ensure implementation with fidelity.
- All students are taught the PBIS curriculum to ensure that clear, concise, consistent behavioral expectations are understood by all.
- Our intended outcome is to be proactive in creating a joyful, safe school learning environment centered in strong faith and virtues.

Rationale for PBIS

- SMA is committed to discipline with dignity and is meant to help students grow in respect for others and themselves. Our goal is to create joyful classrooms with an atmosphere of mutual respect where we believe that learning and creativity flourish.
- SMA's focus is largely on helping children develop self-regulation as a crucial component of their Christian growth.
- In the document Educating Today and Tomorrow: A Renewing Passion, the Vatican's Congregation for Catholic Education stated:

"It is important for schooling to enhance not only skills that are related to knowing and knowing how to do things, but also skills that apply to living alongside others and growing as human beings. These are reflective skills, for instance, by which we are responsible for our actions, or intercultural, decision-making, citizenship skills, that are becoming increasingly important in our globalized world and affect us directly, as is the case with skills related to consciousness, critical thinking and creative and transforming action" (2014).

Bus Behavior

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

• COMMUNICATION •

Communication Between Home and School

- E-mail is the best way to communicate with teachers
 - School policy is for teachers to respond to every parent email within 24 hours of receiving it, or on the next business day.
- E-mail is SMA's primary form of communication.
 - If you fail to receive a school email during the first week of school, please call the main office immediately.
 - Parents/guardians are responsible for opening, reading and taking action based on information sent via school email.
- It is important that you open and read all emails sent from the school.
- Each member of the faculty and administrative staff has a school email address at which he or she can be reached.
 - Each address consists of the person's first initial followed by his or her last name followed by **@smsarcs.org**. (For example, Jane Doe's email would be: jdoe@smsarcs.org.)
 - For a quick link to email addresses, visit the school's website.

FACTS Family Portal

- FACTS is an essential communication hub for grades, messages and financial matters.
- Students' grades and assignments are viewable in real time.

- New families will be instructed to set up their FACTS Family Portal account during the enrollment process.

Parent App for Communication | New in 2024/25

- We will be using Bloomz specifically for school communications. Please download the BLOOMZ app or go to www.bloomz.com and enter our school code: FCD84R

The Kerry Blue Newsletter

- *Kerry Blue* is a useful form of consistent, timely communication from the school and is sent by e-mail to families.
- It is available online on the school's website.

Website & Social Media

- The school's website contains a great deal of important information, including current and archived editions of *Kerry Blue*, communications from the Principal and information about SMA.
- The FACTS Family Portal is accessible through our website
- Please visit and share our digital resources:
 - SMA Website: www.smsaschool.org
 - Like us on Facebook: www.facebook.com/smaschool

Flyers & Other Forms of Communication

- Occasionally, special notices are also sent home with children in formats other than school email, website or *Kerry Blue*.
- Please check your child's backpack nightly for notices

Emergency & Urgent Notifications

- Urgent notices are sent to parents numerous ways:
 - Text message blasts
 - E-Mail blasts
 - Recordings sent to designated cell and landline phones.
- Please make certain that the Main Office has updated contact information for you at all times during the year.

Voicemail

- To leave a voicemail for a teacher, please call the Main Office and ask to be connected to that teacher's voicemail.
 - Teachers do not check their messages until after the school day has ended.
 - ⚠️ All urgent and timely messages need to be left at the Main Office; office staff will get the message to your child's teacher.

• GENERAL SCHOOL POLICIES •

Calendar

- A master calendar of the upcoming school year is created every spring and sent home along with other information related to the opening of school.
- The school website, www.smsaschool.org, also includes a calendar of the academic year which will be updated as appropriate.
- Upcoming events will be highlighted in The *Kerry Blue* Newsletter

Transportation Requests

- By law, SMA students are entitled to bus transportation from the public school district in which they reside if the students reside within 15 miles of SMA.
- The home district provides busing to its public school students.
 - The Glens Falls School District does not provide busing to its own students and therefore does not provide it to SMA students living within its district; it's a "walking district."
- Early registration is important; districts can deny transportation requests if they are not submitted by April 1st.
- Parents are responsible for submitting a transportation request directly to their own school district by the deadline.
 - We strongly recommend that parents confirm before the district's deadline that their request has been received and that transportation will be provided.

Parking

- In order to keep our students and families safe, we ask parents and visitors to park only in appropriate areas.
- Please pay attention to existing signage and, in particular, note that parking is prohibited in the following illegal areas:
 - In front of the rectory garages
 - In fire lanes
 - On Church Street directly in front of the school building
 - Any handicapped spots (without a permit)
 - Any reserved parking spaces
 - Passing lanes in the rectory parking lot
(Cars need to freely enter/exit this area without backing up)

Snow Days | School Closings & Delays

- In the event of a weather-related school closing or delay (or other emergency closing), parents and guardians will receive a text message blast from the school as early in the morning as possible.
- SMA School will cancel or delay school for inclement weather when the **Queensbury Public Schools** cancel or delay sessions, or as deemed necessary by the principal.
- Closings will also be announced on area radio and TV stations, usually beginning at about 6:00 am,
- After-school activities, including sports events, Camp Kerry, and evening meetings are automatically canceled on days when school is closed due to inclement weather.

- If school is delayed by one or two hours, children must not be dropped off any earlier than that day's appointed starting time. If, for example, school is delayed by two hours, the children may not be dropped off before 9:30 AM.
 - On these inclement mornings, morning Camp Kerry will not be open and no other staff persons will be here to supervise children before school begins.
- When forecasts indicate that there is a possibility of an impending storm, please discuss the arrangements with your child and send a note to school regarding these arrangements in the event we must send them home early.

Photo Releases

- SMA does not publish photographs or videos of any of our students in print publications or online without parental permission.
- A photo release form is part of the annual enrollment packet. If you wish to deny permission, please state your wishes on the form, sign and return it.
- If you choose to deny SMA permission to publish photos of your child, please let your child know in advance so that, in the rare circumstance in which he or she may have to be asked to step out of a group picture, his or her feelings will not be hurt.
- Please note, when at all possible, students are only identified by first name and rarely by last name in publications or online.

Lost and Found

- Clothing and other items left behind are placed in our lost-and-found located outside of the cafeteria.
- Valuable items will be placed in a locked area of the Main Office.
- Items remaining in our Lost and Found for more than three months will be donated to the Kerry Closet or to charity.
- Students who lose a library book, textbook or workbook must pay the replacement cost plus shipping in order to receive a new copy.

Deliveries

- For safety, SMA students are not permitted to receive deliveries of any nature at school (e.g: pizza, UPS packages, Amazon items, etc.)

Backpacks

- Pre-school, Pre-K and elementary students are allowed to bring backpacks to school.
- Students in middle school may be allowed to carry backpacks with them throughout the day to eliminate the need to stop at their lockers after each class.
- No backpacks or items may be left on the floor outside of lockers except for snow boots.
- Any items found on the floor in the hallways will be confiscated by a staff member and placed in a nearby classroom or the Main Office.
 - Students may claim their confiscated items during lunch, homeroom, or after school.
- Backpacks with wheels are not permitted.

Lockers

- Lockers are provided for all students' belongings and books.
- The school reserves the right to inspect lockers at any time.
- Students are expected to keep their possessions neatly inside; large items such as oversized backpacks for younger students are discouraged.

Parent/Family Events:

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

Family Partners

- SMA is a family, and it is always good to have a family member introduce you to the ins and outs of the family. So as new families join SMA, they will be partnered with a returning SMA family to help them through the first year.
- This is a very informal process to help the new family navigate the ins and outs of life at SMA.

Volunteering at SMA

- The safety of our children is our top priority. In doing so, we have certain precautions that the Roman Catholic Diocese of Albany has put in place for the continued protection of our students.
 - If you are going to enter the school and help for any amount of time, you must complete the CMG Connect online training. With this level of training you can volunteer as long as you are never alone with a student other than your child. This will suffice for helping with a classroom party, being a guest reader, etc.
 - If you become a regular volunteer, club sponsor, coach, etc, then you must also complete a background check. Once you have successfully completed the background check you can then take the responsibilities of your volunteer activity, to include working with students.
 - The online training can be found at www.rcda.org/offices/safe-environment/training-and-education
 - You will be emailed a link for the background check when applicable.

PTSA

- Our Parent-Teacher-Student Association (PTSA) is involved with enrichment and social activities for our students.
- Through their important work in the school, the PTSA encourages communication between school and home, welcomes new parents, promotes parental involvement, and assists in promoting SMA's reputation within the school and in the wider community.
- PTSA meetings are held throughout the year and all parents are welcome to attend.
- Check the *Kerry Blue* or the website calendar for dates. We are thankful to our PTSA for enhancing the SMA experience for all.

Room Parents

- Each homeroom will have a room parent to help the teacher.
- The main function of a room parent is to serve as a contact point for the teacher, and then coordinate classroom parents to assist the teacher.
- Each teacher will determine what parents can do to assist in the classroom, so it will differ between grades.
- The teacher will receive a form to indicate what assistance they would like throughout the year. Once completed, this form will be given to the room parent. Additionally, each classroom parent will receive a form to share their contact information and what they would like to do to help.
- Any assistance provided to the class and/or teacher can be submitted as PACE hours.
- When planning a school wide event an Event Request Form must be completed, this is included at the end of this handbook.

Parents Active in Catholic Education (PACE)

- Each family is required to give 20 hours of volunteer time over the course of the school year.
- Volunteering at SMA not only helps to benefit the fiscal health of the school, but increases the feeling of family and fellowship within our place of learning and beyond. **It also has the added benefit of taking \$500 off of tuition for the year.**
- Please submit your hours using our online form.
- PACE Hours can be earned in an almost endless amount of ways. Some are group activities, others are solo, some are at home. Almost anything that benefits the school can earn PACE hours. These include, but are not limited to:
 - Classroom Assistance
 - Parking Lot Attendant
 - Club Sponsor
 - Small Group Host/Member
 - Lunch Volunteer

Celebration of Birthdays

- The procedures for celebrating birthdays in school will be determined by individual classroom/homeroom teachers in collaboration with the Principal.
- If a celebration is planned, parents may provide store-bought treats (e.g. cupcakes, cookies, pastries, etc.) with the ingredient label still attached.
- Parents should find out what allergy-triggering foods must be avoided and bring an alternative treat for kids in that class who can't have the treats that are being served.
- For parties of any sort outside of school: Families are asked to be considerate of students' feelings if all classmates are not invited. Discretion and communication with the homeroom teacher is requested to promote an inclusive school community.

Kerry Day

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

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

Great Hall Guidelines

- Our Great Hall is the heart of SMA. It is a place all our students and staff come together for a multitude of reasons. It is also a wonderful place to hold various different events.
- To maintain the continuity of use of the facility, guidelines of use have been established.
 - You must reserve the Great Hall in advance.
 - It must be left in the exact condition that it was found.
 - Return all tables and chairs
 - Sweep floor
 - Remove all trash
- There are to be **NO helium balloons** in the Great Hall.
- Items can NOT be stored in the Great Hall.

• CAMP KERRY | CHILDCARE •

Camp Kerry Guidelines

- Camp Kerry is SMA's before-and after-school care child-care program available to families for students in K-8.
 - There is a charge for Camp Kerry
- Hours of operation are: 7:00-7:30 am and 2:30-5:00 pm.
- Any student in the school building before or after normal school hours who is not involved in a before or after-school activity with a teacher must report to Camp Kerry.
- Student athletes waiting for practice or a game must report to Camp Kerry and normal charges will apply.
- Students are not allowed to leave the premises (e.g. to walk to Burger King, run an errand, go to the park, etc.) and then return to school or Camp Kerry.
- Billing for Camp Kerry is done through the SMA Finance Office. There are no personal toys, stuffed animals, playing cards, pokemon cards or other items permitted in Camp Kerry.
- If a student would like to bring a specific activity or craft to work with a friend or two (eg. friendship bracelets, pipe cleaner creations, collage, etc.) they must get prior permission from the Camp Kerry staff.
- If school is closed for weather emergencies, Camp Kerry is closed. If school is on a one- or two-hour delay, Camp Kerry will not be available in the morning.
- Camp Kerry is not open on conference days, superintendent days or school vacation days.
- In the rare event of an early school dismissal, please arrange to pick up your child as soon as possible.

Camp Kerry Schedule:

- Morning
 - 7:00 - 7:30 am | Quiet Choice Time
 - Students report to the Great Hall and sign-in.
 - Students will sit in a chair and may chat quietly with friends, read or do other work until teachers arrive. They will move to be with their class at that time.

- Afternoon:
 - 2:45-3:15 | Quiet/Homework Time
 - Students will complete homework and can request assistance from staff present. They must bring something to do (which may be a book to read or coloring/drawing time) to work quietly.
 - 3:15 | Choice Time
 - After Homework/Quiet Time ends, we will provide activity choices for the children (inside and outside if weather permits).

Parent Pick-Up from Camp Kerry:

- After 2:40 pm, when you arrive to pick up your student, please call 518-222-9260.
- If a student stays later than the end of their chosen after-school activity, he or she will be released to Camp Kerry for pick-up.

• TECHNOLOGY •

Internet Safety

- SMA is committed to keeping our students safe while online.
- All students and parents will be required to sign an "Acceptable Use Policy" at the beginning of each year or at the time of registration, which outlines proper use of the internet and hardware.
- Improper internet activity could result in prohibition from using all school computers for the rest of the year.
- Students are monitored by Go Guardian software while using SMA's Chromebooks and computers.

Electronic Device Use

- Under certain circumstances and with special permission from school staff, students may be allowed to bring electronic devices (ex: iPads, Kindles, Nooks, etc.) to school for class work only.
- Electronic devices are not permitted for gaming, Internet access or communication while at school.
- The school bears no responsibility for lost or stolen devices.
- Cell phones are not recommended, but should a parent feel it is necessary for a student to have a cell phone, it must be turned off upon entering school and turned into the homeroom teacher at the start of the school day.
- Students who need to contact parents may use the phone in the main office.
- No smart watches, fitbits or other electronic wearable items allowed.
- Headphones/earbuds are to be used only with teacher permission for academic purposes.

- If a student is found using a cell phone or other unauthorized electronic device during the day, or using one inappropriately, it may be confiscated and held at the Main Office.

Chromebook Purpose:

- Note: the terms “Chromebook” and “laptop” may be used interchangeably
- Chromebooks are the property of the Glens Falls School District or SMA; Chromebooks are not to leave the building.
- Chromebooks are meant to provide each student access to required educational materials needed to be successful, such as Google Apps for Education (GSuite), educational web-based tools, and many other useful sites.
- As an educational tool, Chromebooks are not intended for gaming, social networking or high end computing.
- In addition to teacher expectations for Chromebook use, school messages, announcements, calendars, academic handbooks, student handbooks and schedules may be accessed using the Chromebook.
- Students are responsible for bringing their Chromebook to all classes, unless specifically advised not to do so by their teacher.

Daily Chromebook Receipt/Return :

- Students will obtain the Chromebook from their homeroom carts in the morning, as needed, and return them to the cart when not in use.
- All chromebooks must be returned to the cart and plugged in during the PM homeroom period.

Chromebook Care:

- Students are responsible for the general care of the Chromebook with which they have been issued by the school.
- Chromebooks that are broken or fail to work properly must be given to the teacher.
- If a loaner Chromebook is needed, one will be issued to the student until the Chromebook can be repaired or replaced.
- No food or drink is allowed next to your Chromebook while it is in use.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
- Students should never carry their Chromebook while the screen is open.
- Chromebooks should be shut down when not in use to conserve battery life.
- Chromebooks should never be shoved into a locker or wedged into a book bag as this can cause damage to the device.
- Do not lean on top of the Chromebook or place anything on it that could put pressure on the screen.
- Do not poke the screen.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, notebooks, etc.).
- Personalization of Chromebooks with stickers, etc. is not permitted.
- Clean the screen with a soft, dry anti-static or micro-fiber cloth.
 - Do not use window cleaner or any type of liquid or water on the Chromebook screen.

- Carry the Chromebook carefully; the protective shell of the Chromebook will only provide basic protection from everyday use. It is not designed to prevent damage from drops or misuse.
- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
 - It is recommended that students bring personal headset or 'earbuds' to be used for any educational tasks that require audio/video..

Software:

- All Chromebooks are supplied with the latest build of Google Chrome Operating System (OS), as well as many other applications useful in an educational environment.
- The Chrome OS will automatically install updates when the computer is shut down and restarted.
- From time to time, the school may add software applications for use in a particular course. This process will be automatic with virtually no impact on students.
- Applications that are no longer needed will be automatically removed by the school.
- Students may **not** download anything without teacher permission.

Serial Numbers and Asset Tags:

- These tags contain the serial number, SMA asset number, the student user's last name and his/her grade level.
- Under no circumstances are students to modify, remove, or destroy identification labels.

Repairing or Replacing Chromebooks:

- Chromebooks must be treated with extreme care.
- Chromebooks that are lost, damaged or stolen will be dealt with on a case-by-case basis.
- Loaner Chromebooks will be issued to students when their Chromebooks are being repaired.
- If repair is needed due to negligent or malicious damage, the school may refuse to provide a loaner Chromebook.
- If students do not follow the care, protection and storage rules as mentioned in this handbook and the acceptable use policy, it will be the student's responsibility to replace the Chromebook.
- Parents/Students will be charged for the full replacement cost of a device that has been lost, stolen, or damaged due to intentional misuse or abuse.

• HEALTH, SAFETY & WELFARE •

Medications

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

Allergy Policy

- The SMA student body includes children with food allergies, some severe. Parents of children with food allergies are encouraged to provide their child's teacher with a specific list of snacks the child may safely eat.
- Whenever food is shared for any reason, the presence of students with severe allergies must be considered.

Health Records

- NYS law requires schools to have updated records on file for every student.

School Physicals:

- NYS requires students to obtain a physical exam before entering each of the following grades: Kindergarten, Grade 1, Grade 3, Grade 5, Grade 7, and all transferring students new to SMA.
- A copy of an up-to-date physical exam, signed by a healthcare provider, must be obtained for the grades stated and for any student participating in SMA sports.

Sports Physicals:

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

Immunizations:

- By NYS law, every student needs the following immunizations to attend school or daycare:
 - Diphtheria Tetanus Pertussis
 - Polio
 - Measles Mumps Rubella
 - Hepatitis B
 - Varicella
 - Meningococcal
 - Haemophilus
 - Pneumococcal
- Every student must have an updated immunization record on file with our nurse to attend SMA.
- Students may be exempt from these immunizations only if the nurse is furnished with a healthcare provider's official statement that immunization against one or more of the diseases would be detrimental to the child's health.
- Please contact the school nurse before school begins if you are seeking a medical exemption from immunizations. Religious exemptions are not accepted.
- In extenuating circumstances, parents will have a 14-day grace period in which to provide proof that the student has an appointment to have the student vaccinated. After that, the student must remain home until the immunizations are up to date.

Emergency Drills and Procedures

- SMA follows the guidelines contained in the Albany Catholic Schools' Emergency Resource Guide regarding fire and safety drills.

Evacuation Plan

- SMA has an Evacuation Plan in place in the event students and staff should need to leave the building in an emergency.
- Details of this Evacuation Plan are confidential for security reasons.
- If in such a situation our students and staff cannot return to the building safely, parents will be notified as to when and where to pick up their children.

Lockdown/Lockout

- Certain extreme circumstances may necessitate our building being in "Lockdown" to protect student and staff safety.
- Other circumstances require a "Lockout" so that no one can enter the building from outside.
- When a Lockdown is announced, all entrances are locked and students remain in their classrooms with their teachers.
- When a Lockout is announced, all entrances are locked and no one can leave or enter the building, but the day proceeds inside as normal.
- The Lockdown or Lockout ends when "All Clear" is announced, at the discretion of proper school and civic authorities.
- Lockdown and Lockout drills are practiced several times throughout the year to ensure students and staff are familiar with the proper procedures.

Child Abuse

- SMA abides by the NYS guidelines regarding child abuse and is obligated to report to the proper authorities any suspicion of a child being abused, either physically or emotionally.
- Teachers and school officials are "mandated reporters" by law and can be penalized if suspected abuse was unreported.

• TUITION & FINANCES •

Tuition

- As a private Catholic school, SMA receives no regular state funding the way public schools do. The cost of tuition is roughly two-thirds of what it actually costs SMA to provide our programs.
- SMA makes every effort to work with our families in the area of affordability of tuition costs.
- Our heartfelt thanks and gratitude goes to those who donate to the school's fundraising activities that help keep tuition as affordable as possible.
- Tuition is payment for the educational services rendered by the administration, faculty and staff of SMA and is the primary source of revenue for the school.
- Prompt payment of tuition is necessary (including other fees, such as the Activity Fee, Band Lesson fees, Lunch Fees, Camp Kerry, etc.).

Payment Policy

- In the FACTS Family Portal, families can elect to pay tuition in 10 or 12 monthly payments or in two semi-annual payments in the FACTS Tuition Management Program.
 - There is no interest charge and only a small administration fee to participate.
- All families, even those paying tuition in just one payment, are required to register with the FACTS Tuition website prior to the start of the school year.
- In addition to tuition, incidental school charges (e.g. Camp Kerry, Sports, Lunch, etc.) will be invoiced through FACTS.

Financial Aid

- Parents are welcome to approach SMA for Financial Aid.
- Four sources of funding are available for SMA students to assist with costs. Each fund has conditions and eligibility requirements.
- The following funding sources are available for qualifying students:
 - Lally Fund through the Albany Diocese
 - Beacon of Hope Scholarship through the Albany Diocese
 - Guardian Angel Fund (sponsored by St. Mary's parishioners)
 - Tocci Scholarship Fund
- All families wishing to be considered for financial aid must complete a FACTS Tuition Assistance application, which is available on the SMA website.
- Financial aid distributions will be awarded as soon as possible after the school receives a verified FACTS Grant and Aid application. Further information about these available funding sources is available in the Business Office.

Past Due Payments

- Payments more than one month past due: A late payment notice will be mailed to parents or guardians indicating the need for payment. A late fee will be assessed.
- Payments more than two months past due: A letter will be sent to parents or guardians indicating that payment must be received within two weeks or the student (or students) may be suspended from classes and/or denied participation in extracurricular activities.
 - If the parents or guardians cannot make the payment within two weeks, they are required to meet with the Business Manager and/or the Principal within that time to create a written Tuition Arrears Agreement setting forth the:
 - Name(s) of the student(s) covered by the agreement;
 - Name of the person responsible for paying the tuition;
 - Total combined number and amount of scheduled payments.
 - The responsible party must sign and date the agreement. Defaulting on the written agreement may result in a student's suspension from SMA.
- Tuition Arrears Agreement plans that have been negotiated for previous years must be current **prior** to the opening of school in September or admission will be denied.
- Open communication and cooperation between the school and families is essential in successfully navigating financial issues.
- In cases of extenuating circumstances, the Principal and Business Manager will work with individual families to make arrangements for payment of tuition that will meet the needs of the family and the school.
 - The Diocesan and SMA School Boards recognize that situations do arise that may necessitate changes in the agreed-upon schedule.
- In cases of tuition being past due the following actions may result:

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

• SUMMER ENRICHMENT PROGRAM •

Overview

- SMA's Summer Enrichment Program provides a safe and welcoming environment for students to pray, learn, play, and foster relationships during the summer months.
- Parents have the assurance that their child is in a safe and caring environment during work day hours.

Conduct

- The same rules that apply to SMA students during the school year apply to all Summer Enrichment participants. Please see pages 12-13 for a list of prohibited items and activities.

Non-use of Electronic Devices

- At no time may students make calls, text, take photographs, play video games, listen to music, or watch videos on their electronic devices. This includes, but is not limited to: cell phones, tablets, e-readers, etc. Items taken away from students will be returned to the parent(s)/guardian(s).

• ADVISORY SCHOOL BOARD •

Advisory School Board

- The SMA School Board advises and collaborates with the school's administration for the long-term success of the school.
- School Board meetings are open to parents and members of the public. The agenda always includes time for visitor questions and comments.
- Meetings are held in Room 1006 on the fourth Monday of the month. (Please check the school website, www.smsaschool.org, for up-to-date information regarding possible changes in meeting dates and/or times.)
- The Board and School Leadership Team works collaboratively to develop, review and implement the goals and objectives of SMA's Strategic Plan which are consistent with the intent and spirit of all policies established by the Albany Diocesan School Board.
- Board Membership: Pastor, Principal, one teacher representative, one PTSA representative, and 3-5 other members who are parents, alumni and/or friends of the school who, whenever possible, represent the parishes of the region.
- Board Teams (Subcommittees): Catholic Identity; School Lunch, Enrollment/Retention, Finance/Development; Building & Facilities.
 - Non-board members are welcomed and invited to serve on these committees.
- Anyone interested in serving on the School Board should speak with the Principal or any School Board member. School Board elections take place each spring or whenever there is a vacancy.

2024-2025 SMA Advisory School Board

President: Kathy McNulty

Vice President: Patti Siano

Secretary: Kate Fowler

• DIRECTORY OF PERSONNEL •

Anderson, Olivia	Teacher, ELA, Social Studies, Grades 6-8
Anunziato, Linda	Aide, Noah's Ark
Behan, Sally	Admissions, Communications
Beyer, Susan	Teacher, Art
Butler, Laurie	Coordinator, Library Program
Casola, Anne	Teacher, Grade 2
Correau, Ruben	Facilities
Dove, Erin	Teacher, Music, Chorus
Fortier, Kathleen	Teacher, Noah's Ark
Garcia, Ingrid	Aide, Noah's Ark
Gregorio, Mary	Aide, Noah's Ark
Hancock, Sam	Teacher, Physical Education
Harris, Noreen	Teacher, Grade 4
Hernandez, Karla	Teacher, Spanish K-8
Kerpka, Beverly	Director, Noah's Ark Program
Kolar, Amber	Aide, Noah's Ark
Leland, Jennifer	Teacher, Grade 3
Lotich, Ashley	Teacher, Noah's Ark
Mahoney, Ashlee	Aide, Noah's Ark
Manning, Amy	Teacher, Noah's Ark
Manning, Lindsay	Aide, Noah's Ark
McClenning, Gina	Teacher, Noah's Ark
McAllister, Linda	Aide, Noah's Ark
McInerney, Jillian	Aide, Noah's Ark

McInerney, Lori	Business Manager, Human Resources
McInerney, Timmy	Coordinator & Teacher, STREAM, Instructional Technology
Patton, Gary	Parish & School Campus Operations Manager
Proctor, Ed	Facilities
Purvis, Jessica	Pathologist, Speech
Reilly, Ilona	Teacher, Kindergarten
Rowley, Ben	Teacher, Instrumental Music, Band
Sanok, Gerianne	Teacher, Noah's Ark, Camp Kerry Director
Sullivan, Katie	Main Office Reception, Principal's Assistant
Smith, Bonnie	Teacher, Noah's Ark
Stocker, Elaine	Teacher, Religion, Grades 6-8, Dean of Students
Sutherland, Sue	Teacher, Science, Grades 6-8
Trzaskos, Jessica	Teacher, Grade 1
Viger, Jessica	Teacher, Kindergarten
Viviani, Mary	Teacher, Math, Grades 6-8, Math AIS
Wallace, Eileen	Teacher, Reading AIS
Wood, Ashley	Coordinator, School Lunch Program

** Our handbook was updated August 2024 with the most current information at the time of publication. If any changes are deemed necessary during the year, information will be shared by the Principal or the Pastor.*

• HANDBOOK SIGNATURE PAGE •

Please sign and return this sheet to your youngest child's homeroom teacher by Wed. Sept. 11, 2024.
For your convenience, you may include all of your children on one sheet.



**We have read the updated 2024-25 SMA Student Handbook,
found on the SMA (aka SMSA) website, and agree to abide by
the policies and procedures outlined therein.**

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

FAMILY NAME: _____

Parent/Guardian Signature Date

Parent/Guardian Signature Date

Student Signature Grade Date

Student Signature Grade Date

Student Signature Grade Date

Student Signature Grade Date

Student Signature Grade Date

Student Signature Grade Date

SMA [SMSA] Building Use Form

Who will be hosting the event?

What is the proposed event?

When would you like to host it?

Where would you like to host the event (ex: Great Hall, Gym, Playground, etc.)?

How many volunteers would you need for the event? (This allows for volunteer signups)

Printed name & signature of person submitting proposal:

Date submitted: _____ Approved: _____ Denied: _____ Pending: _____

More information needed:

Signature of Principal:

