



**140 North Sixth Street
Lewiston, New York 14092
(716) 754-4470
www.stpeterrc.org**

PARENT – STUDENT HANDBOOK

September 2019

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Dear Parents and Guardians,

This handbook of practices and policies for St. Peter Roman Catholic School of the Diocese of Buffalo is a readily available resource summary to increase your knowledge and understanding of how St. Peter R. C. School operates and of the basic principles of our Catholic education.

The rules, regulations and information contained within this handbook serve to further develop a team-like cooperative approach between the school and home so as to benefit the student. These rules and regulations fall within Diocesan guidelines and have the full support of the Pastor and the Principal. Working cooperatively together will result in a meaningful educational experience for your child (ren).

Please take time to sit down as a family to review and familiarize yourself and your child (ren) with what is contained within this handbook. It is vital to understand the operation of our school and how we MUST work together, as a team, to provide a strong Christ-filled education for your child.

On behalf of the entire staff of St. Peter Roman Catholic School and Parish, we would like to take this opportunity to thank you for entrusting the education of your child (ren) to us. We welcome this responsibility and promise to provide your child (ren) with a meaningful and quality educational experience, grounded in our faith and in the teachings of our Church.

Sincerely,

Father Tom Mahoney, Pastor

Maureen Ingham, Principal

WELCOME TO ST. PETER ROMAN CATHOLIC SCHOOL

St. Peter Roman Catholic School is located at 140 North Sixth Street in the heart of Lewiston, New York. St. Peter's offers excellence in Catholic education for children in a Multi-Age through Eighth Grade environment. It is our mission to provide a foundation for Christian living by integrating and nurturing faith through teaching and example, thus becoming an extension of the teaching mission of the Roman Catholic Church. St. Peter Roman Catholic School is a Christ-centered community, which stimulates academic excellence and emphasizes family values and respect of self and others all in an atmosphere of kindness, love and understanding.

We are committed to balancing the spiritual, intellectual, physical and social growth of all students so that they grow into responsible, self-disciplined citizens. We do this by developing and supporting a dynamic faculty and staff, comprised of dedicated professionals who are committed to the teachings of Christ and academic excellence. With the active involvement of all parents; their time, talent and support, we will meet our primary mission of providing a strong Catholic education for your children.

St. Peter Roman Catholic School offers a high quality, challenging educational program with a curriculum that is directly aligned to both the New York State and Diocesan guidelines. We offer a 3 or 5 full day Multi-Age Program for 3 year olds, a 5 full day Pre-Kindergarten Program for 4 year olds, Kindergarten, elementary grades first through fifth and a middle school atmosphere for grades six through eight. Each child is given a quality Catholic education through cooperative and integrated teaching methods. Discipline focuses on self-control, kindness and respect as the hallmarks of our school. The core curriculum begins with Religion, English Language Arts (Reading, Writing, Listening and Speaking) and Mathematics. Social Studies, and Science are also taught in each grade. A true variety of classes make the education interrelated, ever-changing and always innovative. At St. Peter Roman Catholic School, all students participate in Spanish, Art, Library, Computer Instruction, Music, Physical Education and Health.

Before and after school care is available from 7:00 am until 6:00 pm. A host of after school clubs, Diocesan competitions, group tutoring, a variety of athletic teams for all ages/genders provide opportunities to enhance our educational program. At St. Peter RC School, there is something for everyone!

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MISSION STATEMENT

We come to learn, to grow in faith, and to go forth to serve as we remain united in Jesus Christ.

As an extension of the teaching mission of the Roman Catholic Church, St. Peter's School provides a foundation for Christian living as we integrate the message of God through all of our teachings and through the good example we set as administrators, teachers, staff and students.

VISION STATEMENT

We are committed to balancing the spiritual, intellectual, social and physical growth of our students so that they may become responsible, self-disciplined members of society.

We commit ourselves to:

- Sustaining a community school focused on academic excellence within the framework of respect for all and the teachings of our Catholic faith.
- Developing and supporting a dynamic faculty and staff of dedicated, generous professionals.
- Providing a first-class physical facility conducive to reaching our goals.
- Encouraging parental and community involvement through their time and generosity.
- Continuing to develop and evaluate decisions, options, and actions consistent with our mission and in the best interest of each student.

PHILOSOPHY OF ST. PETER ROMAN CATHOLIC SCHOOL

As a Christian institution, we are committed to the teachings of the Catholic Church in all that we say and do both in and out of the classroom. We prepare students to respond in faith to Jesus Christ and to understand His message of following moral standards of conduct and achieving integrity of character. We intend to develop the uniqueness of each child by providing an atmosphere of learning and growth through spiritual, academic, aesthetic and social experiences in accordance with our Mission Statement. We strive to establish a Christian Community among teachers, parents and students that will provide a warm, enjoyable learning atmosphere. To this end, the following goals have been formulated for the students entrusted to our care:

TO UNDERSTAND THE RELIGIOUS AND SOCIAL TEACHINGS OF THE CATHOLIC CHURCH BY:

- Demonstrating command of the basic concepts inherent in Christ's teachings;
- Learning the history and teachings of the Roman Catholic Church;
- Integrating Catholic religious truths and values into everyday living;
- Understanding the meaning and importance of prayer in daily life.

TO DEMONSTRATE GOOD CHARACTER AND SELF-RESPECT BY:

- Valuing oneself as a child of God with basic human rights and corresponding ethical responsibilities;
- Disciplining oneself to work, study and play constructively;
- Obeying rules of society and where those rules are in need of change, endeavoring to bring about that change
- Instilling an appreciation of the traditions of each culture and encouragement for unity in the diversity of these cultures.

TO ACCOMPLISH THE ACADEMIC GOALS OF THE CURRICULUM BY:

- Demonstrating academic competency in challenging subject matter.
- Providing for the differing academic needs of all students.

SCHOOL STRUCTURE

The structure of St. Peter Roman Catholic School is composed of dedicated individuals who are committed to the education and welfare of your child(ren). The positions they fill include:

Pastor, Father Tom Mahoney

Principal, Mrs. Maureen Ingham

Assistant Principal, Mrs. Ann Kerr

Faculty:

Mrs. Alexis Andrezjak - Grade 3

Ms. Denise Carlson - Grade 5

Mrs. Marlene DiNardo - Grade 6 homeroom, Social Studies 5-8

Tanya Flynt - Grade 8 homeroom, ELA 6-8, Religion 7 and 8

Ms. Jacqueline Johnston - Grade 1

Mrs. Karen Jorgensen - Grade 2

Mrs. Rose Katz - Art MA-8

Mrs. Elizabeth Krajewski - Music MA-8

Mrs. Kayla Montante - Grade 1

Mrs. Anna Moran - Student Support

Mrs. Nancy Payne - PreK-4

Mrs. Brittanie Phillips - Grade 4

Mrs. Shawn Ryan - Kindergarten

Mrs. Paula Rydelek - Technology and Library

Mrs. Keely Say - Grade 7 homeroom, Math 6-8

Ms. Emma Seager - Grade 7 homeroom, Science 6-8

Mrs. Kristen Shanks - PreK-3

Ms. Bethany Wojciechowski - Multi Age

Mrs. Hope Wright - Spanish MA-8

Mrs. Leah Zahradnik - Physical Education MA-8

- **Staff:**

Technology and IT Support - Mr. Mark Gaynor

Office Secretaries - Ms. Barbara Joyce (M, TH, FRI)

Mrs. Barbara McNamara (T, W, FRI)

School Nurse - Mrs. Joyce Smith

Classroom Aides - Mrs. Linda Calandrelli

Mrs. Dana Hollingsworth

Mrs. Karen Lilly

Mrs. Gina Lucchetti

Mrs. Maria Paonessa

Mrs. Katie Golombek

Student Support Aide Ms. Jeanne Rougeux

Maintenance and Custodial Staff - Mr. John Scozzafava

Mr. Ronny Ter Halle

Mrs. Tara Ter Halle

Cafeteria Staff- Mrs. Melinda Torres

Mrs. Betsy Squaires

Ms. Amy Martinucci

GENERAL INFORMATION

Learning Environment:

The number one priority of St. Peter Roman Catholic School is to create a happy, healthy, holy and safe learning environment for everyone who enters the building. To this end, the Pastor and Principal of St. Peter Roman Catholic School reserve the right, at any time, to make any rule or regulation necessary to:

- 1) Ensure the safety of children, faculty and staff (physically, mentally, spiritually and emotionally)
- 2) Ensure that St. Peter Roman Catholic School remains a learning environment free from any distraction of any kind that interferes with our Mission.

Governance:

St. Peter Roman Catholic School policy and procedure is governed by the “Handbook for the Catholic Elementary Schools of the Diocese of Buffalo” published by the Department of Catholic Education of the Diocese of Buffalo. It strives to follow both the NYS Common Core Curriculum, NYS Department of Education policies and practices and all regulations governing the Department of Education of the Diocese of Buffalo.

The Safe Environment Program:

All situations of children in need of protection because of suspected child abuse and maltreatment will be reported to the New York Child Abuse and Maltreatment Register.

The Diocese of Buffalo, Education Law and the Social Services Law of New York State clearly and forcefully mandate such reporting. The statute refers to “reasonable suspicion” of child abuse; therefore, any suspicion must be reported by the Principal of the school to the State Central register according to the Diocesan guidelines. All teachers and staff are certified mandated reporters.

The Diocese of Buffalo has instituted “The Safe Environment Program” which includes a Code of Conduct and background check for all adults (faculty, volunteers, coaches, etc.) who work with youth on a regular basis. All adults who work with your child must abide by and sign the Code of Conduct, complete a volunteer packet, attend a Protecting God’s Children seminar and complete a background check form.

*No parent/guardian may work with any student from St. Peter R. C. School unless all paperwork has been completed and he/she has attended a Protecting God’s Children seminar.

Virtus Training:

Virtus Training is an ongoing update and awareness program that is initiated through attendance at the Protecting God's Children seminar. All faculty and staff, volunteers and coaches must read a training bulletin and any required training modules once per month. Participation in the Virtus training allows faculty and staff, volunteers and coaches the ability to work with children at St. Peter Roman Catholic School. Every year the Diocese of Buffalo and the New York State Education Department completes an audit of St. Peter's School to ensure that all employees, volunteers and coaches are updated on his/her Virtus training.

Legal Issues:

In situations where a child is living in a family where there are custodial/non-custodial issues, the school needs very clear communications regarding the following:

1. Who has the Primary Custodial Rights?
2. Who is allowed to pick-up the child(ren)? (names, phone numbers, relationship)
3. What are the non/custodial parental rights regarding contact with the child during school time?
4. When is the child(ren) with the non-custodial parent?

A copy of the section of the separation/divorce papers relating to the custody of the child(ren) must be on file in the Principal's office. Unless there are court-order restrictions, the following information will be available to the non-custodial parent:

1. Copy of the child(ren)'s report cards
2. Copy of the standardized testing results
3. Monthly calendar/on-line Family Memo access
4. Notification of annual parent/teacher conference

Note: The Family Rights and Privacy Act (Buckley Amendment) grant the above information.

Tuition Policy:

The Pastor and Principal and the School/Parish Finance Council will establish tuition rates for each school year. These rates will be communicated to all existing and prospective parents at the time of registration. All families are required to complete, sign and return a Tuition Commitment Agreement.

The following are payment options that are available at our school:

1. Pay in full by August 1st and save \$100.00.
2. Pay monthly through FACTS online payment program.

** There will be a \$30.00 service charge for all returned checks. **

Tuition Assistance:

The Diocese of Buffalo offers Tuition Assistance, based on need for students/families of children in Grades K-8 in a lottery program through the BISON FUND. Families may apply directly online by www.BISONFUND.com

Through the generosity of our St. Peter parish family, we have limited funds available for tuition assistance. Anyone in need may apply for these funds by following these steps:

1. First apply for BISON funds
2. Complete the SPS financial assistance application and submit to school office with all required documentation.

Procedure for Delinquent Tuition Payment:

Parents using option #1 or #2 above must contact the Principal if their payments will not be made on schedule. If the payment is not received and the pastor or Principal have not received a phone call or letter regarding the delinquency a \$25.00 late fee will be added to the tuition bill.

****Multi-Age, Pre-Kindergarten, Kindergarten and Grade 8 families need to have tuition paid in full before their child(ren) graduate.****

Registration:

- A. Multi Age Class (3 year olds):** Child must be three (3) years of age on or before December 1st of the current year, and be potty trained
- B. Multi-Age Class (4 year olds):** Child must be four (4) years of age on or before December 1st of the current year, and be potty trained
- C. Pre-Kindergarten-4:** Child must be four (4) years of age on or before December 1st of the current school year.
- D. Kindergarten:** Child must be five (5) years of age on or before December 1st of the current school year.
The requirements for admission also include:
 1. A birth certificate
 2. A record of immunizations and a current physical
 3. Payment of non-refundable registration fee
 4. Acceptance of responsibility for tuition payments (Tuition Commitment Agreement)
- E. Multi-Age through 8:** Registration is conducted on a first come first serve basis. Class size limits have been set and waiting lists will be created when/where necessary. Registration will be open to anyone wishing to attend. For all admissions, the following must be met:
 - 1) Necessary Paperwork
 - a) Copy of birth certificate
 - b) Immunization record, current school physical
 - c) Report cards from former schools

- 2) Payment of non-refundable registration fee (\$100 per family)
- 3) Acceptance of responsibility for tuition payments
- 4) Family Interview with Principal or designee

All transfer students are automatically subjected to a 10-week probation period to make sure that St. Peter Roman Catholic School is the correct fit for a child, both in terms of academics and behavior.

Non-Discrimination Policy:

St. Peter Roman Catholic School, being a part of the Roman Catholic Diocese of Buffalo, New York, adheres to the Diocesan policy of non-discrimination as stated in Section 4014 of the Elementary Handbook.

Transportation Policy:

Most of our students ride school buses to and from school. This service is provided through the various school districts. Please contact the school office for more information.

School Bus Policy:

Conduct on the school bus is an extension of the courteous behavior expected of our students everywhere. The student's responsibility for behavior begins at the point of pick-up and continues until one returns home. Bus rules apply to school sponsored events as well. Students have duties and obligations, which contribute to their safe and orderly transport. They are under the supervision of the bus driver while riding the bus.

When on the bus, children are to remain in their seats. Throwing items, littering and being noisy are forbidden on the bus. Children may not bring onto the bus items such as glass containers, pets, large class projects, hockey sticks, skateboards, skis and/or poles, kites, baseball bats, etc. These are potential sources of distraction or danger.

No student is permitted to leave the bus except at his/her regular stops unless written permission has been given by the parents and/or guardian and the Principal.

The bus driver is responsible for the safe operation of the bus. A child who persists in misbehaving and violating the Code of Conduct for riding the bus shall be denied the privilege of bus transportation until such time as school authorities have received assurance of good conduct from the child and the parents.

School Hours:

Homerooms open at 8:30 a.m. each morning. Students must be ready for the day and in their seats by 8:40 a.m. each day. Any student not in their seat and ready for the day at 8:40 a.m. will be marked tardy and will need a note from the office. Consistent tardiness may cause possible detention/disciplinary action.

School ends after prayers and afternoon announcements at 3:15 p.m. each day. Students are dismissed from their classrooms as called by the office. Please pay special attention to the new drop off and pick up arrangements in our “soon to be newly striped and designated parking area.

ATTENDANCE POLICY

New York State Rules and Regulations

St. Peter R. C. School has developed our attendance policy in accordance with New York State Education Law Section 3205 and was implemented on July 1, 2007 and updated August 2014. This comprehensive attendance policy will help to uphold the mission statement of our school, as is stated in our handbook.

The elements of our Comprehensive Attendance Policy are as follows:

1. Objectives:

- a. To ensure the maintenance of an adequate record verifying the attendance of all children at instruction in accordance with Education Law Section 3205.
- b. To establish a practical mechanism for St. Peter R. C. School to provide accountability of all students throughout each school day/year.
- c. To ensure sufficient pupil attendance at all scheduled periods of actual instruction or supervised student activities.

2. Strategies to meet objectives:

- a. Use of daily register of attendance (computerized or written).
- b. Use of a recording system in departmentalized grades.
- c. Use of a recording system for excused or unexcused absence for a day or portion of a day.
- d. Use of a recording system for tardiness or early departure.
- e. Use of a recording system for each scheduled day of instruction
- f. Use of dates for entries and withdrawal of enrollment.

3. When attendance will be recorded:

- a. Daily at elementary level.
- b. Period by period at an elementary level that is departmentalized.
- c. At elementary level when the students attend special area classrooms.

4. **Determination of which absences are excused and which are not; and a coding system:**

Excused absence shall include:

- Sickness
- Sickness or death in family
- Required to be in court
- Approved high school or college visit
- Quarantine
- Religious Observance
- Attendance at health clinics
- Take your child to work day as per school policy

Unexcused absence shall include:

- Unlawful detention
- Truancy
- Suspension
- Vacations

5. **Description of school policy regarding attendance and course credit:**

Schools within the Diocese of Buffalo Catholic Education system, along with the faculty and staff of St. Peter's School, believe that student attendance at school increases student success. In order for each student to develop personal talents, pursue academic quality and foster responsibility and leadership, we encourage and request parental support regarding attendance. Subjects are taught in sequence and require the understanding of each concept in the order of its presentation. Regular attendance is an essential component of the learning process.

Therefore, students who miss 25 days of school, and have not met periodically with school administration, are in jeopardy of retention. At a conference with the school administration and teachers, alternative educational plans will be determined. It is the parent's responsibility to notify school administration of an attendance concern and to request such a conference.

6. **Description of Incentives/Sanctions to be used:**

- a. Perfect Attendance Award given according to school policy.
- b. Regular attendance/on-time arrival determines participation in special occasion days or events and sports activities.
- c. Regular attendance determines promotion.
- d. Excessive irregular attendance/tardiness warrants notification of proper authorities and written statements to parents and/or guardians.

7. **Description of Notification of Parents: (Policy listed in Handbook)**
- a. Parents notify school ASAP for absence and/or tardiness.
 - b. School calls parent if parent has not called.
 - c. Students who are tardy must report to the office.
 - d. A written excuse must be completed by the parent giving specific reason for absence/tardiness within 3 days.
 - e. If an excuse is not received within the 3 days, the absence is recorded as unexcused.
 - f. Unexcused absences/tardiness is recorded in school register of attendance.
 - g. A note is submitted to the school office when a student is going to be released early. Parent or guardian comes to the school office and signs-out the student to be released.

8. **Description of the development process for intervention strategies:**
Teacher keeps the Principal aware of persistent attendance problems or patterns. The school notifies the parents of the problem and notes the patterns that have been documented. If the problem or pattern continues, the school administration will notify the proper authorities.

9. **Identification of the Person to Review Attendance Records and Initiate Action:**

Pupil attendance records shall be reviewed by the Principal/Assistant Principal for the purpose of initiating appropriate action to address unexcused pupil absences, tardiness and early departure.

Absences:

If your child(ren) is ill, it is appropriate for you to keep them home. Please telephone the office at 754-4470 to inform us of the absence before 9:00 a.m. Upon return to school, as with tardiness, New York State Law requires that **you**, the parent and/or guardian, sign and date, a note which explains the nature of the absence. Please note that vacation during school session is considered, under law, an illegal absence and will be handled accordingly.

Tardiness:

If for some legitimate reason, your child will arrive at school late you must sign, date, and give a written note to the school office. Students must get a late slip in the school office from the School Secretary/Office Manager.

Early Arrival:

The earliest that a child may be dropped off at school is 7:00 a.m. Students arriving prior to 8:30 a.m. must report to the Before School Program and will be charged accordingly.

The school will not be held responsible for any student who does not obey the school's early arrival rule. Any student who continually disregards this policy will be subject to school disciplinary action. Please cooperate with this policy, as the safety and health of your child comes first to us.

Early Dismissal:

In an attempt to keep your child as safe as possible, a written note is necessary at the beginning of the day if there will be any variation in your child's dismissal plans (i.e. early dismissal, pick-up instead of bus, etc.). Please report to the school office when entering school. Sign out your child(ren) in the sign out book and wait for your child(ren) to come to the office. The School Secretary/Office Manager will call down to the classroom for the student(s).

Before & After School Program

St. Peter RC School provides morning and afternoon childcare services. The Morning Program starts at 7:00 am and runs until 8:30 am. The Afternoon Program begins at 3:20 pm and runs until 6 pm. A fee of \$8.00 per child, per session will be charged. For students picked up by 4:00 pm a reduction of \$4.00 will be assessed. Any student left after 6:00 pm in the After-School Program will be charged a \$1.00 per minute fee, based on the school clock. These fees are necessary to defray the cost associated with having a monitor present to watch over your child(ren). Students who have a 3:30 pick up time will wait in the After-School Program Room for parent pickup. No children will be waiting by the dismissal doors.

Inclement Weather:

***** When Lewiston-Porter School District is closed,
St. Peter R.C. School is also closed*****

Please listen to T.V. stations for closing announcements. Channels 2, 4 and 7 will carry our school closing information. Do not call the school or rectory. Also, check our school website at www.stpeterrc.org. School Messenger phone calls will notify you of any closings/emergencies as necessary.

Door Security:

For the safety of all our students, we have security on all school entrance doors. All doors are locked at 9:00 a.m. In order to enter the building, you must ring the doorbell. Upon ringing the doorbell, a voice will be heard from the school office asking for identification and/or purpose for requesting entry. At the sound of the buzzer, you may enter the building. Once in the building, you **MUST** report to the office to sign in.

Visitors:

All visitors **MUST** report to the office immediately upon entering the building. All visitors **MUST** sign in/out. Students are not permitted to have visitors on the school premises at any time during the school day unless visitors have written permission from the school Principal. These procedures are set in place for the safety of our students and faculty.

Morning/Afternoon Announcements:

During announcements and prayers, all students and staff are to focus on these exercises. If you are in the building during this time, please respect this procedure by following suit.

During announcements, students are to give full attention to God and country by standing during:

- Prayers (hands folded, respectfully)
- The Pledge to the Flag (right hand over the heart)

During spiritual readings and other announcements, students are to sit quietly and listen attentively.

Lost and Found:

All clothing found in the school, regardless of its value, is placed in the lost and found box in the cafeteria. All unclaimed lost and found items are disposed of at the end of the school year. Student's articles should be labeled with their names so they can be returned to them immediately.

Valuables:

St. Peter School will not be held responsible for any lost or stolen money or valuables. Money and valuables are to be kept on the person at all times. Large sums of money or other valuables should be brought to the school office for safekeeping. Cell phones are not permitted in school at any time. Any violation of the cell phone rule will result in the phone being taken and placed in the school safe for a determined period of time. Parents will need to come to school to retrieve cell phones or any electronic devices brought to school.

School Telephone:

The school telephone is a business telephone, which is not to be used by students except for emergency or office approved purposes. Students are not permitted to call home for forgotten items. Students need to develop responsibility and remember necessary items each day or accept the consequences of being unprepared.

No teacher, except for an emergency telephone call, is available to receive telephone calls during class. A message may be left with the office and the teacher will return your call as soon as possible.

Ill at School:

If your child(ren) should become ill at school and the school deems it advisable for the child(ren) to be sent home, we will contact you at the telephone number(s) which you have provided. No student will leave the school without a parent or authorized adult. The parent or authorized adult will meet the child(ren) at the school office where the child(ren) will be signed out by you. Under no condition is the parent or authorized adult to disturb the child's classroom.

Staying Healthy in School:

Teach your children to wash hands frequently with soap and water for 20 seconds (about as long as it takes to sing the "Happy Birthday" song twice.) be sure to set a good example by doing this yourself.

- Teach your children the proper use of hand sanitizer. Gels, rubs and hand wipes all work well, as long as they contain at least 60% alcohol. Hand wipes must be disposed of properly. Always read and follow label instructions when using hand sanitizer.
- Teach your children to stay at least three feet from people who are sick. That's the same distance as a yardstick.
- Teach your children to cover coughs and sneezes with tissues or by coughing into the inside of elbow. Be sure to set a good example by doing this yourself.

Emergency Forms:

Parents are asked at the beginning of each year to fill out emergency related information and return it **promptly**. This information will include the person(s) to be contacted in case of student injury or sudden illness. We will also request the name and telephone number of the child's physician. Under the law, schools may give nothing more than first aid treatment. Immediate notification of parents will be necessary when hospitalization or emergency medical care is required.

*** It is the parent's responsibility to make certain that the office always has current and correct telephone numbers (work, cell and home), addresses and e-mail addresses, along with several emergency back up telephone numbers and contacts. Should you move or have a change in employment, please be certain to provide the school with the necessary information related to address and telephone number changes. This information must be current for the safety and welfare of your child(ren).

****Please make sure emergency forms are updated each school year****

Emergency School Closing:

A. General Policy: In the event of an emergency dismissal, children will be sent home or to an alternative destination as designated by the parent, when possible, or by the school, if necessary. When possible, the media will be notified that the school is dismissing early. In the event the children are unable to leave the building at the end of the school day, school personnel will be responsible to provide for the children's health and safety.

B. Weather: When Lewiston-Porter Central School District is closed, so is St. Peter Roman Catholic School. Please listen to the T.V. stations for closing announcements. St. Peter's will be listed separately only if we close and Lewiston-Porter remains open. All school activities are cancelled on inclement weather or on emergency dismissal days.

C. Illness: Closing will be considered only when many teachers are absent because of illness. Any other closing, such as pandemic, will be guided by the Niagara County Health Department, or other official agency.

****If Lewiston-Porter Central School District is closed, so is St. Peter R. C. School****

Medication:

Oral medications, including non-prescription drugs, may be administered by school personnel if a parent submits a written request for administration of medication to the school nurse.

The following procedure MUST be followed:

- The child's physician must request, in writing, that a specific medication be given, prescribe the dose to be given, the time and duration of the treatment, and the reason for the medication being given.
- The parent is to sign and date a note requesting that school personnel give the medication. The medication is to be delivered directly to school personnel in the office by the parent or guardian. Do not send the medicine to school with your child. Under no conditions is medication for a child to be given to a classroom teacher.
- The medication must be clearly labeled with adequate instructions and child's name.
- The medication will be kept in a secure place in the office.
- Most antibiotics can be taken before and after school, at dinner, and at bedtime. Ask your doctor to establish times that a medication can be taken at home instead of during school hours.
- Items such as cough drops may be necessary during school hours. In such cases, a written note, signed and dated by the parent must be submitted to the office with said item. The note must contain the following information:

1. Name of health item
2. for having said item.
3. Permission from parent for child to have and take said item, time and frequency for taking

PLEASE NOTE:

STUDENTS ARE NEVER TO CARRY ANY MEDICATION TO SCHOOL OR HAVE MEDICATIONS WITH THEM DURING THE DAY OR AT ANY SCHOOL EVENT.

Dress Code Policy:

St. Peter Roman Catholic School has a dress code which all students must adhere to.

GIRLS in the Elementary and Middle School:

1. No make-up or nail polish.
2. No dangling/hoop earrings.
3. No hairstyles or accessories that may be distracting to others.
4. No tattoos.
5. Only one earring per ear.

BOYS in the Elementary and Middle School:

1. No earrings.
2. No pony tails, Mohawks or other distracting styles.
3. No tattoos.
4. No make-up or nail polish.

**Please note that jewelry for all students is limited one wristwatch and one religious cross or medallion necklace.

If in doubt, then don't wear it. Take pride in your school uniform. ☺

Uniforms for Girls in All Grades:

- Length of uniform skirt must touch floor when kneeling on ground.
- All shirts must be tucked in, not worn on top of pants or skirts.
- Dark brown or black shoes and white socks are required.
- Plain white or navy socks or tights (**no patterns**).
- NO sneakers, wheelie-sneakers, sandals, clogs or platform, open-toed or high-heeled shoes (More than 1 inch) are allowed.

At no time will colored shoes, socks or sweatshirts be allowed. Please stick to the set uniform. All students who wear a sweatshirt need to make sure he/she has a school shirt on underneath. These rules will be enforced daily in homeroom. Any student with the incorrect uniform may be calling home to their parents or, for multiple infractions, receive after school detention.

St Peter RC School Uniform Policy

*Daily uniform checks will be conducted to ensure all uniform regulations are being met

BOYS SCHOOL UNIFORM: PRE K3- GRADE 5

	<u>Required Uniform</u>	<u>Unacceptable</u>
Short or Long Sleeve Red Shirt (Must be tucked in and minimum of two buttons buttoned for polo)	Plain, solid red polo with new SPS logo	Red logo Turtlenecks
Vest or Cardigan Sweater Navy w/logo		V neck sweater
Pants	Plain, solid navy blue in dress style with maximum of 2 front and 2 back pockets (no pockets on legs) Must have a zipper	Cargo style, capri style, stretch style, cargo-pockets,
Knee Length Shorts (September 1- October 15 and May 1- End of School)	Plain, solid navy blue in dress style with maximum of 2 front and two back pockets. Must have zipper	Cargo style, capri style, stretch style, cargo-pockets *If wearing shorts-no fleece is worn

BOYS SCHOOL UNIFORM: GRADES 6-8

	<u>Required Uniform</u>	<u>Unacceptable</u>
Short or Long Sleeve Navy Shirt (Must be tucked in and minimum of two buttons buttoned for polo)	Plain, solid navy polo with new SPS logo	Red logo V-neck or cardigan sweaters Turtlenecks
Pants	Plain, solid khaki in dress style with maximum of 2 front and two back pockets (no pockets on legs)	Cargo style, capri style, stretch style, cargo-pockets
Knee Length Shorts (September 1- October 15 and May 1- End of School)	Plain, solid khaki in dress style with maximum of 2 front and two back pockets	Cargo style, capri style, stretch style, cargo-pockets *if wearing shorts-no fleece is worn

GIRLS SCHOOL UNIFORM: PRE K3- GRADE 2

	<u>Required Uniform</u>	<u>Unacceptable</u>
Short or Long Sleeve Red Shirt (Must be tucked in and minimum of two buttons buttoned for polo)	Plain, solid red polo with new SPS logo	Lace, fringed edges, curled or decorated collars on polos Shirts without collars Red polo shirts with jumper
Short or Long Sleeve White Peter Pan Collared Blouse	Worn w/jumper or under vest	Lace, fringed edges, curled or decorated collars on blouses Turtlenecks
Vest Navy with logo Cardigan sweater	Plain, solid navy sweater vest with white SPS logo	V neck sweaters
Knee-Length Plaid Jumper	Plaid Jumper (Flynn & O'Hara)	Skirts, skorts
Pants	Plain, solid navy blue in dress style with maximum of 2 front and two back pockets Must have a zipper	Cargo style, capri style, stretch style, leggings, cargo pockets, Elastic waist
Knee Length Navy Shorts (September 1- October 15 and May 1- End of School)	Plain, solid navy blue in dress style with maximum of 2 front and two back pockets Must have a zipper	Cargo style, capri style, stretch style, leggings, cargo pockets, Elastic waist *if wearing shorts-no fleece is worn

GIRLS SCHOOL UNIFORM: GRADES 3-5

	<u>Required Uniform</u>	<u>Unacceptable</u>
Short or Long Sleeve Red Shirt (Must be tucked in and minimum of two buttons buttoned for polo)	Plain, solid red polo with new SPS logo	Lace, fringed edges, curled or decorated collars on polos Shirts without collars turtlenecks
Vest (optional) Navy with logo Cardigan sweater	Plain, solid navy sweater vest with new SPS logo	V neck sweaters
Knee-Length Pleated Navy Skirt or Skort	Plain, solid navy blue in dress style with a maximum of 2 front and 2 back pockets	Pencil style skirt, jumper, plaid skirts
Pants	Plain, solid navy blue in dress style with maximum of 2 front and two back pockets Must have a zipper	Cargo style, capri style, stretch style, leggings, cargo pockets, Elastic waist
Knee Length Navy Shorts (September 1- October 15 and May 1- End of School)	Plain, solid navy blue in dress style with maximum of 2 front and two back pockets Must have a zipper	Cargo style, capri style, stretch style, leggings, cargo pockets, Elastic waist *if wearing shorts-no fleece is worn

GIRLS SCHOOL UNIFORM: GRADE 6-8

	<u>Required Uniforms</u>	<u>Unacceptable</u>
Short or Long Sleeve Navy Shirt (Must be tucked in and minimum of two buttons buttoned for polo)	Plain, solid navy polo with new SPS logo (Current logo may be worn for 2016-17 school year.)	Red logo
Knee-Length Pleated or Not-Pleated Khaki Skirt	Solid khaki color in dress style with a maximum of 2 front and 2 back pockets Must have a zipper	Pencil style skirts, short skirts
Pants	Plain, solid khaki color in dress style with maximum of 2 front and two back pockets Must have a zipper	Cargo style, capri style, stretch style, leggings, cargo pockets, Elastic waist
Knee Length Khaki Shorts (September 1- October 15 and May 1- End of School)	Plain, solid khaki color in dress style with maximum of 2 front and two back pockets Must have a zipper	Cargo style, capri style, stretch style, leggings, cargo pockets, Elastic waist *if wearing shorts, no fleece is worn

GYM UNIFORMS

BOYS & GIRLS GYM UNIFORM: PRE K3-GRADE 4 (All available at Stuart Sports)

PK 3-Grade 4 may wear gym uniforms to school on gym days.

	<u>Required Uniform</u>
T-Shirt	Plain, solid gray with SPS logo
Sweatshirt	Plain, solid gray with SPS logo
Pants	Plain, solid gray sweat pant style
Knee Length Shorts (September 1- October 15 and May 1- End of School)	Plain, solid gray

BOYS & GIRLS GYM UNIFORM: GRADE 5-8

Grade 5-8 must be prepared for gym class two times per week. If student is unprepared for gym, they will have one hour of after school detention.

- Shorts and tops of appropriate length
- No inappropriate verbiage or graphics permitted
- Sneakers
- Socks that cover the ankle

SHOES, SOCKS, ACCESSORIES, AND OUTER WEAR: BOYS & GIRLS PRE K3- GRADE 8

	Required Uniform	Unacceptable
Non-Gym Day Socks	Plain, solid, white, black or navy crew, ankle or knee style MUST COVER ANKLE	Low cut, multi-color, ribbed, polka dot, patterned, stockings, pantyhose, flesh-colored tights
Tights (Girls Only)	Plain, solid, white or navy blue	Multi-color, ribbed, logos or patterns
Non-Gym Day Shoes	Solid, flat, full-backed, dress-style, navy, dark brown or black	Open toe Open-back Heels Sandals
Gym Day Shoes	Athletic sneakers Socks that cover the ankle	
Jewelry	1 wristwatch 1 religious cross or medallion Girls: 1 pair of stud earrings	Bracelets Hoops/ dangly earrings Any other jewelry
Outer Wear (permitted when the thermostat is below 80 degrees)	Navy blue fleece with new SPS logo GRADE 8 Only: Hooded class sweatshirt GRADES PreK3-5: Solid navy-blue cardigan sweater with logo	Cardigans with hoods or fleece with hoods Sweaters or cardigans of any other kind in middle school
Hair Accessories (Girls Only)	Up to 2 bows or barrettes 1 plain headband (solid red, blue, black, navy or white)	Multi-color, striped, logos, patterns Hair extensions Flowers/ ornamental hair accessories
Belts (Grades 3-8 Only)	Solid, black or brown belts with buckle SPS Logo Canvas belts Must be worn with pants and shorts at ALL TIMES for boys and girls	
Makeup and Nail Polish	Prohibited for all students	

Warm Weather Uniform for All Students:

From the first day of school until October 15th and from May 1st until the last day of school, boys and girls are permitted to wear navy (MA- Grade 5) and Khaki (Grades 6-8) dress shorts. All shorts must be knee length. All other uniform requirements remain in effect.

Uniforms are available at:

Flynn & O'Hara
<https://www.flynnohara.com>

Physical Education/Polo uniforms are also available at:

Stuarts Sports
486 Center Street
Lewiston, New York 14092
(716) 754-4895

Land End
www.landsend.com

*Uniform pants/shirts may be purchased anywhere you shop (Gap, Target, etc.) as long as they meet the uniform guidelines.

Dress Down Days:

Sneakers, jeans, t-shirts, sweatshirts or hoodies (hood to remain down) are acceptable. Before October 15th and After May 1st, shorts are acceptable if they are not too short or too tight. Sandals that are attached to the foot with straps and have backs are allowed during those times.

The following are never allowed: spaghetti straps, low cut, strapless or crop tops, low-rise pants, dresses that are too short, anything too tight or revealing, ripped clothing, yoga pants, backless shoes, flip flops, hats on boys (unless it's hat day, or dangling earrings).

Leggings or tights may be worn only with a dress or top/sweater that extends to just above the knee.

There should be no objectionable symbols, pictures, or wording on clothing. No promotion of alcohol, cigarettes, drugs, racial, political, or sexual references allowed. If a student's attire is deemed inappropriate, they will be asked to call home and wait in the office until something more suitable is delivered by a parent.

Girls may wear nail polish on dress down day, but it needs to be removed before the following regular school day. If there is a doubt that something does not adhere to these guidelines, it probably doesn't

Gum:

Gum is not allowed at any time in St. Peter Roman Catholic School.

School Books:

School books, text or workbooks, are expensive. All books are to be carried to and from school in a well-maintained book bag. Upon receiving school books, all students and their parents should note the condition of said books and notify the teacher(s) of defacing of a book. Any student who deliberately defaces, ruins or loses a book, will have to replace the book at full replacement cost.

Lunch Program:

Hot Lunch options are available on a daily basis. Students must request their lunch choice during homeroom. A monthly lunch calendar will be provided and every effort will be made to honor the calendar. In addition, a la carte options (snacks and milk) will be available for sale. Lunch prices will be posted yearly by the cafeteria staff.

Any family believing that they are eligible for free/reduced lunch services offered by the federal government, have until October 1st to fill out the required paperwork. Parents are allowed to pre-pay for lunches. Deductions will be made as the child purchases lunches.

Field Trips:

The use of field trips to supplement the educational process is encouraged. Parents may be asked by the classroom teacher(s) to serve as chaperones. Younger siblings are not allowed on field trips. A signed permission slip must be provided to the teacher prior to any child being allowed to go on a field trip. Without a signed permission slip, the child will remain at school where they will work on school work. **NO verbal permission** will be allowed. All students are expected to demonstrate correct and proper behavior while representing St. Peter School on a field trip.

Safety Drills:

During the school year, NYS requires fire drills, evacuation drills and lock down and students are expected to walk quickly and quietly with their class towards the nearest exist. Due to the seriousness of these drills, infractions will not be tolerated.

School Records:

Consistent with the provisions of the Family Education Rights and Privacy Act of 1974, official records, files and data directly related to their child(ren) are available to parents upon request to the Principal and must be reviewed in his/her presence in the school office.

If parents change their address or telephone number, the school office must be notified as soon as possible. If a family has an unlisted number, be sure that the school has this number in case of emergency. It is important that parents can be reached at any time during the school day and/or during school events.

Report Cards:

Report cards for the 1st, 2nd, and 3rd trimesters will be sent home with the students on the dates specified on the school calendar. June Report Cards will be distributed after the last day of school and will include a supply list and a summer reading list for the next school year. If there is an unaddressed tuition delinquency or non-payment, Report Cards will be held until payment is made. Also, school records may not be released for the same reason.

Progress Reports:

Any student facing a serious academic problem or having shown outstanding effort following the end of the first five weeks of any given grading period, will have notification of such directed to the parent or guardian directly by the teacher with a copy filed at the school office.

In addition, parents are kept informed of progress during each quarter through a variety of methods used by the teachers. Corrected test papers and class work requesting a parent's signature may be sent home from time to time. Telephone calls are also made informing parents of a child's difficulties. Parents can keep in touch through the use of the School Portal. Please contact Ms. Ann Yarussi at ayarussi@stpeterrc.org for password and directions. Also please consider sharing the password with your student so they can access the account and see where they need to work just a bit harder.

Support Services:

If any parent is concerned that their child may need to be tested for learning or developmental problems, it is the parent's responsibility to contact Dr. Barbara Godshall at the Lewiston-Porter Central School District office. A phone call to Dr. Godshall and a letter with your child(ren) needs must be sent to the Lewiston-Porter Central School District Office as follows:

Lewiston-Porter Central School District
Attention: Dr. Barbara Godshall
4061 Creek Road
Youngstown, NY 14174

Phone Number: (716) 754-8281

The Principal and teachers of St. Peter Roman Catholic School will work with all families and Lewiston-Porter Central School District (or any other school district) to provide the best possible environment for all children.

Grades:

The following table provides marking scheme information for appropriate grade levels:

Grade Level Marking Scheme:

Pre-K = 1, 2 & 3

Kindergarten = 4, 3, 2 & 1

Grade 1 = 4, 3, 2 & 1

Grade 2 = 4, 3, 2 & 1

3-8 = Numeric grades for Religion, Language Arts, Mathematics, Science, Spanish, Health and Social Studies and all special areas.

Standards for Passing:

Passing marks for each grade level are as follows:

Pre-K = Teacher/Parent Conversation

K, 1 & 2 = Standard Based Diocesan Criteria

Grades 3 to 8 = 70%

Use of Actual Marks:

The use of actual marks on the student report card for grades 3 – 8 is permitted for ten points below the passing marks. For grades 4 and 5, it is permissible to use the actual mark from 70. Any mark below 70 is to be marked and circled on the report card. The grade of 70 is used to compute the quarterly final averages.

In grades 6 to 8, it is permissible to use the actual mark from 70. Any mark below 70 is to be marked and circled on the report card. The grade of 70 is used to compute the quarterly and final averages.

Computing Final Averages:

Grade 5 to 8 - In June, all quarter marks plus the June examination marks are used to determine a final average in each subject. To compute the final average, triple the sum of the quarterly marks, add the final examination mark and divide by 10.

Grade Promotion and Transfers:

When parents wish to transfer a student from a public school during the school year in the hope that St. Peter Roman Catholic School will promote a child that the public school has retained, it is the Principal's duty to inform the parents that we honor the promotion and retention policy of other schools.

Promotion Standards:

Factors to be considered in the promotion of a student may include:

- Class performance according to grade level requirements
- Student age and ability
- Performance on standardized tests where applicable
- Student achievement on grade level tests and examinations
- Successful achievement of required passing average

Retention:

Testing, diagnosis and actual performance may indicate that some students cannot complete a year's work in that time, therefore, it may become necessary to retain a pupil an additional year in a particular grade. A conference with the Principal, teacher, and parents/guardians will take place when necessary.

Criteria for Retention:

1. The student has failed to pass the major subjects, Language Arts, Mathematics, Science, Social Studies, Religion, at any given grade level. The list below indicates the specific failure(s) on each grade level that could result in retention at a particular grade level:

Kindergarten: failure to achieve competence in:

- Recognition of the letters of the alphabet
- Visual and audio discrimination of objects and sounds
- Gross and fine motor coordination
- Rote counting
- Maturation level
- Recommendation of Kindergarten teacher

Grades 1 & 2: Failure in Reading

Grades 3: Failure in Reading and Mathematics

Grade 4 & 5: Failure to achieve an overall average of 70% in the major subject areas of Religion, Language Arts, Spelling, Mathematics, Social Studies and Science and Health and/or a failure to achieve a passing grade in Reading.

Grade 6, 7, and 8: Failure to achieve an overall average of 70% in any core subject area.

2. The student has not demonstrated acceptable effort in achieving academic success. The following type of behavior indicates unacceptable effort:

- Consistent failure to complete school and homework assignments and projects,
- Consistent inattention to classroom instruction,
- Lack of preparedness for school assignments.

Homework:

Homework is an important part of a student's education and establishes a daily link between home and school. As such, homework offers parents an opportunity to be involved in the curriculum in an on-going basis.

Homework counts because it...

1. Reinforces skills and information learned in class.
2. Prepares students for upcoming topics.
3. Teaches self-discipline.
4. Teaches responsibility.
5. Aids the teacher in evaluating student progress.
6. Serves as a source of pride for the student.

Testing:

The testing for St. Peter Roman Catholic School includes regularly scheduled teacher-constructed classroom tests, ongoing teacher observations to check for understanding, and National standardized tests. The backbone of day to day evaluation in school is the classroom tests. Due to flexibility, it can:

- stimulate pupil interest
- motivate good study habits
- result in students doing well with their homework assignments
- establish identification of weakness and strengths
- create internal competitiveness & push to try harder
- establish a sense of constructive pride in achievement thus further building one's self-esteem

*Statewide testes (NYS ELA, EMA, and Science) are under review

Classroom tests and final examinations can be very helpful tools in assessing student progress and the effectiveness of instruction.

Final examinations are composed and administered by faculty based on the curriculum taught. Final exams will not be dispersed at the end of the school year. A copy of the final examination is kept on file for one year. If a parent/guardian has concern with his/her child(ren)'s final exams they are invited to call the school to view the final exam with the teacher.

Test Taking/Plagiarism:

Any student caught talking, cheating or being disruptive during any test, will be given an automatic zero grade for that test. The school will back the teacher completely in this. Such behavior may result in additional disciplinary action.

Students who plagiarize in their writing will be given a warning and a chance to redo the assignment for a lower grade. Second offences receive an automatic zero.

Report Cards:

- Grades Multi-age and Pre-K will use a narrative report to parents
- Grades K, 1 & 2 will receive a Standards-based report card
- Grades 3-8 will receive numeric grades

Awards and Honors:

Grades 3-8 will receive the following awards for academic achievement

High Honors: Academic Average of 96.0%- 100%

Honors: Academic Average of 90.0% - 95.9%

Merit: Academic Average of 85.0%- 89.9%

Valedictorian:

The 8th grade valedictorian and salutatorian will be determined by the following formula:

$$\begin{array}{l}
 6^{\text{th}} \text{ grade final average} \\
 + 7^{\text{th}} \text{ grade final average} \\
 + \text{Average of first two of three trimesters of } 8^{\text{th}} \text{ grade} \\
 \text{=====} \\
 \text{"X"} \\
 \text{"X"} \text{ divided by } 3 = \text{final determining grade}
 \end{array}$$

Religious Education:

Religious classes for all grades will be conducted daily. Our guideline is the Diocesan syllabus. Through our religious education program, we proclaim the message of Jesus, including instruction for the sacraments each year. The Sacrament of Holy Eucharist is offered at each liturgy.

All children in Grades Pre-K through 8 will plan and attend liturgy once a week. Parents are invited to join our school community at these liturgies. Catholic and non-Catholic students alike will participate in all religion classes, liturgies and activities.

Physical Education:

New York State Education Law states that all students shall participate in a physical education program. All children are required to take physical education classes twice a week unless excused by a physician. This excuse must be in written form, signed and dated by the parent or guardian, presented to the gym teacher who will then have it kept on file in the school office.

Sports/Extra-Curricular Activity:

St. Peter Roman Catholic School sponsors interscholastic and intramural sports, extra-curricular clubs and events, and school activities that foster student service, cooperation and teamwork in settings other than the classroom.

Participation in any event outside of the normal school curriculum is a privilege and not a right. It is granted at the sole discretion of the Principal after taking into account academic performance, attitude, and behavior. **No student who is currently failing a core subject, who has excessive absences or tardiness, or who has outstanding disciplinary problems will be allowed to partake in any extra-curricular activity.** Participation in the sports program of St. Peter School is governed by the Sports Handbook of the Diocese Buffalo.

PLEASE NOTE:

1. In order for any child to participate in an after school sports related program sponsored by St. Peter School, they **MUST**:

- a) have a current physical exam (less than one year old) with physician's written approval filed with the school office;
- b) be covered by current health insurance;
- c) maintain good academic standing, generally defined as a C or higher average, or to the student's potential as determined by the school principal;
- d) have a registration form completed by a parent and/or guardian filed with the school office;
- e) have a signed and dated written approval from a parent and/or guardian filed with the school office in order to receive a uniform;
- f) have a uniform agreement signed and dated by both the athlete and his/her parent and/or guardian
- g) pay the uniform deposit fee to receive a uniform;
- h) have a participation/service hours agreement signed and dated by both the athlete and his/her parent and/or guardian filed with the school office; and
- i) attend a minimum of five (5) practices before participating in games. (This rule will be waived only in the event 5 practices were not scheduled or an extenuating circumstance, approved by the principal, prevented attendance.)

2. Parent and/or guardian must make provision for transportation to and from the sports activity including practices and games. Parents can also sign up for any provided carpool opportunities by filling a written, signed, and dated approval with the school office. Parents who choose to arrange carpools outside of school arranged opportunities do so at their own risk.

Sports Participant Responsibilities and Code of Ethics:

Students must:

- Act in a Christian way exhibiting good sportsmanship, both on and off the court/field. Respect opponents, officials, coaches, teammates, and spectators at all times.
- Remember sport team participation is a privilege, not a right. Remember it is an opportunity to learn and have fun, not just to please parents or coaches.
- Show good sportsmanship or they may be asked to leave the team. We have **ZERO TOLERANCE** for bullying, hitting, or foul language during practices or games.
- Accept both victory and defeat with pride and honor – never be boastful or bitter.
- Maintain acceptable grades (class work, homework, projects, tests, etc) and strong effort in school work.
- Maintain good behavior in school and at school events. Choose to make yourself proud. Remember you represent your school in all you do.
- Use self-control.
- Listen and learn from the coach. All participants must work hard to improve skills and help the team.
- Follow all the rules and regulations set by the school, coach and sport.
- Respect the judgment of the official. Never argue or show disrespect to the officials. Only the captain should communicate with the officials regarding clarification of a rule.
- Attend all practices and competitions. If a player is unable to attend, he/she must notify the coach in advance.
- Attend the full school day of a practice and/or competition.
- Accept responsibility of representing the school and community.
- Return all school property, including uniforms, to the coach in a timely manner. If the uniform is not returned, the student's report card can be withheld. If the uniform is lost, the school may assess a fee to replace it and the report card may be withheld until the fee is paid.

Parents must:

- Encourage good sportsmanship, effort, and teamwork from student athletes, coaches, and spectators.
- Model Christian behavior for all students, spectators, and coaches. Remember you represent your school and your child in the community.
- Respect the judgments of the officials and the efforts, time and strategies of the coaches.
- Remember that athletic experiences are learning opportunities for the player. It is supposed to be fun for the student. Encourage, but don't pressure participation in sports. Make sports part of your child's life, not everything in his life.
- Keep winning in perspective; help your child do the same.
- Help your child(ren) meet the responsibilities to the team and to the coach.
- Place academics as a priority...schoolwork is still the primary task of the students.
- Let the coach guide and instruct your child during competitions and practices.
- Cheer for the team. Acknowledge the efforts and successes of the opponents.

Grades 6, 7, & 8 - Lockers:

Lockers are provided to each student in Grades 6, 7 and 8. This is a privilege. Each student is expected to show pride and care to ensure that their locker is well maintained. It is expected to be kept neat and orderly. No scotch tape is allowed to affix anything. Do not write or deface the locker in any way.

School locks must be used. These are loaned to students for their top and bottom lockers.

Your teacher will assign you your locker. Do not share your locker combination with anyone other than your teacher or Principal because each student is responsible for their locker and its condition. Lockers are to be closed and locked at all times.

Computer Acceptable Use Policy:

All members of St. Peter Roman Catholic School (faculty, staff, and students) are required to have on file with the computer teacher a signed copy of the "Acceptable Use" policy which outlines an understanding of appropriate/inappropriate use of computers and the internet.

Electronic Devices:

Students are not to have cell phones or any electronic devices in their possession at any time in school. These devices are to be left at home, as they can be a distraction to learning. If a cell phone or any electronic device is brought to school, it will be taken away. Parents will need to come to school to retrieve the item. If your child has a problem during the day that requires him/her to contact parents at home or work, they must report to the school Secretary/Principal for the appropriate action. Parents will be contacted through the main office phone as needed.

Skateboards/Rollerblades:

Skateboards and roller blades are not permitted on school grounds. Any student who violates this ruling will lose their skateboard or roller blades until their parent or guardian may pick it up at the school office.

Authority of School Personnel:

The authority of every teacher, substitute teacher, teacher assistant, religious staff, priest, coach, cafeteria assistant, librarian, administrator, nurse, bus driver, maintenance worker, custodian, secretary, parent volunteer or any adult responsible for the safety, health and education of our students are to be obeyed and shown respect at all times in all places on the school campus, including all buildings and grounds, as well as off campus, while at school sponsored activities. Any student who is disrespectful or disobedient towards any of the above mentioned persons, or who violates any safety rule or another individual's basic rights, will receive disciplinary action. Behavior such as excessive talking in class, discourtesy and/or disrespect to faculty, staff, fellow students or parents, use of improper language (verbal or hand/arm gestures) and general lack of cooperation are not acceptable and will not be tolerated.

St. Peter RC School Student Expectations:

St. Peter's students represent their school at all official school functions, field trips, sporting events, and while in transport. Since the school is responsible for its students during these times, students at these events are governed by St. Peter's discipline policy. This includes and extends beyond any discipline that may be given by a coach, or event supervisor.

Expectations for All Students

- Students are expected to treat themselves, each other, and adults with respect.
- Older students are expected to watch out for the safety of younger ones.
- Students are to greet adult visitors to their classrooms properly.
- Students are expected to walk quietly through the hallways and stairwells.
- Students are expected to follow **all** rules and stated codes of conduct.
- Students must follow the dress code.
- Students will be present and on time each day.
- Students will bring all necessary books and supplies to class.
- Students will complete all assigned work on time.
- During fire drills, students will remain quiet and orderly following the teachers' instruction.
- Students will respect the school property and the property of their peers and teachers.
- Students will be expected to be cooperative and courteous at all times. These expectations apply to all school-related activities, on the bus, and off campus activities.

Conduct Policy

St. Peter Roman Catholic School is a Catholic Educational Community with Catholic Doctrine and Values as the basis of its curriculum and environment. Our mission is to provide a high quality education in this tradition.

The approach to discipline is based on mutual respect, kindness, firmness and consistency. The school depends on the support and backing of the parents for an effective and positive discipline program. Well-ordered classes, which create an atmosphere conducive to learning, will support an effective school program. Positive discipline aids in the development of students who will respect themselves, their classmates, their teachers and staff, volunteers and duly constituted authority. Discipline in a Catholic school is an essential aspect of Christian development, not a punishment.

The purpose of St. Peter's Conduct Policy is:

- To guide students toward an appreciation of the importance of developing responsibility and self-control.
- To foster respect for duly constituted authority.
- To provide a classroom/school atmosphere that lends itself to optimum teaching and learning.
- To help build a sense of Christian Community.

Zero Tolerance Policy

St. Peter Roman Catholic School will not tolerate bullying, unkindness or disrespectful behavior. Each case will be handled on an individual basis.

Expulsion Policy

The permanent dismissal of a student for disciplinary reasons is an extreme measure and will be enacted only as a last resort. Expulsion may occur when a crime, immorality, or disruption constituting a threat to the physical or moral welfare of other students or the good order of the school is involved.

Student Behavior Programs

In grades Pre-K to 5 the homeroom teachers set up behavior and classroom management plans for their students. These plans are reviewed by the Principal. The homeroom rules and consequences are enforced throughout the other classrooms that student will visit.

If at any time a teacher in grades 3 through 5 required a student to stay after for detention, due to not coming to class prepared, or for disciplinary reasons, the student must complete the detention prior to any sports or after school activities. If a student does not fulfill this requirement the he/she is not allowed to attend any sports or after school activities.

Possible Rewards for good conduct:

1. Positive self-esteem
2. Compliment from faculty/staff/principal/volunteers
3. Awards at Mass (theme related)
4. Dress Down Day
5. Public address recognition
6. Participation in special reward activities (ex. Breakfast, lunch, prizes, events)
7. Tri-annual drawings for prizes, rewards

Disciplinary Actions: (Grades 6-8)

- 1) Warning given by faculty or staff.
- 2) Removal of property.
- 3) Parental notification by teacher. (telephone)
- 4) Warning by Principal.
- 5) Parental notification by Principal. (telephone)
- 6) Loss of privileges. (ex. eating with class, movie, class party, etc.)
- 7) Disciplinary write up, sent home for parent signature.
- 8) Detention. (all extracurricular activities are suspended until detention is served.)
- 9) Written behavior contract signed by student.
- 10) Parental conference/probationary agreement.
- 11) In-school suspension.
- 12) Out of school suspension – 2 days.
- 13) Out of school suspension – 5 days
- 14) Ineligibility to participate in extracurricular activities.
- 15) Expulsion.
- 16) Criminal prosecution
- 17) Community service/restitution to school

Consequences for the following FIRST offenses:

- 1) Non-compliance with uniform code including untucked shirt. (1)
- 2) Late or unprepared for class. (1)
- 3) Excessive talking in class. (1)
- 4) Misbehavior during an emergency drill or in church. (1)
- 5) Chewing gum (1)
- 6) Eating/drinking (other than plain water) outside of cafeteria (1, 2)
- 7) Running or excessive noise in the halls, fooling around in lavatories. (1)
- 8) Inappropriate cell phone or other electronics usage. Possession of non-dangerous contraband. (1, 2)
- 9) Littering. (1)
- 10) Inappropriate language. (1, 3, 4, 5, 6)
- 11) Arguing between students. (1, 3, 4, 5, 6, 7, 8)

Consequences for the following FIRST offenses:

- 12) Disturbing class, purposeful noncompliance with cafeteria/classroom/school rules. (4, 6)
- 13) Antagonistic toward class routine. (4, 6)
- 14) Disrespectful, discourteous or defiant behavior toward teacher or staff. (4, 6)
- 15) Unkind or hurtful behavior toward another student or silently witnessing such and failing to report it to a teacher/staff member. (4, 6)
- 16) Not following a reasonable request from a teacher or staff member. (4, 6)
- 17) Being someplace other than where scheduled to be. (4, 6)

Consequences for the following offenses:

- 18) Repeated offenses of #1-15: (7 and 8, possibly 17)
- 19) Roughhousing or horseplay. (7 and 8)
- 20) Physical altercation between students-first offense. (7 and 8)
- 21) Unspecified participation in mischief – first offense. (7 and 8)
- 22) Cheating (7 and 8, possibly 17)

Consequences for the following offenses: (as per discretion of the principal)

- 23) Attempting to cause or causing physical harm to another student. (7 and 8, plus one or more of following depending of severity – 9, 10, 11, 12, 13, 14, 15, 16)
- 24) Threats toward anyone. (7 and 8, plus one or more of the following depending on severity – 9, 10, 11, 12, 13, 14)
- 25) Stealing. (7, 8, and 14, possibly 17)
- 26) Vandalism/destruction/defacement of school property - lockers, textbooks, etc. (7 and 8, plus one or more of following depending on severity – 9, 10, 11, 12, 13, 14, 15, 16, 17.)
- 27) Leaving school property without permission. (7, 8 and 10)
- 28) Misbehavior on bus or at a school-sponsored event. (1-15)

Consequences for the following offenses:

- 29) Chronic misbehavior of any kind. (7, 8 and 9. Possibly 10, 11, 12, 13, 14, 15, 17)
- 30) Possession of drugs, weapons, inappropriate material, or illegal substance. (7, 8, 13 and 14, possibly 15 and/or 16)
- 31) Plagiarism. (2, 7, 8, and 9, possibly 17, plus 0% on the assignment.)

Inability to Participate may include the following activities:

1. Assemblies
2. After school clubs
3. School Musical
4. Student Council
5. Field Trips
6. Sports
7. Class parties
8. Lunch with classmates

Violence and Due Process Procedure:

SPS has a zero-tolerance policy for acts or threats of violence. The following procedure will be followed:

1. Parents of the parties involved will be notified immediately by telephone.
2. An investigation will be conducted.
 - a. the parties involved will be questioned
 - b. teachers or staff members who witnessed the action will document in writing.
 - c. students who witnessed the action will be questioned.
3. A conference will be conducted between the parties involved, parents and principal.
4. A letter of explanation to all parents will be sent home as soon as possible, containing any information that does not break the law of confidentiality, assuring them that the safety of their children is a priority and proper measures have been taken to ensure such.

Search and Seizure Policy:

Desks and lockers are the property of SPS and may be inspected at any time. Backpacks may be searched for questionable items or while conducting investigations dealing with improper behavior. The following items should NEVER be brought to school:

- | | |
|-----------------------------------|-------------------------|
| - alcohol | -illegal drugs |
| - weapons/items useful as weapons | -cigarettes |
| - inappropriate written material | -inappropriate pictures |
| - fireworks | -toys |

Drugs prescribed by doctors, throat lozenges, inhalers, etc. should be accompanied with appropriate note and kept in the office.

Believing that discipline fosters growth in self-awareness, self-esteem and self-expression while maintaining a safe and orderly environment conducive to learning, SPS strives to follow a system of positive recognition, intervention, and logical disciplinary consequences. A "strict is fair" policy will be followed as much as humanly possible. The administration reserves the right to objectively determine discipline based on the seriousness of a particular infraction and discipline history. Circumstances often require administrative prerogative and administration may not be at liberty to disclose such circumstances to the general community.

Technology - School computers, iPad and Chromebooks:

There is a separate acceptable use policy for the school computers and iPad. Students and parents should read and sign the agreement at the beginning of each school year.

Cafeteria Reminders:

ALL Students should:

- walk at all times.
- be patient and mannerly while waiting in line.
- speak politely and use in-door voices.
- use good table manners and health habits.
- keep eating place clean (floor, chair and table).
- eat only their own food.
- keep hands, feet, and objects to themselves.
- be respectful to the adults helping in the cafeteria.
- remain in their assigned seat with their own class for the duration of lunchtime.
- NOT return to their classrooms or lockers for forgotten items.
- sit properly on chairs and refrain from getting up and down repeatedly
- Practice kind conversations with all in cafeteria at all times

Elementary students should:

- raise their hand to ask for help, permission to use the lavatory, to purchase snacks, or throw out garbage.
- remain sitting at assigned seat until teacher arrives.
- make sure eating area has been cleaned of all trash and crumbs before lining up.
- Eat ONLY your food, not your friend's food.

Middle School students have special PRIVILEGES (which can be revoked).

They may:

- Assume they have permission to purchase snacks, use the lavatory, throw out their garbage, and get drinks from the fountain.
- Middle School students must ask to leave the cafeteria and sign-out to go to the library or computer room.

Students must clean up their area after eating and obey any school adult. If a student doesn't follow the rules, he/she will be reminded of cafeteria rules. If a student does not comply with the rules, he/she will report to the Principal.

Lavatories/Corridors Policy:

Discipline is maintained in the hallways to prevent accidents and out of courtesy to classes in session. Students must walk, speak only when necessary, and stay in line with their classmates.

Lavatories are to be left in order after each use. Students are not to use the lavatories as a place of gathering and socializing. Students should not deface school property at any time. A violation of this will result in stern disciplinary action.

Weapons, Drug and Cyberbullying Policy:

St. Peter Roman Catholic School has a **ZERO TOLERANCE POLICY** towards weapons, drugs and misuse of technology. Any student bringing a weapon to school and/or in the possession of drugs including alcohol or to be found involved in abuse of electronic media deemed to be cyberbullying will be subject to expulsion from our school and possible legal action from the Lewiston Police Department and State of New York.

Smoking Policy:

Smoking will not be tolerated under any condition and will result in disciplinary action. We also request that parents refrain from smoking on campus or school sponsored activities. Our campus is smoke free at all times.

United States Department of Education

No Child Left Behind Act of 2001

Title IV Part A – Safe and Drug free Schools and Communities

Part C – Environmental Tobacco Smoke

- ✓ Prohibits smoking in any indoor facility owned, leased or contracted for and utilized for kindergarten, elementary, or secondary education or library services to children.

New York Education Law

Article 9 School Buildings and Sites, Section 409

- ✓ Prohibits tobacco use by anyone on school grounds. School grounds are defined as any building structure and surrounding outdoor grounds contained within the school's legally defined property boundaries.

New York Education Law

Article 17 Instruction in Certain Subjects, Section 804

- ✓ Requires all schools to include instruction discouraging the misuse and abuse of tobacco. This instruction shall be included in health education provided for all elementary school pupils taught by the classroom teachers or teachers certified to teach health education. In junior or senior high schools, instruction shall be an integral part of required health education at each of these levels.

Commissioner's Regulations

Subchapter G, Part 135 Health, Physical Education and Recreation

- ✓ Requires the trustees and boards of education to provide a satisfactory program in health education in accordance with the needs of pupils in all grades, including instruction concerning the misuse of the tobacco.

New York Public Health Law

New York State Clean Indoor Air Act, 2003

Article 13 –E Regulation of Smoking in Certain Public Areas.

- ✓ Prohibits smoking in nearly all workplaces, including all schools, school grounds, and places of employment where services are offered to children and any vehicles used to transport children or school personnel. School grounds are defined as any building, structure and surrounding outdoor grounds contained within the school's legally defined property boundaries.

(Requires "Smoking" or "No Smoking" signs, or international "No Smoking" symbol, which consists of a pictorial representation of a burning cigarette enclosed in a circle with a bar across it, to be prominently posted and maintained where smoking is regulated.)

Sexual Harassment Policy:

Under absolutely no condition should anyone be harassed for sexual favors in return for gifts, grades, and/or silence on issues or for any reason whatsoever. St Peter School has a **ZERO TOLERANCE POLICY** for this type of behavior, be it from an adult to a student, adult to adult, student to student or student to adult. Should this situation occur, it **MUST** be reported immediately to a trusted teacher and the Principal.

Bullying Policy:

At St. Peter School we believe that everybody should enjoy our school equally, and feel safe, secure and accepted regardless of color, race, gender, popularity, athletic ability, intelligence, religion and/or nationality.

Bullying can be pushing, shoving, hitting, and spitting, as well as texting, instant messaging, name calling, picking on, making fun of, laughing at, and/or excluding someone from a group activity. Bullying causes pain and stress to victims and is never justified or excusable as "kids being kids," "just teasing" or any other rationalization. The victim is never responsible for being a target of bullying.

We expect all students to respect each other and uphold our Catholic values at our school. St. Peter Roman Catholic School has a **ZERO TOLERANCE POLICY** for this type of behavior, be it from an adult to a student, adult to adult, student to student or student to adult. Should this situation occur, it **MUST** be reported immediately to a trusted teacher and the Principal.

Any student or adult that seriously and continually bullies another student will be subject to expulsion from our school and possible legal action from the Lewiston Police Department and State of New York.

Inappropriate Material Policy:

Under no condition whatsoever, may anyone bring materials of a suggestive nature to St. Peter School. These materials are offensive to the teachings of Christ and contrary to Christian values and the moral teachings of the Catholic Church. A violation of this will result in stern disciplinary action. This policy includes access via the computer/internet.

Home and School Association:

The Home and School Association (HSA) is a partnership between the student's family at home and the staff at school.

Purpose

The duties of the HSA are to provide (1) financial support to the school by sponsoring fundraisers; and (2) volunteers to coordinate and facilitate fundraisers and activities for the benefit of the school, its staff, and the students.

—Financial Contribution to Parish

As part of its financial support to the school, the HSA, on behalf of its membership, is accountable for a significant financial contribution for the school year. (Please refer to annual Mandate Guidelines for more information.) The HSA pays its contribution by fundraising. The contribution to the parish is to help cover the costs of school operations and instructional staff. The school depends on parish subsidies, fundraisers, and grants, along with tuition payments, to meet these expenses.

—Mandate Paid by Families

For a portion of each family's tuition, an alternate form of payment called the "mandate" is offered. The mandate is a form of a tuition payment owed by families; it is not a voluntary donation. But families have a choice in how to pay the mandate: earn credit by participating in fundraisers, write a check/pay cash, or a combination of both as outlined in the annual Mandate Guidelines and Mandate Financial Agreement.

HSA Leadership

The HSA is led by an executive board as outlined in the HSA Bylaws. The Board is assisted by three (3) standing committees: marketing, finance, and by-laws. Volunteers for committees are welcome. (Please refer to bylaws for more information.)

HSA Membership

By enrolling your child(ren) in the school, you are automatically a member of the HSA and granted all the rights and responsibilities of membership.

As a member, you are entitled to attend and speak at meetings, run for and hold office, vote in elections and on proposals, join and lead committees, serve as representatives of the school in the community, and participate in HSA activities.

As a member, you are responsible for volunteering your time, effort, and talents to assist with duties of the organization, and the events and activities sponsored by the HSA for the good of the school.

Any member may volunteer or self-nominate for a position on the Board, a standing committee, or to be a chairperson.

Member's Responsibilities

—Financial

Three options are provided in the annual Mandate Financial Agreement from which a family may choose to meet its mandate obligation. A family may choose to fundraise, pay the mandate in full at the beginning of the year (“buy-out”), or enroll in FACTS to make monthly mandate payments. If a fundraising family fails to meet their minimum fundraising amount, the family will be billed the outstanding debt owed for mandate. (See annual Mandate Financial Agreement for more information.)

The mandate amount is a minimum; any amount raised above the mandate amount is greatly appreciated as it goes towards funding student activities.

Fundraising opportunities are listed in the annual Mandate Guidelines. Please note that fundraisers are subject to change at the discretion of the school and HSA.

—Service Commitment and Participation

All activities rely on volunteers, and every HSA activity requires a coordinator or chairperson. Families are expected to participate in HSA fundraising activities by giving their time and talents regardless of their payment election. Each family is asked to commit to working, or providing help with, at least one activity. Families will have an opportunity to sign-up for activities at the first HSA meeting in September. Families that do not commit to volunteering will be contacted by either the HSA or the school office to volunteer.

Mandate Report and Billing

Fundraising reports are generated by the HSA chairpersons and committees. The reports are sent to the school administration, its school board, and the Diocese of Buffalo. The school office staff uses the reports to track families' mandate payments, along with their regular tuition payments. Periodical mandate statements will be prepared by the office staff and sent to the families. A family may contact the office staff for their mandate balance.

By June 15, a final mandate report will be sent to each family. If a family has not paid its mandate in full by the end of the reporting period, a bill will be issued to the family and the family will be obligated to pay its debt owed to the HSA. (Please refer to the annual Mandate Financial Agreement for more information.)

MANDATE IS NOT OPTIONAL. FAILURE TO PAY MANDATE IS A FAILURE TO PAY TUITION. ANY OUTSTANDING AMOUNTS OWED AT YEAR END WILL BE ADDED TO THE TUITION BILL FOR THE FOLLOWING YEAR AND THE OBLIGOR WILL BE REQUIRED TO ENROLL IN FACTS TO ENSURE TIMELY PAYMENTS ARE MADE.

Disclaimer:

All policies contained in this handbook are subject to revision by the Principal and Pastor at anytime and depending on the severity and nature of the situation.