



SS. Peter & Paul, a Catholic Community School

2017-2018 Parent/Student School Handbook

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Dear Parents and Students,

Saints Peter and Paul, a Catholic Community School is so very pleased and blessed to have you as part of our family! Whether you are a returning family, or new to us this year, we trust you will find a warm welcome and a grace-filled home. We are a better school because you are here!

We, the administration, teachers and staff, look forward to working together with you to provide a wonderful atmosphere of faith, kindness and openness allowing everyone to grow and develop to their true God-given potential.

This Parent/Student Handbook reflects the policies of Saints Peter and Paul, a Catholic Community School for the 2017-2018 school year. We ask you to read the Handbook carefully and then sign the agreement form stating that both you and your child(ren) understand and agree to abide by the policies of Saints Peter and Paul, a Catholic Community School during the upcoming academic year.

As we all pray and work together, we will continue to promote academic excellence, spiritual growth and physical maturation in the context of the teachings of our beautiful and rich Roman Catholic tradition.

Let us all, with the help of our Lord, make this the best year ever!

Peace always,

Father Arthur E. Mattulke

Pastor

Philosophy

SSPP School focuses primarily on the process of developing the potential that lies within each of our students. This process is nurtured in an atmosphere of kindness, love and understanding of each child entrusted to our care.

Our students are encouraged to view themselves as unique, valuable children of God, and capable individuals worthy of respect. Within the framework of love of God and acceptance of others, our students are given ample opportunity to experience spiritual growth and a deeper understanding of and respect for their Catholic Faith and Christian Principles.

We implement an instructional program designed to meet or exceed New York State Department of Education and Diocese of Buffalo mandates, emphasizing enrichment activities that provide communication skills, creativity and independence. To treat each child as an individual is our conscious concern and practice.

*“Let it be known to all who enter here,
that Jesus Christ is the reason for this school,
the unseen presence in all its classes,
the model of its faculty,
and the inspiration for its staff and students”*

History

The tradition of Saints Peter and Paul School began humbly in the early 1860s when a small wood frame school house at 83 East Main Street in the village of Hamburg was opened. Mr. Pius Schwert of East Eden was the first teacher. As enrollment grew, a larger brick school house was built at the corner of East Main and Pine Streets. Father Vincenz Scheffels dedicated the new school on August 27, 1874 under the motto: “Give me the youth and I will give you the future”. At the same time, Sister M. Juliana and Sister M. Robertina of the Third Order of Saint Francis took charge of the school ushering in a tradition of Franciscan sisters teaching at Saints Peter and Paul that would last for more than 100 years.

In June 1921, under the leadership of the Rev. Anthony Veit, plans were made to build a new school at the current 68 East Main Street site. The cornerstone was laid on November 13, 1921 by Rt. Rev. Msgr. Nelson Baker, then vicar general of the Diocese of Buffalo. The new school building began operations on September 22, 1922. It also for the first time included a high school. The first graduating class for the high school was in 1926. By 1933, with continued enrollment growth in the elementary school and new options for Catholic high schools in the south towns (Saint Francis High School and Immaculata Academy), Saints Peter and Paul discontinued the high school. Its last graduating class was in June 1933. In 1953, as enrollment continued growing, plans were made for

an expansion of the school. In September 1954, classes began in the newly enlarged building. By September 1956, school enrollment exceeded 1000 students!

In 1981, a lay principal took over administration of the school and in 1989, with their congregation diminishing in number, the last Franciscan sister teacher left the school completing a more than 100-year legacy of service by the Franciscan sisters at Saints Peter and Paul School.

In the spring of 2001, under the leadership of Rev. Mark Wolski and with an eye toward the future, planning began for a parish center and school renovation that would include a new, 'high school size' gymnasium, new stage, computer lab, library and reading resource lab. The new parish center and school renovation were dedicated on October 8, 2006 by Bishop Edward U. Kmiec. The science lab was upgraded in 2013, followed by an upgrade of the cafeteria in 2015.

In the fall of 2014, a consolidation of elementary schools took place in the Diocese of Buffalo resulting in the creation of Saints Peter and Paul, a Catholic Community School serving the south towns communities of Hamburg, Boston, Orchard Park, Eden, North Collins and surrounding areas. Today under the leadership of principal Sister Marilyn Ann Dudek CSSF and the pastor Rev. Arthur Mattulke, a dedicated group of lay teachers and staff continue the work of providing an academically rigorous, well rounded, Catholic education at Saints Peter and Paul, a Catholic Community School.

I. ADMISSION AND FINANCIAL POLICIES

Admission and Registration

Nondiscrimination Policy

Tuition

Admission and Registration

The mission of the Catholic school, as is the mission of SSPP, is an extension of the evangelizing mission of the Catholic Church. All Christians and non-Christians are welcomed where openings exist.

All students participate in the religious education program in the school, which includes respectful attendance at prayer and worship celebrations, as well as participation in the religious instruction.

SSPP admits students desirous of a Catholic education and whose educational and physical needs can be met by the school. The school administration makes the final determination on the school's ability to meet those needs.

All children will be considered for acceptance. Parents must submit copies of report cards and test scores (excluding NYS test scores) at the time of application. No student will be accepted to the school until all records have been submitted to SSPP.

These records will be reviewed to determine whether the program at SSPP School will meet the educational needs of the student. An interview with the parent and student (grades 1-8) is part of the admission process.

The requirements for admission to SSPP are as follows:

- A child must be of legal school age to enter Kindergarten. The entrance age for Kindergarten is 5 years old ON or BEFORE December 1st of the entering year. Pre-K 4 students must be 4 years old ON or BEFORE December 1st of the entering year.
- New York State requires that a child be immunized and proof of immunization must be presented at registration (see Health Regulations).

In decisions about admission:

- Families registered at SSPP Parish or other Catholic parishes that do not have a school are given preference.
- Families registered at parishes with Catholic schools and families with no parish affiliation are accepted at the non-parishioner tuition rate.

Registration for school is held during the month of January for families already enrolled at SSPP School. Open registration begins in February for Pre-K through Grade 8. Registration forms are available in the school office during school hours of 9:00 a.m. to 2:00 p.m.

Please note: Generally, it is the policy of SSPP School that once a student leaves the school he/she may not return unless the following conditions apply:

- The student's current school closes
- A student left due to his or her family's relocation, and now is returning to the area

Exceptions may be given, but they are at the discretion of the principal and pastor.

The following records must be presented at the time of registration/transfer:

- Birth Certificate
- Baptismal date and location or a baptismal certificate (if applicable)
- Health Record
- Immunization Record
- A non-refundable registration fee
- Report card from previous school attended (if applicable)
- Record of IEP (if applicable)
- A copy of any custodial agreement that is currently in effect
- Other pertinent information that may relate to a child's school performance.

The child must be able to meet academic requirements at various grade levels.

Nondiscrimination Policy

The schools of the Roman Catholic Diocese of Buffalo do not discriminate against any person in consideration for any appointment and/or position of employment, administration of educational policies, admissions, scholarship and loan programs, and/or the administration of athletic and other school-oriented programs by reason of any status protected by Federal and/or New York State law and/or regulation, except, that, as a Roman Catholic religious institution affiliated with the Roman Catholic Diocese of Buffalo, these schools may limit any appointment and/or position of employment and may give preference, in any such appointment and/or position, to members of the Roman Catholic faith and may take such action and make such selections as are determined by it to promote the Roman Catholic teachings and principles on which it was established and except that, with regard to admissions to school, our schools may give preference to Catholic students and may limit admission to one gender in same-sex schools.

This policy supplements and expands a prior policy contained in the “Administrative Handbook for Elementary Schools in the Diocese of Buffalo” (revised 2000), pages E5-E7.

SSPP School shall not discriminate on the basis of race, sex, color, national and ethnic origin, age (in accordance with the law), and physical or learning disability (if, with reasonable effort on the part of the school, the student with special needs could be accommodated). The school administration makes the final determination on the school’s ability to meet those needs.

Tuition

For the 2017-2018 school year, tuition intake will cover less than 60% of the operating cost of the school. Parents Guild fundraising, diocesan Catholic Tuition Grant Program funds, reimbursement by the State of NY for mandated services and ultimately the parishioners of Saints Peter and Paul parish cover the remaining 40% plus of operating costs. Salaries and benefits for teachers, school administration and school staff comprise 80% of the operating cost of the school. The school is dependent on parents faithfully covering their tuition obligations in order to cover the school payroll.

Tuition Charges For 2017-2018

	<u>Parishioner Rate</u>	<u>Non-Parishioner</u>
One Child	\$3,195	\$4,235
Two Children	\$5,432	\$7,200
Three Children	\$6,710	\$8,894
Four Children	\$7,029	\$9,317

Pre-K4 Full Day	\$3,350	\$3,845
Two Children	\$6,365	\$7,305

The “Parishioner Tuition Rate” is extended to parishioners of Saints Peter and Paul and to active parishioners of other Catholic parishes (as long as that parish does not have a school). Parishioners from other Catholic parishes must provide a signed CTGP (Catholic Tuition Grant Program) form from their parish, due at time of registration, in order to receive the “Parishioner” tuition rate.

Until that form is received, they will be billed at the “Non-Parishioner” tuition rate.

Fees

- **Registration Fee:** \$105.00 per family is due at registration. Registration fee holds your place in the class and is not refundable.
- **Art, Book, Supply Fee (ABS):** \$95.00 per family is due with first tuition payment.
- **Student Insurance Fee:** \$15.00 per student is due with first tuition payment.

Tuition Payment Options

- Full payment of tuition and fees by August 15, 2017, less \$105.00 discount.
- Payment of tuition and fees through SMART Tuition starting August 2017 through May 2018.

Incidental school expenses (field trips, scholastic supplies, sports fees, etc.) are collected in school outside of the SMART system. SSPP will do our best to make you aware of these expenses well in advance.

Tuition Refund Policy

Requests for tuition refund will be calculated on a per diem basis up until November 30, 2017. There will be no refunds after November 30, 2017 and remaining tuition obligations are still due.

Delinquency Policy For Tuition and Fees

SSPP depends on timely payments of tuition in order to cover school payroll. It is the parent’s responsibility to faithfully make tuition payments or, if a problem develops, to contact the pastor of Saints Peter and Paul Parish for potential alternative arrangements.

If tuition payments fall into arrears without parents contacting the pastor for help, expect the following:

-At 30 days past due, parents will receive notification in writing of the past due amount. Parents will have 15 days to address the delinquent payment or to contact the pastor to make alternative arrangements.

-At 60 days past due, unless alternative arrangements are made, the school considers the tuition account delinquent and reserves the right to turn over the account for collection. Any legal or collection fees will be the responsibility of the parent(s) or legal guardian(s). Students will not be allowed to participate in school year end activities such as field trips and graduation. Transcripts and final report cards will be withheld pending satisfaction of outstanding tuition obligations. Students will not be allowed to start a new school year if there is an outstanding tuition obligation from a prior year.

As the parent(s) or legal guardian(s), you agree to reimburse us the fees of any collection agency, which may be based on a percentage at a maximum of 33% of the debt, and all costs and expenses, including reasonable attorney's fees, we incur in such collection efforts.

Tuition Assistance

Saints Peter and Paul Parish is committed to helping families needing financial assistance or facing temporary hardships to send their children to Saints Peter and Paul, a Catholic Community School. Parents are encouraged to seek assistance as follows:

BISON Children's Scholarship Fund: Applications for financial assistance can be made by February 28 for the coming school year at www.bisonfund.com.

Saints Peter and Paul Tuition Angels Financial Assistance: Applications for financial assistance can be made through the SMART AID website. All financial information shared with SMART AID is kept confidential. Aid is available for grades K-8. Assistance awards are made based on calculated family need and funds currently available. To apply, go to www.smartaidforparents.com. If you do not have an account already, you will need to create one. The school code for SSPP is 12489. There is a \$35 processing fee for the application.

Saints Peter and Paul Tuition Angels Hardship Assistance: Families facing sudden, temporary hardships such as the loss of a job or family member medical situation should contact the pastor of Saints Peter and Paul Parish for this type of assistance.

II. ATTENDANCE POLICIES
Arrival Procedures and Regular School Day
Comprehensive Attendance Policy
Child Care
Dismissal Procedures
Dismissal Plan Changes
Post-Dismissal Access to the Building
Transfer Policy
Transportation

Arrival Procedures

Students who arrive by car can be dropped off in two ways:

- 1.) Please use Lot 3 when driving through to drop off students. A staff member is always present to supervise. There will be three parking spaces adjacent to the gym for families to park and assist children getting in or out of car seats. We ask that drivers utilize these spots so that the flow of traffic can continue. (For a diagram of the parish and school campus to help identify the parking lots, please visit <http://www.sspeterandpaulhamburg.org/84>.)
- 2.) If you need to assist a child getting out of his/her car seat and would like to walk them into the building, we ask that you park in Lot 1 located off of East Main Street.

We highly recommend that those using car seats/boosters utilize Lot 1 (East Main Street). This will help ensure that Lot 3 does not get congested and that traffic is not backed up on Pine Street. There is a sidewalk near Lot 1 to lead you to the gym.

Directional arrows now mark in and out paths for traffic flow in Lot 1. For the safety of all our children, we continue to ask that all vehicles follow the arrows and park in a space before allowing the children to leave the vehicle. Please exit the lot following the arrow markings. Also, for safety, use reasonable speed entering and exiting the lot, conscious that children may be walking on the parking lot.

There is no left turn into the back parking lot (Lot 3) between 7:30 a.m. – 8:30 a.m. AND 2:00 p.m. – 3:00 p.m. on school days. During school hours the speed limit is 15 miles per hour.

The hours of the regular school day are:

Pre-K 4 – Grade 8 – 8:00 a.m. – 2:15 p.m.

Half Day Dismissal – 11:20 a.m.

Our school day begins with prayer each day at 8:15 a.m. Dismissal begins at 2:15 p.m. If your child does not take the bus, please have him/her arrive at school at 8:00 a.m. If your child arrives at school before 8:00 a.m., he/she must report to the Before School Program which is located in the

cafeteria. Parents will be billed accordingly for this service. If your child arrives at school after 8:15 a.m., he/she is considered tardy and must report to Mrs. Liptak with an adult before going to his/her classroom.

Comprehensive Attendance Policy

SSPP has developed the Attendance Policy in accordance with New York State Education Law Section 3205.

Statement of Overall Objectives

School attendance is important to the academic success of each student. Since regular attendance is necessary and essential for student success, and since curriculum is taught sequentially, attendance must be a priority for all parties. SSPP School, along with parents and students, realizes its importance and shares in the responsibility of maintaining consistent school attendance for all students. SSPP School is aligned with New York State Law regarding the matter of attendance. The objectives of this Comprehensive Student Attendance Policy are as follows:

1. To recognize the Diocesan schools' average daily attendance.
2. To validate students' compliance with education laws relating to compulsory attendance.
3. To be knowledgeable of the location of every student to ensure personal safety.
4. To identify patterns in students attendance to assist in the development of improvement plans.
5. To identify gaps in student attendance which may lead to a decline in students' achievement levels.
6. To monitor attendance and plan accordingly to maintain high attendance levels.

Strategies to Accomplish Objectives

SSPP will:

1. Create and maintain a positive school environment among teachers, staff, parents and students, thereby fostering a nurturing school community, establishing positive feelings between the school and students and encouraging increased attendance.
2. Maintain accurate record keeping via eSchool attendance register, tracking individual student attendance and trends to identify possible attendance problems.

3. Develop and implement intervention strategies for individual students to increase school attendance.

Determination of Excused and Unexcused Absences, Tardiness, and Early Departures

Excused: An absence, tardiness or early dismissal may be excused if due to personal illness, illness or death in the family, impassable roads due to inclement weather, religious observance, quarantine, required court appearances, attendance at health clinics, approved high school shadow days, unavailability of transportation due to school districts being closed or other reasons approved by the Diocese.

Unexcused: An absence, tardiness or early dismissal is considered unexcused if the reason for the lack of attendance does not fall into the above categories (e.g. family vacations, oversleeping or death of pet).

Excused absences, tardiness or early dismissals must have proper written documentation from the parent or guardian or designated official (e.g. physician, court) and must be presented to school office personnel within three school days upon the child's return to school. Without the written excuse, the absence will be recorded as unexcused (illegal). In addition, a physician's note is required for absences three days or longer. A notation should be made in the records as to the excused reason.

A student is considered tardy if not in the classroom at the time the first session begins.

The Coding System For Identification of Reasons for Student Absence Used by School Administration

Attendance reports are recorded daily using eSchool data. The Coding system for Identification of reasons for student absence is provided through the eSchool data service. Recordable reasons are as follows: attending funeral, band lesson, music lesson, bus drill, car trouble, court, death in family, dentist, doctor appointment, family business, field trip, high school visit, home district closed, home tutoring, hospital, illness, illness without a note, impassable roads, in school suspension, injury, late bus, misc. illegal, missed bus, no bus, no note – no reason, no reason given, occupational therapy, orthodontist, out-of-school suspension, out of town, overslept, running late, shadow DP, shadowing, special services speech, student testing, surgery, take to work day, tardy – no note, traffic, unable to reach, unknown, vacation, weather, weather related daily present, will be late, will not be in.

School Attendance Recordkeeping / Data Collection Policy

According to the Administrative Handbook for Elementary schools in the Diocese of Buffalo, the following law is required:

The Education Law of New York state requires minors between the ages of six and sixteen years to be in attendance at an approved school for full day instruction. Home-tutoring for medical reasons is counted toward the days a child is actually in school. The law also requires that schools be in session not fewer than 180 days each year. It is the duty of the principal and of the teachers to insist on regular attendance (New York State Education Law, Sections 3205, 3302, Sub. 3)

Pupil attendance shall be recorded daily on line via eSchool Data. The record for each student's presence, absence or tardiness shall be recorded into the eSchool attendance system each day. Each absence or tardiness will be marked as "excused" or "unexcused" according to the eSchool code for the reason.

Attendance is taken and recorded in accordance with the following:

1. For students in non-departmentalized Kindergarten through Grade 5 (i.e. non-departmentalized classrooms and supervised group movement to other scheduled school activities such as physical education, technology, art, etc.), such student's presence or absence shall be recorded after the taking of attendance upon each change of classroom.
2. For students in departmentalized Grades 6 through 8 (i.e. students pass individually on in specific groupings to different classes throughout the day), each student's presence or absence shall be recorded after the taking of attendance in each period of scheduled instruction.
3. Any absence for any portion of a school day will be recorded as "excused" or "unexcused" in accordance with the standards written in this policy.
4. In the event that a student in grades Kindergarten through eight is tardy or leaves early from a school day, such tardiness or early dismissal will be recorded as excused or unexcused in accordance with the standards written in this policy.

A record shall be kept of each scheduled school day during which the school is closed for all or part of the day because of extraordinary circumstances including adverse weather conditions, impairment of heating facilities, insufficiency of water supply, shortage of fuel, destruction of or damage to a school building or such other cause as may be found satisfactory to the Diocese of Buffalo Department of Catholic Schools.

Attendance records will also indicate when a student is dropped from the enrollment due to change of schools for any reason.

School Attendance/ Course Credit

Students in grades Pre-Kindergarten through Grade 8 who are absent twenty days or more and whose parents have not periodically met with the principal regarding the absences are in jeopardy of being denied promotion to the next grade level.

Students are considered in attendance if:

1. The student is physically present in the classroom or working under the direction of the classroom teacher during the class scheduled meeting time.
2. The student is receiving approved alternative instruction (e.g. at-home tutoring due to medical issue). Students who are absent from class due to their participation in a school sponsored activity (e.g. track team event) are to arrange with their teachers to make up any missed assignments in a manner and timeline determined by the student's teacher. Missed assignments due to excused absences may be sent home with a sibling or picked up at a pre-designated time by the parent at the teacher's discretion. It is the responsibility of the student to consult with the teachers regarding completing missed assignments and/or tests in accordance with specifications designated by the teacher.

Illegal Absences / Vacations

In accordance with Diocesan Policy, it is NOT the school's responsibility to provide students with the school work missed during illegal absences, including vacations. It is the parents'/guardians' responsibility to see that their children attend school on a regular and consistent basis.

The faculty at SSPP School is not required to provide work ahead of time for a vacation or illness. Teachers may do so at their own discretion. Exceptions can be made on a case-to-case basis with the administrator's permission due to extenuating circumstances.

If a student is out of school for a "vacation" or other unexcused absence, the "Vacation Form" must be completed and handed into the office for Administration's approval. The form can be found on the website (www.sspphamburg.org).

Missed Work for Excused Absences

On the FIRST day of an excused absence, missed school work will not be sent home. On the SECOND day of an excused absence, work will be sent home with a sibling or parents can pick up missed work in the school office AFTER dismissal.

Parent Notification of Minimum Attendance Standard

Parents and/or legal guardians and students are informed of SSPP School's policy regarding minimum attendance and course credit in the school's student handbook. The following guidelines will be followed:

1. Overall main points of SSPP School's Comprehensive Student Attendance Policy will be stated in the Student handbook distributed to all families at the beginning of the school year.
2. A copy of the policy will be available on the school website (www.sspphamburg.org).
3. Reminders regarding the components of the comprehensive student attendance policy will be published in school newsletters corresponding with the end of the first and second trimesters. It will also be stated that the policy will be on file in the office for parents/guardians to review at an appointed time agreed upon by the parent/guardian and the administration of the school.
4. A designated staff member will notify the parent/guardian by phone regarding a student's unexcused absence(s) and explain the correlation between the student's attendance and the possibility of denial of promotion. If the parent/guardian cannot be reached by telephone, a letter or email shall be sent to the parent detailing the information (i.e. date of absence, reason and importance for an excuse and, if necessary, the amount of times the particular student has had an unexcused absence, etc.).

Intervention

1. If deemed necessary by school administration, or if requested by the parent/guardian, a conference will be scheduled between the parent/guardian and appropriate school staff members to address the student's attendance issue and possibly develop appropriate intervention strategies that best meet the needs of the individual student.
2. Regarding intervention of non-compliance with the Comprehensive Student Attendance Policy, a designated staff member will review SSPP School's Attendance Policy with the parents/guardians of students who have excessive and/or unexcused absences, tardiness or early departures. Referral to the Buffalo Diocese/Hamburg School District student support services and/or community support services and agencies will be implemented prior to the denial of promotion of the student due to non-compliance with the attendance policy.

Process of Developing Specific Intervention Strategies

Once a case of unexcused absences, tardiness or early departures has been identified, the following steps will take place:

1. Specific patterns in the non-compliance of the attendance policy will be identified (e.g. type of unexcused absences, tardiness or early departures, time frame, etc.).
2. The student's parent/guardian will be contacted by phone. If attempts to establish contact by phone prove futile, the second attempt will be by email, followed by mailing a letter, if need be.
3. A conference will be scheduled with the administration, any involved staff and the parent/guardian to develop individual intervention strategies to meet the needs of the specific student.
4. Once a set of strategies is agreed upon, implementation will take place.
5. Appropriate Buffalo Diocese / Hamburg School District services and/or community resources to assist in the intervention process will be utilized, if needed.
6. The short- and long-term effects of the implementation of the intervention will be monitored and reported.

Review Process

1. Administration or staff member (teacher, school nurse, etc.) may ask for a review of a student's attendance record. If a significant number of unexcused absences, tardiness or early dismissals are found, parents can be notified and the intervention process can be implemented.
2. A parent/guardian may ask for a review of a student's attendance record.

Overall Review of Attendance Records

At the end of the school year, the administration, the school nurse and any other staff members deemed appropriate by the administration will review the overall attendance in the school building. If the attendance record shows a decline from the previous year's attendance record, a plan will be developed to revise the comprehensive student attendance policy and take steps to improve students' attendance. A review of individual student attendance patterns will be monitored by the person designated to record attendance on eSchool.

Community Awareness

Community awareness of SSPP School's Comprehensive Student Attendance Policy will be promoted by:

1. Providing a plain language summary of the policy to parents/guardians at the beginning of each school year and promoting the understanding of such a policy to students and their parents/guardians.
2. Providing each teacher, at the beginning of the school year or upon employment, with a copy of the policy.
3. Providing copies of the policy to any other member of the community upon request.

Reporting Absence and Tardiness

Student Absence From School:

Parents should contact the school office before 9:00 a.m. on the day or days of student absence. If the office does not receive a call, then the school secretary will attempt to make contact. This policy is for the protection of the SSPP School students.

When a child returns to school after an absence, a written excuse must be submitted within three days after the absence. Student absences without an accompanying written excuse are recorded as unexcused (illegal) absences. It is mandated by the New York State of Education that a written excuse be submitted after the child's absence from school. All written excuses will contain:

- Name of absent child
- Date(s) of the absence
- Reason for the absence
- Signature of the parent/guardian

In addition, a physician's note is required for absences that are three days or longer.

To control the spread of illness, please have your child remain home if any of the following symptoms appear:

1. Fever in the past 24 hours

Note: Students who are sent home during the school day with a fever will not be allowed to return to school the next day unless otherwise directed by a physician.

2. Vomiting in the past 24 hours
3. Diarrhea in the past 24 hours
4. Chills
5. Undiagnosed rash

6. Strep throat - must have been taking the antibiotic for at least 24 hours before returning to school
7. Bad cold, with a runny nose or bad cough, especially if it has kept the child awake at night
8. Head lice - until your child has been treated according to the nurse's or doctor's instructions
9. Taking prescription medications for severe pain

No student may participate in any extra-curricular activity (including sports) on a day that he/she is absent from school.

Absence During the School Day/Early Release

When it is necessary for a student to be excused during the school day for a legitimate reason, parents/guardians **MUST** write a note stating why the child is leaving early and what time the child will be picked up. At the time indicated, the person designated by the custodial parent/guardian will come to the school office and sign out the child. The designated adult must be present to receive the child. No child will be sent to a car for pick-up. Upon returning to school after the appointment, the child should return to the school office and be signed back in. The child is then to return to class. If someone other than the parent or legal guardian is to pick up the child, a note from the parent/guardian must be presented to the office stating who will be picking up the child. If a child becomes ill at school and needs to go home during the school day, parents/guardians will pick up the child and sign the child out in the Health Office.

Student Tardiness

All students must be in their homeroom before 8:15 a.m. Prayers and announcements begin at 8:15 a.m. Students arriving later than 8:15 a.m. will be marked as tardy. A student coming to school after 8:15 a.m. must report to Mrs. Liptak with an adult to obtain a tardy slip before going to his/her classroom. He/she will be marked tardy on the attendance record for that day. No child is allowed to enter a classroom without a tardy slip. Tardy slips are given to the teacher by the student upon entrance to class. Students who arrive late to school as a result of a school bus that runs late due to weather or mechanical reason will not be considered tardy for school.

Excessive tardiness directly affects a student's academic progress no matter what grade level the child is in. School administration will consult with parents of students who are consistently tardy. These students may be considered and recommended by administration for retention at the current grade level due to missed class time as a result of excessive tardiness.

Medical Appointments

We ask that you make every effort to schedule medical and dental appointments outside of school hours. If your child has to leave school before the end of the day due to dental/doctor appointment or sickness, the parents must come into the school office and sign the child out.

Absence from Physical Education

Students with minor injuries or illnesses may be excused from physical education at the discretion of the school nurse (for one gym class).

Parental notes for short-term excuses from physical education classes are acceptable for one week of physical education classes. Students may be required to complete an alternate assignment if there is to be a long-term absence from participation in physical education.

A note from the health care provider is required if a student is to be excused from participating in physical education classes for a prolonged period of time because of severe or extended injury or illness. The health care provider also needs to make it clear when the student can return to physical education classes.

When a student cannot participate in physical education, he/she may not participate in recess or school sports of any kind.

Child Care

SSPP tries very hard to meet the needs of our families, and we realize many parents need care for their child that extends beyond the traditional school day. We are very happy to offer both a before school and an after school program for our students. Programs will provide adult supervision for the care and protection of all of our students.

Before School Program

Before school program runs from 7:00 a.m. to 8 a.m.

Available for **all** children in Pre K – 8.

Any child who arrives at school prior to 8:00 a.m. **must** be enrolled in the program.

Breakfast is not provided. However, students may bring something to eat from home.

Students will remain in the cafeteria until the school day begins and engage in quiet activities.

The daily fee is \$5 per child. The fee for two children from a family is \$8 and the fee for three children is \$10. This is a flat rate whether the child arrives at 7:00 a.m. or at a later time within that hour. The registration fee, per family, for the program is \$8.00.

For more information, call the school office at 649-7030.

After School Child Care

Child care after school dismissal is provided through Just for Kids. For information and pricing, visit <http://www.justforkidsonline.org/sspp-hamburg>.

Dismissal Procedures

To meet school safety requirements recommended by the school district, parents/guardians are not allowed inside the gym to pick up their child/children at dismissal. The gym doors remain closed and locked after the students enter at dismissal. Parents/guardians who park their cars in the lots are able to walk into the hallway outside the gym for pick-up.

In an effort to ensure safety for the children when picking up, please provide photo identification. If you have a different authorized person picking up, please indicate on a note the identity of the person, send the note to the office, and be certain that the person presents photo identification to the staff assisting with dismissal.

For car pick-ups: Students will be dismissed out of the side gym door by staff members.

For families that come into the hallway outside the gym for pick-up, a staff member will collect names, then call for the student in the gym.

For students who need parents to get out of their cars to assist the students into their car/booster seats, please park in one of the four reserved parking spots in Lot 3, or park in Lot 1, and then walk into the school building to pick up your child(ren). This will help to facilitate a good flow of traffic and prevent a backup in the parking lot.

Dismissal for students is at 2:15 p.m. Please arrive for pick up at 2:15 p.m. to allow for an efficient dismissal procedure. Arrival prior to 2:15 p.m. can cause traffic congestion in the parking lot and a backup on Pine Street.

Dismissal Plan Changes

We recognize that circumstances beyond a parent's control happen throughout the day, and changes need to be made to ensure that the child is safe after school. If a change needs to be made

in the child's dismissal procedure, please contact the office by email or phone before 1:45 p.m. Changes after 1:45 p.m. may be difficult to implement and miscommunication may occur.

Post-Dismissal Access to the Building

In an attempt to instill responsibility in our students, we will no longer allow parents and students to come back to school to pick up a forgotten book(s) and/or homework after 3:30 p.m. Between dismissal and 3:30 p.m., the students or parent must report to the office to gain access to a classroom. No child or parent is to be in the classroom unescorted.

Withdrawal Policy

Notice of withdrawal of a student should be made by the parent in **writing** to the Principal in advance of the withdrawal date. This enables the school to prepare necessary information and settle accounts. **No student records will be forwarded to another school until Business Office accounts have been settled.**

Transportation

Bus transportation to and from school is provided by the school district in which the student resides provided that the student lives within a 15 mile radius of the school. Parents must submit a written request to their district no later than April 1st for service during the following school year.

III. HEALTH AND SAFETY

**Child Abuse Laws
Custodial Rights
Emergency Closing
Emergency Contacts
Nurse
Immunizations
Physicals / Health Appraisals
Medications
Health Concerns / Allergies
Lunch Program
Safe Environment Program
Lost and Left
Safety Drills
Visitors to the School**

Child Abuse Laws

SSPP School abides by the Child Abuse laws of the State of New York. This law mandates that all cases of **suspected** abuse and /or neglect be reported to Child Protective Services.

Emergency Closing

When school must be closed for any emergency, the announcement will be made over all major radio and TV stations by 7:00 a.m. on the morning of the closure. If Hamburg Central Schools are closed, SSPP is closed as well. The exception is closing due to illness. If your child takes a bus from another school district and those buses are canceled, only those students would have an excused absence from school. SSPP School may also be closed under its school name for other reasons.

Emergency Contacts

It is important that the school has at least two names and current phone numbers of people that we may contact should your child/children need to be sent home from school. These people should be easy to contact and have access to a car. Emergency Information Forms are sent home at the beginning of the school year and need to be returned on the designated date. If contact information changes, please notify the main office as soon as possible.

School Nurse

Nurse: Mrs. Andrea Gordhamer, RN

Hours: 7:45 a.m. – 3:00 p.m. daily

The nurse is responsible for ensuring student health, safety and compliance regarding required immunizations and physicals as well as vision, hearing and scoliosis screenings. The nurse is available to care for all students' and faculty health needs including: first aid, medications, illness, injuries, as well as concerns, issues or questions. She can be reached directly at (716) 926-8536 or by email through the school website or at: agordhamer@hamburgschools.org.

Immunizations

New York State requires that all students meet the minimum immunization requirements as outlined in the updated amendment to Public Health Law Section 2164, Rules and Regulations Subpart 66-1 (effective September 1, 2016). See the following website for updated information:

<http://www.health.ny.gov/prevention/immunization/schools>. No child shall be admitted to school or allowed to attend without appropriate proof of immunizations.

Proof of immunization can be faxed, mailed or dropped off to the Nurse or her mailbox, and is required upon entry to school (with a fourteen day grace period). The only exception is for those who are medically or religiously exempt.

Physicals / Health Appraisals

New York State Education Law requires a Health Appraisal (Physical) for students in grades Pre-K, K, 2, 4, 7, and ALL NEW STUDENTS. This Health Appraisal must be completed by the child's physician. A copy can be faxed to (716) 312-9313, mailed (Attn: School Nurse), or dropped off in the Nurse's mailbox in the Main Office. Dental Certificates are requested, but not required, for attendance. A Current Annual Physical is required for sports participation.

Medications

If a student needs to take medications at school, they must be administered by the School Nurse or can be given by a Parent who is present. This includes both prescription (e.g. inhalers, nebulizer treatments) and over-the-counter medications (e.g. Motrin, Tylenol). Before the Nurse may administer any medication, a Doctor's order for the medication must be given to the Nurse. Medication must be brought in to the Nurse by the Parent or another responsible Adult; be in the original container; and be labeled with the student's first and last name. Students may "self-administer or self-carry" medications only with a written Doctor's order that they may do so. The Nurse has Standing Orders for some Emergency Medications as needed. Emergency Medication can also be locked in the classroom if deemed necessary. If you have any questions regarding medications at school, contact the School Nurse.

Health Concerns & Allergies

Policy: SSPP recognizes that Health Concerns and Severe Allergies are important conditions affecting many school children, and we positively welcome all students with Health Concerns and/or Allergies.

SSPP encourages children with Health Concerns and Severe Allergies to achieve their potential in all aspects of school life by having a clear policy that is understood by school staff and students.

Teachers and Staff who come into contact with children with Significant Health Concerns or Allergies are provided with information and necessary interventions from our full-time School Nurse. Information is updated as needed.

Health Records: At the beginning of each school year, or when a child enrolls at SSPP, parents are asked to submit a child’s Annual Health History, Current Physical and Proof of Immunizations.

This information is kept in the student’s Health File in the Nurse’s Office, along with other health-related documents, and is confidential, as dictated by state confidentiality laws. Health-related information is shared with teachers, staff and volunteers on a “need to know” basis, unless otherwise dictated by a parent/guardian. Each teacher is given a Health Concerns List for his/her students only, or those they supervise.

The School Nurse maintains an Emergency Action Plan for any student whose parent/guardian and physicians have informed the school in writing that the student has a potentially life threatening allergy.

Teachers are updated by the School Nurse individually, as needed, regarding individual student health concerns, medication and treatment (i.e. signs and symptoms of allergic reactions, how to administer Benadryl & EpiPen, etc.).

Reporting Injuries and Illnesses: If there are significant changes to a child’s health at any time during the school year (i.e. injuries, prolonged or contagious illness, ER visit hospitalization, surgery, etc.), it is the parent’s responsibility to notify the School Nurse as soon as possible.

PE/Gym Excuses: The School Nurse or Parent can excuse a child from one (1) day of PE/Gym as needed. However, if your child needs to sit out of PE/Gym or Sports for MORE than one day due to injury or illness, a written doctor’s note is required (see page 19).

The School Environment: The school does all that it can to ensure that the environment is safe and favorable to all students, especially those with significant health concerns or allergies. We have also set rules for movement in the hallways and stairs to promote safety. However, due to the layout of SSPP, there are numerous stairs, but NO ELEVATOR. Therefore, a written doctor’s note is required BEFORE a child can use CRUTCHES at school—the doctor must know that SSPP does NOT have an elevator.

Food Allergies: SSPP recognizes that life-threatening food allergies are an important condition affecting many of our students, and we positively welcome all students with food allergies.

In order to minimize the incidence of life-threatening allergic reactions, individual classrooms at SSPP are deemed “Nut Free” if there is one or more students in that class with a severe nut allergy. Teachers will post a standardized bright orange “Nut Free” sign outside their classroom door. Teachers remind students and parents that snacks brought in to eat in that classroom must be nut free.

In the cafeteria, students can sit at a “Nut Free Table” and Hamburg School District Food Service provides Sun-Butter™ as a peanut-free alternative. A parent or guardian of a student with food allergies is responsible for providing all food for his/her own child. Students are not permitted to share their snacks, unless approved by the classroom teacher and deemed safe by the School Nurse. Peanut Free Snacks provided by a parent/guardian will be kept in a separate container in the classroom.

In the event of a suspected Severe Allergic Reaction (whether there is a previous known allergic history or not), the School Nurse will be called and the school’s Emergency Response Plan activated, including Emergency Medications. The Emergency Medical Services (ambulance) will be called immediately if an EpiPen is administered, and parents notified as soon as possible.

Classrooms: Teachers must be familiar with the Health Concerns and Emergency Action Plan of students in their classes and respond to emergencies as per the emergency protocol. Information will be kept about students’ health concerns and food allergies in the classroom and in the substitute emergency folder, accessible by teachers, substitutes or other responsible adults.

The classroom teachers have access to communication with the School Nurse via telephone, walkie-talkie or cell phone. When classes go outside for activities, teachers take a walkie-talkie from the office that provides direct communication to the Main Office, Nurse, PE Teacher or other locations as needed. For field trips, each teacher takes with him or her an Emergency Bag from the Nurse containing First Aid Supplies, Emergency Medications and Instructions.

Proper hand cleaning techniques will be taught and encouraged before and after the handling/consumption of food.

Teacher and Home Room Parents need to keep in mind food allergies when planning class parties where food is served. The Nurse and/or Parent(s) are consulted with food allergy related questions or concerns. Tables will be washed with soap and water following any food related events held in the classroom.

Lunch Program

SSPP School offers a hot lunch program daily. This Federal Lunch Program is sponsored and staffed by the Hamburg School District. The goal of the lunch program is to provide high quality, healthy, nutritious meals that use whole grain, low fat and low sodium. The students have many choices on a daily basis. Menus indicating the main lunch for each day are sent home monthly. Other than the printed menu item, students may choose from other items including pizza, assorted sandwiches, assorted subs, salad or yogurt lunch. All lunches include the main entrée, choice of two vegetables, choice of two fruits and milk. Smart choice snacks with reduced fat, whole grain, or baked are available for purchase. Students may choose to bring their lunch each day. Students should not bring pop or glass bottles. Parents may set up a pre-pay account with the cafeteria staff.

Applications for the Free and Reduced Lunch program are given to the families at the beginning of the school year. The application may be submitted to the cafeteria staff as the need arises at any other time during the school year.

Students are expected to use the same manners required in the classroom during lunch. Courtesy toward other students and cooperation with lunch monitors are in order at all times.

Safe Environment Program

The Charter for the Protection of Children and Young People, as implemented by the Diocese of Buffalo, requires the evaluation and background of all school employees and volunteers who have regular contact with students.

The Diocese of Buffalo has established a “Safe Environment Program,” which provides a framework for an ideal Catholic Environment. It is a pledge to strive for this ideal for the benefit of the children and young people in our Diocese. As an ideal, it provides points to consider when making personal directions in our lives as Catholics working with children and young people.

To remain in compliance with Diocesan policy all employees and volunteers who have regular contact with student must abide by the policy by:

- Having on file a signed Code of Conduct and Uniform Volunteer Questionnaire
- Attending a Protecting God’s Children Workshop, VIRTUS Training Program

NOTE: References will be called and a criminal background check will be requested by the school.

The main purpose of the initial training is to help the community become aware of the extent of the problem of child sexual abuse in society, and provide solutions to prevent abuse from occurring. The Protecting God’s Children program educates and trains adults (clergy, religious, teachers, staff, volunteers and parents) about the dangers of abuse, the warning signs of abuse, the ways to prevent abuse, the methods of properly reporting suspicions of abuse and responding to allegations of abuse.

Volunteers who do not comply with these requirements will not be allowed to participate in volunteer school activities.

Lost and Left

Items that have been lost or left may be claimed in the Nurse’s Office. At the end of the school year, unclaimed items will be donated to charity. Parents are encouraged to label personal items with their child(ren)’s name.

Safety Drills

The following drills take place during the school year in compliance with local and state requirements: fire drills, lockdowns and other safety drills.

Visitors to the School

All visitors to the school MUST report to the school office immediately upon entering the building.

Parents/guardians may not go to the classroom to confer with a teacher unless they have an appointment. Teachers are always willing to speak to parents/guardians about their children but need to do so in the proper time and setting.

Parents/guardians should not take their child to or pick up their child from the homeroom.

IV. ACADEMIC AND CO-CURRICULAR POLICIES

Academic Information

Academic Support

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New York Statewide Testing Program

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Academic Information

Students in Pre-K 4 through Grade 8 receive instruction in Religion, English Language Arts (includes Phonics, Reading and Spelling for the primary grades), Mathematics, Science/Health and Social Studies. They also receive weekly instruction in Art, Music, Physical Education and Technology.

Spanish is taught in Grades 4-8 and introduced in the primary grades.

Students in Pre-K 4 through Grade 6 have a designated weekly Library time.

Students in Grades 4 and 5 take Mixed Chorus for one period on alternating weeks.

Accelerated Math is available to Grades 7-8 provided necessary requirements are met (see Accelerated Placement Math (7AP and Math 9) page 29).

Academic Support

SSPP strives to assist all students in reaching their full academic potential. Towards this end, a variety of supports have been instituted in order to ensure that students who need academic assistance are able to receive such assistance. Teachers offer after school review sessions on a regular basis. The school employs a Literacy Specialist who, with feedback from homeroom teachers in Grades K-4 and periodic screenings, is able to identify students needing additional targeted instruction to strengthen reading skills.

The school utilizes a Student Support Team process as recommended by NYS education mandates. A team, consisting of teachers and support personnel, reviews the needs of referred students and makes recommendations regarding additional supports and accommodations for learning. This Response to Intervention (RtI) process is useful in determining students who may need additional support to meet learning targets.

Students who qualify may receive classroom accommodations through the 504 review process (Federal Rehabilitation Act). This process ensures that students identified with learning challenges are provided with appropriate classroom accommodations even when their learning needs may not require direct support services.

The Hamburg Central School District may provide direct support services to students at SSPP as part of the Committee for Special Education process. Support provided could include Speech/Language Pathology, Occupational or Physical Therapy and/or Educational Consultant (in classroom support) and Resource Room.

SSPP is committed to incorporating reasonable accommodations for learning that will enable all children to achieve his or her maximum potential. It is understood that student plans are to be reviewed regularly in order to verify appropriateness for the student, the classroom team and the entire student body.

Accelerated Placement Math (7 AP and Math 9)

The opportunity to be placed in Accelerated Math begins in Grade 7 at SSPP School. There are several criteria that a student must meet in order to be placed in Accelerated Math. Eligibility for Accelerated Placement Math requires that the student is successful in all of the following areas:

- Maintain a high cumulative 6th grade math average (92% or higher)
- Possess excellent study skills and demonstrate strong academic effort
- Consistently score at mastery level or higher on the NYS Math Exam in previous Grades (Grades 3-6)
- Score at 90% or higher on the SSPP Grade 7 Accelerated Placement Exam (2-hour exam administered at the end of Grade 6)
- Be recommended by the middle school teachers

If the student lacks one or more of the above, he/she would not qualify for Accelerated Math 7. Any transfer student who wishes to participate in the Math 7 AP must meet the above requirements including a letter of recommendation from his/her math teacher. Over the summer, students who successfully meet the above criteria will receive a letter indicating their eligibility from the school principal. The student and parent will need to accept the placement for Math 7 AP (which includes the coursework for Math 7 and Math 8). In addition, the student must maintain a grade of 90% or higher to remain in Math 7 AP during the school year.

Upon successful completion of the coursework for Math 7 AP, the student will continue on to the Math 9 Common Core Algebra 1 course. The student must maintain a grade of 90% or higher to remain in Math 9. Upon completion of the course, all students will take the NYS Math 9 Common Core Algebra 1 Regents Exam in June. The math teacher will then make a final recommendation for the placement in high school math.

Athletics

Participation in the school's sports program and other extracurricular activities, including eighth grade graduation activities, is a privilege and not a right. Therefore the school may place conditions students must meet in order to participate in these. Extracurricular athletic programs are available for our students who have satisfactory scholastic and conduct records, as well as a current health evaluation completed by a physician. All sports programs depend on the availability of coaching

staff. Boys' teams include baseball, basketball and volleyball for grades 5-8. Girls' teams include softball, basketball and volleyball for grades 5-8. Co-ed teams include cross-country for grades 4-8, track for grades 3-8 and soccer for grades 1-8. For more detail on our athletic programs, see <http://www.school.spphamburg.org/?PageName=SchoolPublications&CategoryID=17166&SubCategoryID=38365>

Curriculum

The curriculum for SSPP School follows the guidelines of the Department of Catholic Education of the Diocese of Buffalo and the Department of Education of the State of New York. Physical education, health, music, art, library, technology and Spanish are included as a regular part of the school curriculum.

Field Trips

Field trips are educational and are designed to correlate with teaching units and to achieve curricular goals. A field trip is a privilege and not a right. Permission slips and a letter to parents giving details about the trip will be sent home. A student will not be permitted to go on the trip unless the permission slip is signed by a parent or guardian and returned to school before the trip. Phone calls for permission to attend field trips cannot be accepted in place of written permission on the form provided by the school. A limited number of parents may be invited as chaperones. Parents acting as chaperones may not bring younger children with them as the primary responsibility of chaperones is the supervision of students. Parents helping to drive students to a particular destination as a field trip must complete a volunteer driver information sheet that has been approved by the principal.

No overnight field trips will take place with the exception of the eighth-grade trip. This trip may include no more than two overnights.

Homework

Homework is an important part of a student's education and establishes a daily link between home and school. Homework reinforces skills and information learned in class. It also prepares students for upcoming topics. Homework teaches students to develop self-discipline and responsibility and aids in evaluating student progress. Homework will be carefully planned and checked in a timely manner by the teacher. The amount and frequency of homework will be age appropriate. Each student is responsible for recording his/her homework assignments in his/her agenda. Parents should check the agendas and ensure that homework assignments are completed on time.

Homework assignments may also be posted online. Policies of individual classroom teachers will be explained at the beginning of the school year.

Library

All students utilize the library. Pre-K – Grade 6 have a library period every week. Students in Grades 7-8 are welcome to visit the library at their teacher’s discretion. The library is also open to any teacher who would like to use it for research.

Students have access to fiction, non-fiction and reference materials. Each book is lent for a one week period. If the books are returned late there is no late fee. If a book is lost, the family is responsible for the replacement cost of the book or may choose to just buy a replacement.

Students have the opportunity to take out books weekly. During library, the students learn how the books are organized, how to research, and participate in enrichment activities that mirror classroom work.

Our catalog is electronic and may be accessed at any time.

[Library World.com](http://LibraryWorld.com)

User name: ammaggio

Password: yoshi1

National Junior Honor Society

The National Junior Honor Society is a branch of the National Honor Society for seventh and eighth grade students. This society is a nationally renowned organization which has set the standard for academic excellence for middle school students across the United States. The standards needed to qualify are the following:

- Enthusiasm for scholarship
- A desire to render service
- Leadership qualities
- Maintain a 94% cumulative average in Grades 6-8
- Exhibits exemplary values and character
- Displays citizenship in school, parish and community

A committee of middle school teachers will review and select students for induction into the NJHS in the fall of each year. The committee’s selection is final. If for some reason a member falls below

the standards set before him/her, the privilege of being an NJHS member will be revoked and the student must withdraw. Please note: because this is a national organization, SSPP must abide by its requirements.

New York Statewide Testing Program

The New York State Assessments are designed to help ensure that all students reach NYS Learning Standards as set by the Common Core Curriculum. During the past several years, the state has been developing assessments to match the learning objectives. These tests not only reflect the higher standards set for students, but also help ensure that students are prepared for the high school Regents examinations.

Test results provide the student, teacher and parent/guardian with an objective report of individual student strengths and weaknesses in a variety of skill areas. The NYS testing program helps determine whether students really have learned what they were taught. The test results focus on ways to improve teaching and learning.

Grades 3-8: English Language Arts

Grades 3-8: Math

Grades 4 and 8: Science

The NYS tests are one of many tools that our school uses to assess instructional effectiveness. In Catholic schools, *these tests are not used to evaluate teachers*. The administration of the state tests allows our schools to receive Academic Intervention Services (AIS) from the state, which is financial aid that is used to train our teachers to meet the academic needs of students. Without at least 95% participation, Catholic schools cannot avail themselves of this training.

Our students receive Academic Intervention Services based on the results of the NYS tests. Students who score below a certain range are given priority for additional help. We also administer the AIMSweb testing in ELA to students in grades K-4. Services are provided to students in these grades based on the results.

Progress Reports

All teachers will give progress reports to all students in grades K-8. This is one of the avenues we use to keep parents informed. A parent/guardian must sign the progress report and return it to the teacher promptly. The teacher and parent/guardian may schedule a conference to further discuss the progress report, if either party desires one.

Promotion and Retention

Promotional standards are evaluated on academic achievement, day-to-day class work, emotional maturity and teacher evaluation. The final decision on promotion is the decision of the principal.

Academic promotion standards vary according to grade levels.

Grades K-3: Ability to consistently meet grade level standards

Grades 4-8: An overall average of 70% or above

Eighth grade students who satisfactorily complete all diocesan requirements for graduation earn a diocesan diploma. This document entitles the holder to admission to high school.

Students will be promoted to the next grade if they maintain a good academic record during the school year. If a student fails two or more subjects, the completion of a remediation plan will be required for continued enrollment. If there is a concern about promoting a student, several parent conferences will be held to discuss the situation.

Religion

All students, whether they are Catholic or not, take the formal religion courses. In addition, all students, no matter their religious persuasion, give respectful attendance at religious exercises, such as Mass, Stations of the Cross, daily prayer, etc. The students' schedule includes formal religion classes, as well as preparation and participation in school liturgical celebrations. In accordance with the parish program for religious education, students celebrate First Penance in second grade and First Eucharist in third grade. Parent/guardian participation in the sacramental preparation of their children is required.

Report Cards

Grades K through 8 receive report cards on a trimester basis.

A student must return report card envelopes signed by a parent/guardian to his/her homeroom teacher. The parents/guardians keep the report card for their records.

Grades K-3 receive a standards based report card.

Grades 4-8 receive numeric grades in ALL subjects.

In grades 4-8, 70% or above is a passing grade.

More information on grading and report cards will be communicated to parents by their children's classroom teacher(s).

Sacramental Program

Sacraments are communal celebrations celebrated with the parish family. In accordance with diocesan policy, families need to register their children for the First Reconciliation, First Eucharist and Confirmation preparation programs in their home parishes. The Director of Faith Formation coordinates the sacramental preparation and the celebration of the sacraments under the supervision of the pastor. For more details about diocesan policies regarding sacramental preparation, please see <http://www.officeoflifelongfaithformation.org/Sacraments.aspx>. For more information about sacramental preparation at SSPP parish, please see <http://www.sspeterandpaulhamburg.org/79>.

Service Projects/Requirements

SSPP School religion curriculum requires that students participate in service to their school, church and community. Grades PreK-5 participate in a variety of age-appropriate service projects. Students in Grades 6-8 are required to complete one service project per marking period timeframe (totaling 3 projects per school year). Further details about these requirements are given to students in Grades 6-8 at the beginning of the school year.

Spanish

Spanish is taught at SSPP School. Primary concentration is on the middle grades (6-8), although Spanish is also taught in grades 3-5. If scheduling permits, other grade levels are added. Currently, students Pre K – grade 4 receive Spanish instruction once a week. Students in grade 5 receive Spanish instruction twice a week. Grade 6 students receive Spanish instruction three times a week and students in Grades 7 and 8 have Spanish four times a week. Students entering high school may be required to take a language placement test.

Textbooks

The cycle for renewal of a textbook is every six years so it is important that students use book covers at all times on all non-consumable textbooks to protect the life of the books. Students should keep covers in good form throughout the school year and are encouraged to not write on or

mark up the covers. Students may not write in, write on, damage or deface textbooks. A charge will be assessed if a student loses or damages a book during the course of the school year.

V. EXPECTATIONS AND GUIDELINES FOR CONDUCT

- Anti-Bullying**
- Bus Conduct**
- Cafeteria Guidelines**
- Conduct Code**
- Consequences of a Serious Nature**
- Dress Up and Dress Down (Casual) Days**
- Harassment**
- Personal Appearance Expectations**
- Search and Seizure**
- Sexual Harassment Policy for Students**
- Substance Abuse**
- Uniform Policy**
- Violence and Fair Process**
- Weapons**

Anti-Bullying

SSPP attempts to provide a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats in person or online (seriously or in jest) may face detention, suspension and/or dismissal.

Bullying may take several forms: verbal, nonverbal and/or physical. It refers to behavior that is usually or often repetitive, would ordinarily not be considered of a social nature, and is unwelcome or offensive or fails to respect the rights and dignity of others. Bullying behaviors may include words, actions and/or body language that happen repeatedly or present a threat to physical or emotional safety due to an imbalance of strength, power or numbers.

Incidents of bullying/harassment will be addressed by the principal or designee and a response initiated in a timely manner. The following steps of investigation will be taken:

- Individual discussions with the parents/guardians of the target(s) and the parents/guardians of the student(s) responsible for the behavior
- Individual discussions with the target(s) and the student(s) responsible for the behavior

- Discussions with direct witnesses or bystanders
- Discussion with supervising adult
- If required by Diocesan Policy, report the incident to the Department of Catholic Education
- If required by law, report the incident to law enforcement
- Follow up with the target within 48 hours of the report
- A report, complete with plan of action and follow-up summary, may be filed in each student's records

If the investigation reveals that the complaint is valid, prompt attention and disciplinary action will be taken immediately. In the event the investigation reveals that a student has not engaged in any wrongful behavior, the principal will inform both parties of such. Reasonable measures will be taken to protect the confidentiality of the student who files a complaint and to protect the reputation of any student wrongfully charged in a complaint.

A plan of action will be age- and incident-appropriate. The responsible student will provide an apology and may face disciplinary action. The responsible student may also be required to enter into a behavior contract or to seek counseling. In addition, the target may agree to an action that limits contact such as a change in seating or alternate activity circumventing the responsible individual. He or she may also agree to talk to a counselor, follow up with a teacher/principal, or undergo peer mentoring. Consequences of the behavior will be in accord with our Discipline Policy and Acceptable Use Policy (if technology was used in the incident).

Bus Conduct

Students who use bus transportation to and from school must observe the rules and safety procedures of the bus company. Proper conduct is expected. If a bus driver reports a student to the school office, the school may call the parent/guardian and the bus company may send a referral notice home. If a student refuses to comply and continues misconduct, the transportation company may revoke bus privileges for a length of time determined by the company. If the misconduct continues, bus privileges may be permanently revoked and a parent/guardian MUST provide transportation for the child for the remainder of the school year.

Cafeteria Guidelines

Conversation

- Students must use a normal talking voice.

Help

- Students must raise their hands if they need help with something.

Activity

- Students must enter and exit the cafeteria quietly.
- Students must line up in single file to receive their lunches.
- Students must sit down at their lunch table directly after receiving their lunch, remain in their seat and eat their lunch quietly.
- Students must wait to be called by a lunch monitor to purchase snacks.
- When leaving their seats, students must push in their chairs.
- Students must clean their area when they are finished eating.
- After students have finished eating, they may read a book, etc.

Movement

- If a student wishes to leave his/her seat to throw out trash, use the restroom, or for any other reason, he or she must first raise a hand and receive permission.

Parents and grandparents are encouraged to serve as lunch monitors. Please see <http://www.school.sspphamburg.org/?PageName=SchoolPublications&CategoryID=17167&SubCategoryID=38366> for more details.

Conduct Code

The administration and faculty will assist each student in developing personal responsibility by defining some obvious guidelines for conduct that promote safety, Christian values, respect for the rights and property of others and a productive learning environment.

Student behavior should demonstrate the following:

- RESPECT for self and others
- COURTESY in speech and deportment
- COOPERATION with school and classroom policies
- SELF-CONTROL at all times, especially when dealing with others
- ACCEPTANCE OF RESPONSIBILITY for academic, spiritual and moral development

Discipline is most effective when it directly addresses the problem at the time and place it occurs. Therefore, teachers have the authority and responsibility to maintain discipline in the classroom. In the event of a question and/or problem, please first address it with the teacher mostly directly involved with the incident. The parents/guardians and teacher should work together to establish a

two-way channel of respect and communication. When teachers, administration and families work together, stronger, more responsible students are created. Corporal punishment or any other extreme form of punishment is prohibited.

The following guidelines are provided to set out expectations for student behavior as well as indicate some of the possible interventions that may occur if the student does not meet those expectations. These guidelines will be used throughout the school in an effort to create fairness and consistency in expectations.

Kindergarten – Fifth Grade Guidelines

Level 1 Offenses: Annoying Behaviors

(This list serves to provide examples of Level 1 Annoying Behaviors. It is not intended to be exhaustive.)

Be Safe

- Out of seat without permission
- Unsafe movement on school grounds and during school activities
- Invading others' personal space (poking, taking someone's things, etc.)
- Not following teacher's instructions regarding safe behavior (the first time)

Be Responsible

- Failing to speak at assigned voice level (0-4)
- Carelessness/lack of effort put forth on school work
- Excessive talking or shouting out without being called on first
- Off task, inattentive or sleeping
- Not prepared for class
- Incomplete homework
- Failure to follow dress code
- Not actively and appropriately participating in activities

Be Respectful

- Teasing another student
- Not working during group work
- Disruption of learning
- Failure to respect others or school property
- Mild insubordination

Level 1 Interventions

(Interventions are determined at the discretion of the teacher.)

- Verbal warning
- Physical proximity (teacher moves closer to the student)
- Brief student-teacher conference
- Teacher-guided student-student conference
- Seat change or classroom relocation
- Corrective, logical “re-do” (one or two times)
- Letter of apology
- Loss of privilege
- Other logical consequences

For repeated level offenses not responding to level 1 interventions, level 2 interventions may be necessary.

Level 2 Offenses: Disruptive or Interfering Behaviors

(This list serves to provide examples of Level 2 Disruptive or Interfering Behaviors. It is not intended to be exhaustive.)

Be Safe

- Repeated level 1 offenses
- Engaging in unintentional behavior resulting in injury
- Committing minor bus infractions (see p. 36 on Bus Conduct)
- Throwing objects that may harm others

Be Responsible

- Repeated level 1 offenses
- Possessing others’ property without permission (small-value items)
- Falsifying/forging school documents
- Cheating, plagiarism or academic dishonesty
- Failure to adhere to computer usage guidelines (see pages 54-55 on Student Acceptable Use Policy)

Be Respectful

- Repeated level 1 offenses
- Using mild inappropriate language, gestures or body language towards others (not involving profanity)
- Use of mild profanity not directed towards others

- Repeated teasing, bullying
- Engaging in severe insubordination
- Attempting to argue with or disrespect of a faculty member

Level 2 Interventions

(Interventions are determined at the discretion of the teacher. Parents/guardians will be notified.)

- Increased use of level 1 interventions
- Parental notification and conference request sent home
- Parent-student-teacher conference
- Classroom behavior contract
- Loss of privileges
- Time-out with another teacher
- Lunch detention (1 day)

For repeated level 2 offenses not responding to level 2 interventions, level 3 interventions may be necessary.

Level 3 Offenses: Persistent, Antisocial and Significant Behaviors

(This list serves to provide examples of Level 3 Persistent, Antisocial and Significant Behaviors. It is not intended to be exhaustive.)

Be Safe

- Repeated or increased severity of level 2 offenses
- Leaving school grounds unsupervised
- Engaging in unacceptable physical contact (play fighting, tripping others, etc.) or any behavior that may led to an injury (pushing in line, flicking, etc.)

Be Responsible

- Repeated level 2 offenses
- Possession of other's property without permission (high-value items)
- Making false allegations against students or school personnel
- Use of computer equipment to access profane materials (see pages 54-55 on Student Acceptable Use Policy)

Be Respectful

- Repeated level 2 offenses
- Using severely inappropriate or profane language, gestures or body language towards others

- Use of severe profanity not directed towards others
- Continuous teasing, bullying (see pages 35-36 on Anti-Bullying)

Level 3 Interventions

(Interventions are determined at the discretion of the teacher and administrator. Support staff may also be involved depending on the offense. Parents/guardians will be notified.)

- Immediate removal from class or location by administrator
- Completion of a conduct referral
- Parent-teacher-administrator-support staff conference
- Completion of a Behavior Intervention Plan
- Exclusion from activities such as field trips, performances or athletic events
- Assignment of restoration/reparation project
- Lunch or after-school detention (more than 1 day)
- In-school suspension

Sixth – Eighth Grade

Level 1 Offenses: Annoying Behaviors

(This list serves to provide examples of Level 1 Annoying Behaviors. It is not intended to be exhaustive.)

- Shouting out/speaking out of turn
- Tardy to scheduled classes
- Unprepared for class (no agenda, book, homework, etc.)
- Out of seat without permission
- Use of profanity, foul language not directed towards another person
- Tattling
- Using unkind words towards a peer (verbal or written) free of profanity
- Violating the school dress code
- Eating food/chewing gum
- Engaging in unsafe activity (running, horseplay, jumping stairs, pushing, shoving, grabbing, etc.)
- Throwing objects (pens, paper balls, etc.)
- Use of classroom objects as weapons (paper clips, rubber bands, pen tops, etc.)
- Engaging in the inappropriate touching of body or belongings
- Going down to the bus area before being called
- Leaving classroom without permission
- Engaging in a public display of affection (hugging, kissing, etc.)
- Engaging in the minor destruction of school property (non-monetary)

- Loitering in hallways and common areas
- Misuse of internet/technology (changing wallpaper, etc.)
- Unauthorized use of cell phone

Level 1 Interventions

(Interventions are determined at the discretion of the teacher.)

- Seat change
- Repeating behavior correctly
- Reinforcement of appropriate behavior, role-plays
- Use of guided student problem-solving, conflict resolution
- Letter of apology, verbal apology
- Restitution (possibly monetary)
- Restoration
- Verbal warning
- In-class time-out
- Written reflection on the incident
- Loss of classroom privilege
- Confiscation of item
- Student-teacher conference
- Review of expectations with the student

Level 2 Offenses: Disruptive or Interfering Behaviors

(This list serves to provide examples of Level 2 Disruptive or Interfering Behaviors. It is not intended to be exhaustive.)

- Repeated level 1 offenses
- Profanity, foul language directed towards another student (verbal, drawn, written, texted, etc.)
- Willful disobedience or deliberate choice to refuse to obey a faculty member's directive
- Running or making excessive noise in any hallway that disturbs classroom instruction
- Teasing, bullying (first offense)
- Intentionally lying to a faculty member
- Falsifying/forging school documents
- Cheating, plagiarism or academic dishonesty
- Out of area and/or unsupervised on school grounds
- Unintentional possession of a weapon not meant for use in a threatening manner
- Possession of other's property without permission
- Minor destruction of property (second offense)

- Attempting to argue with or disrespect of a faculty member through gesturing, mocking, etc.
- Engaging in unintentional behavior resulting in injury
- Possession of inappropriate, profane materials

Level 2 Interventions

(Interventions are determined at the discretion of the teacher. Parents/guardians will be notified.)

- Increased use of Level 1 interventions
- Parental notification and conference request sent home
- Parent-student-teacher conference
- Classroom behavior contract
- Loss of privileges or restricted activity in extra-curricular activities or athletics
- Time-out with another teacher
- Lunch or after-school detention (1 day)
- Restitution
- Restoration
- Peer resolution conference

Level 3 Offenses: Persistent, Antisocial and Significant Behaviors

(This list serves to provide examples of Level 3 Persistent, Antisocial and Significant Behaviors. It is not intended to be exhaustive.)

- Repeated or increased severity of level 2 offenses
- Leaving school grounds unsupervised
- Engaging in unacceptable physical contact (play fighting, tripping others, etc.) or anything that may lead to an injury (pushing in line, flicking, etc.)
- Possession of other's property without permission (high-value items)
- Making false allegations against students or school personnel
- Use of computer equipment to access profane materials (see pages 54-55 on Student Acceptable Computer Use Policy)
- Using severely inappropriate or profane language, gestures or body language towards others
- Major destruction of school property
- Use of severe profanity not directed towards others
- Teasing, bullying (second offense)
- Failure to show up for assigned detention or to abide by a Behavior Intervention Plan

Level 3 Interventions

(Interventions are determined at the discretion of the teacher and administrator. Support staff may also be involved depending on the offense. Parents/guardians will be notified.)

- Immediate removal from class or location by administrator
- Completion of a conduct referral
- Parent-teacher-administrator-support staff conference
- Completion of a Behavior Intervention Plan
- Exclusion from activities such as field trips, performances, or athletic events
- Assignment of restoration/reparation project
- Lunch or after-school detention (more than 1 day)
- In school suspension

All Grades

Level 4 Offenses: Severe or Dangerous Behaviors

(This list serves to provide examples of Level 4 Severe or Dangerous Behaviors. It is not intended to be exhaustive.)

- Repeated or increased severity of level 3 offenses
- Fighting or physically attacking another student or a staff member
- Possession of illegal or dangerous substances
- Possession of a weapon
- Maliciously or willfully engaging in behavior that endangers the safety of other students or staff members
- Engaging in severe acts of defiance or written or verbal threats toward teachers, other adults or fellow students
- Sexual harassment (verbal or physical)
- Significant defacing or destruction of school property
- Stalking with intent to bully via internet, verbal attacks, physical contact or psychological harassment

Level 4 Interventions

(Interventions are determined at the discretion of the teacher and administrator. Support staff and outside authorities or agencies may also be involved depending on the offense. Parents/guardians will be notified.)

- Removal from extra-curricular club or athletic team
- Out-of-school suspension
- Probation
- Expulsion
- Other services as offered by outside authorities or agency providers

Parental Support of the Expectations and Guidelines for Conduct

Each teacher implements a plan of discipline for his/her classroom. It is the student's responsibility to follow the behavior guidelines provided by the staff and learn what behaviors are acceptable in the classroom, in the hallway, in the cafeteria and when representing the school in the community. Students will be held accountable for following rules. Parents/guardians are expected to support school expectations and guidelines. If any referrals are emailed home, parents/guardians should take them seriously because it is an indication that the child is deviating from acceptable behavior. If a student consistently ignores rules, it becomes apparent that he or she has not embraced the school philosophy of SSPP School, and the student may be asked to leave.

Please be aware that the Expectations and Guidelines for Conduct may be changed at the discretion of the administration or pastor.

Consequences of a Serious Nature

Detentions: Detentions may be given for serious offenses. Parents/guardians will be given 24 hours' notice of a detention. Detentions are to be served on the following school day (in school). ***Any extracurricular activities scheduled for this day will be forfeited.*** Parents/guardians are expected to provide transportation to pick up the student at 3:30 p.m. or the student will be placed in after-school program and charges will ensue.

Probation: A student may be placed on probation by the principal for a specified time for serious or continued misconduct that does not require immediate dismissal. The following procedures will be followed:

- A conference with the principal, parents/guardians, student and, if necessary, the teacher is held to discuss the nature of the misconduct and the terms of the probation.
- A written account is made of the agreements reached at the conference. It should be signed by the parents/guardians and they should retain a copy. The students and parents/guardians are made aware that the student has been given a definite period of time in which to conform to the behavior code of the school community. If no improvement is noted during that time, the student may be dismissed.

Suspension: Suspension is a drastic punishment that should be used rarely and only after all remedial measures have been employed without success. Only the principal and/or the pastor may suspend a student.

In suspending students, the following guidelines should be observed:

- In-school suspension indicates that a student will not be permitted to attend classes, but will be supervised and provided with study assignments to be done during the suspension.

- Out-of-school suspension indicates that a student will not attend school but will be provided with study assignments during the days of suspension.
- Parents/guardians are to be informed of the decision for suspension and reasons for the action before the suspension date.
- A conference must be held with the parents/guardians.
- A written record of the suspension, including the date, reasons and conference with the parents/guardians is to be kept on file. The official attendance register should be appropriately marked.

Expulsion (Dismissal): Valid reasons for dismissal may include:

- Repeated disregard for Christian principles of moral conduct
- Parents/guardians' and/or student's continued lack of cooperation in supporting the school's mission and policies
- Student behavior that disrupts learning or presents a threat to the safety of others; and/or
- The principal's determination that the school's program cannot provide a benefit to the child

The following directives will be observed:

- Only the principal and/or the pastor may dismiss.
- An accurate record should be kept of all previous measures of remediation, counseling, probation, and suspension.
- Parents/guardians must be notified in writing that dismissal is being considered.
- A conference where the grounds for dismissal are presented and discussed should be held with parents/guardians, student, principal and teachers.
- The principal will consult with the Diocesan Superintendent of Catholic Schools before dismissing a student with specific reasons for dismissal and previous actions taken to avert such action. The Diocesan Superintendent of Catholic Schools will assist the principal in making the final decision.
- The student's records are appropriately marked.

Harassment

SSPP is committed to providing a school environment for teachers and students that is free from physical, verbal, sexual or psychological harassment. This commitment guarantees fair and equal educational opportunities regardless of age, color, national race, religion, sex or disability. SSPP accepts the responsibility of providing an educational setting unobstructed by intimidation and harassment of any kind.

The staff is required to report any harassment they learn about to the principal or pastor. We encourage students and parents/guardians to notify a teacher or the principal if harassment of any nature occurs.

Through our curriculum and instructional program, we emphasize positive behaviors and ensure that our students know their rights and responsibilities.

- Physical harassment is defined as intimidation resulting from actual or implied threats of physical violence.
- Sexual harassment consists of unwelcome/unwanted repeated or deliberate sexual advances, requests for sexual favors or other verbal/physical conduct of a sexual nature.
- Verbal harassment is slander, gossip or any unwanted or unwelcome verbal abuse. Statements such as “only kidding” or “just joking” do not absolve individuals of their actions.
- Psychological harassment is any of the actions listed above or combination thereof that disturbs or is detrimental to the emotional or psychological well-being of the person(s) involved.

Search and Seizure

The administration of SSPP has the right to search students’ lockers, desks and storage spaces that are the exclusive property of the school.

School officials need only have reasonable rather than probable cause to search students. Probable cause exists when a school official has reliable knowledge about the whereabouts of illegal or dangerous material on campus. Reasonable cause might include anonymous calls or rumors.

If illegal items are found (non-prescription drugs, weapons, etc.), they should be turned over to Law Enforcement Authorities. If the items violate school rules (radios, skateboards, electronic games, etc.), they can be kept by school authorities, but it is recommended that they be returned at the end of the school year.

Bodily searches should not take place unless a parent/guardian is present except where there is reasonable cause to believe that such a search is necessary for the safety of students and school personnel. All searches should be conducted in the presence of a witness.

Sexual Harassment Policy For Students

- It is the policy of SSPP that all students have the right to be free from all forms of discrimination, including sexual harassment, in the school environment.

- Sexual harassment may take different forms. The following acts, although not automatically sexual, may constitute sexual harassment under certain circumstances:
- 1. Verbal - sexual innuendoes, jokes of a sexual nature and sexually degrading language to describe an individual;
- 2. Nonverbal - displaying sexually suggestive objects or pictures, leering and making obscene gestures;
- 3. Physical - unwanted physical contact or touching, brushing up against the body and any type of coerced sexual activity;
- 4. Internet – transmission of lewd pictures, text, obscene material that would constitute unwelcome communication.
- Sexual harassment does not refer to behavior or occasional compliments of a social nature. It refers to behavior that is not welcome, that is personally offensive and that fails to respect the rights and dignity of others.
- Any student who believes he or she has been the subject of sexual harassment should report the alleged act immediately to the principal.
- **All claims of sexual harassment will be thoroughly and immediately investigated by the administrator.**
- If the investigation reveals that the complaint is valid, prompt attention and disciplinary action to stop the harassment and to prevent its recurrence will be taken. The disciplinary action taken with respect to each violation of this policy will be determined in accordance with the seriousness of the particular offense and may include written warnings, parent conferences, mandatory counseling, suspensions, dismissal or a combination of actions. The school administrator will advise the complaining party that corrective action has been taken.
- In the event that a thorough investigation of an alleged incident of sexual harassment reveals that a student has not engaged in any actions or conduct constituting sexual harassment, the school administrator will inform both the student and the complaining party that a thorough investigation has been conducted and that there exists no ground or basis to substantiate the alleged sexual harassment.
- The school will take reasonable measures to protect the confidentiality of the student who files a complaint, to encourage the reporting of any incidents of sexual harassment and to protect the reputation of any student wrongfully charged with sexual harassment.

Substance Abuse

Abuse of drugs, alcohol and tobacco is harmful to a student physically, mentally and socially. The following procedures are to be followed in handling specific drug/alcohol/tobacco-related incidents:

1. Any elementary student who is in possession of drugs, alcohol, drug paraphernalia, tobacco products or e-cigarettes or anything else considered contraband by the administrator, or is under the influence of drugs or alcohol in school or at a school-sponsored event may be suspended and the student's parents/guardians will be notified immediately. Should the discovery of contraband material occur during a field trip or a school-sponsored event off school property, the student will remain in the custody of school personnel until students return to school after the event. A conference with the principal, parents/guardians and student will be arranged. The principal will impose suitable penalties and procedures consistent with the school's policy stated in the school handbook.

2. Any elementary student who is selling or providing drugs, alcohol, tobacco products or e-cigarettes or any other contraband to other students in school or at a school-sponsored event may be dismissed. The student may be suspended immediately and a conference with the principal, parents/guardians, and student will be held. The principal will impose suitable penalties and procedures consistent with the school's policy stated in the school handbook.

A record of the conference and disciplinary procedure agreed upon may be made and signed by student and parents/guardians.

Uniform Policy (Revised March 2017)

(Please note the changes regarding shirts and socks.)

SSPP School maintains a strong tradition of school uniforms that reflects school pride and appropriate regard for personal appearance. All students must abide by the following dress code. Students are expected to arrive and leave school in their proper uniform attire every day.

On occasion there are exceptions and allowances that can be made by the principal. Parents/guardians will be notified if a student chronically comes to school without the proper uniform. Please note that if your child comes to school with an inappropriate hairstyle, you will be notified immediately and an acceptable hairstyle is expected in a timely manner.

Uniform Expectation – Kindergarten through Grade 8

- No printed or colored t-shirts may be worn under uniform shirts.
- All clothing is to fit properly – not too small or deliberately oversized.
- No other clothing (e.g. sweatshirts, jackets, sweaters or large shirts) may be worn during school time. Only school sweatshirts and sweaters may be worn during the day.
- All hats are to be removed as students enter the building.
- Jumpers, skirts, and skorts: uniform plaid only. Skirts must be of appropriate, modest length, no more than 1 inch above the knee.

- PANTS: Navy blue uniform pants only. No cargo, gym, nylon, sports or extreme style pants may be worn.
- SHORTS: Navy blue walking shorts may be worn September through October and April through June. No cargo, cut-off, gym, nylon, sports or extreme style shorts may be worn.
- BELTS: Solid navy, black or brown belts are to be worn AT ALL TIMES for all students in grades 4-8.
- SHIRTS: White or hunter green, long or short sleeve uniform shirts or turtlenecks are worn. ALL shirts must be tucked into the waistband or covered by the school sweater/sweatshirt. Shirts should not have logos on them other than SSPP logo.
- SWEATERS/SWEATER VESTS/FLEECE/SWEATERSHIRTS: Uniform sweaters, sweater vests or uniform appropriate school fleece/sweatshirts may be worn at any time. SSPP grade eight class designed hoodies, purchased through the school, may only be worn by grade eight students. School uniform shirts are to be worn under uniform sweaters, sweatshirts and eighth grade hoodies with collars visible at all times.
- SHOES: School appropriate, neat, clean sneakers or shoes are to be worn. Shoes and sneakers should have appropriate heel height with a maximum height of 1 ½ inches.

NOT ALLOWED:

- Roller sneakers
- Crocs
- Open back shoes/sneakers
- Open toed Shoes
- Boots (fashion/winter) are not to be worn during the school day

PLEASE NOTE: These types of footwear are not allowed *ever* – even on Dress Up/Dress Down days. Open toed shoes may be worn on special occasions limited to the following: Graduations (Kindergarten and 8th grade graduates only), Moving Up Day (7th graders only), and Baccalaureate Liturgy (8th graders only)

- SOCKS: Solid navy, black, or white ankle, crew or knee socks ONLY. The socks must be matching and visible above the top of the shoe. Socks must be worn at all times. Girls may also wear tights or stockings (navy, black or white ONLY) when appropriate. No leggings are worn during the school day.
- JEWELRY: Girls may wear small earrings ONLY in ear lobes. No hoop or dangling earrings may be worn. Boys are not allowed to wear any type of ear jewelry. Boys and girls are not permitted to have face piercings and therefore not allowed to wear any kind of face or lip jewelry. Cartilage piercing is not allowed. Boys and girls may wear 1 ring per hand. Each student may wear only 1 bracelet.

Students who are out of compliance in regard to school uniform or demonstrate unacceptable grooming habits will be subject to interventions as indicated in the Expectations and Guidelines for Conduct section of the handbook.

Dress Up and Dress Down (Casual) Days:

BOYS: On dress up days, boys in grades K-5 are expected to wear dress pants and button down shirts or shirts with a collar. Boys in grades 6-8 are expected to wear dress pants, shirts, ties and dress shoes.

GIRLS: On dress up days, girls in ALL grades are expected to wear skirts or dresses of modest length. Dress pants and dress shoes may also be worn.

On dress down (casual) days, ALL students may wear jeans, khaki pants or cargo pants (or shorts depending on the season). No gym shorts or nylon/mesh shorts may be worn. No “warm up” pants, track pants, pajama bottoms, leggings or yoga pants may be worn. T-shirts or sweatshirts with inappropriate sayings and/or pictures are prohibited. All casual/dress down clothing must look neat, free of rips, holes or tears and must be school appropriate. Clothing should not be tight fitting.

Gym Clothes:

Current policy requires sneakers for all students. Shorts, sweatpants and t-shirts may be worn by students in grades 4-8. Students may also wear jeans on jeans day.

Personal Appearance Expectations:

Hair

BOYS: Hair must be neatly trimmed on all sides. Hair length must not exceed the top of the collar, eyebrows and top of the ears. No radical, unconventional or unnatural looking hair is permitted. Designs are not to be shaved into the scalp. Extreme hair styles or extreme hair dyes is not allowed.

GIRLS: No radical, unconventional or unnatural looking hair is permitted. Hair should be a natural color, clean and neatly styled. Extreme hairstyles or extreme hair dyes is not allowed. Simple hair clips or hair bands that keep hair in place are acceptable.

BOYS AND GIRLS: The latest hair fads will not be accepted. Hair should be neatly combed and should be its natural color—the color God gave them.

If fingernail polish is worn, it must be clear in color. Artificial nails, press on, gel, fiberglass or silk wrap nails are not allowed at any time.

Make-up of any kind may not be worn at any time.

No tattoos of any kind (permanent or temporary) are allowed.

No other items of clothing or body markings deemed unacceptable by the principal may be worn.

Violence and Fair Process

SSPP will not tolerate or ignore any acts or threats of violence against the school faculty, staff and students in or out of school. If a student threatens or commits an act of violence, a fair process will include, but is not limited to, the following:

- The pastor or parish-school liaison will be notified immediately. In the event the pastor or school liaison is not available, the principal will proceed with disciplinary measures.
- The parents/guardians of the student committing the violation will be called and the student may be placed on out-of-school suspension, which could lead to dismissal pending further investigation. An investigation may include speaking to teachers, students or staff to determine if they witnessed or heard a student threaten violence to others. If the threat was written, the student's handwriting/printing will be checked. Written documents of all witnesses' testimony with signatures will be kept.
- A conference with the parents/guardians and student will include a written statement by the principal and possible consequences pending further investigation. All parties must sign the statement.
- The police may be notified.
- The possibility of the student's readmittance to the school may be predicated upon a number of things, to include, but not limited to: a psychological evaluation by a professional, an evaluation by the district Committee on Special Education and the possible prescription of an Individual Education Plan. The administrator also reserves the right to transfer the student out of the school.
- A letter of explanation to all parents/guardians will be sent home as soon as possible.

Weapons

SSPP will not tolerate the bringing of any dangerous or potentially dangerous weapons or weapon look-alikes into the building. Bragging or boasting about the possession of weapons will not be tolerated. Parents/guardians, the principal, the pastor, and the Department of Catholic Education will be notified and the appropriate disciplinary action will be taken.

VI. ELECTRONICS

Cell Phones

E-readers

Electronic Devices Rules and Responsibilities

Photo Release Policy

Student Acceptable Computer Use Policy

Cell Phones

While the school recognizes that use of cell phones by students is becoming more prevalent in today's world, the following rules apply:

- Cell phones must be turned off during school hours.
- Cell phones must be turned off by the time the student walks into the school building and may not be turned back on until he/she leaves the building.
- Students needing to contact parents must use the telephone in the school office during school hours.
- Parents needing to contact children may call the school office during school hours.
- Cell phones will be secured in the school office.
- Students needing to contact parents following an after-school activity must obtain permission from the supervising adult to use a cell phone.

E-readers

E-readers, such as Kindles, Nooks, etc., are welcome in school as a reading device only. Use of e-readers is a privilege – not a right.

Electronic Devices Rules and Responsibilities

- No Internet use is allowed during school time with any wireless device unless under the direct supervision and knowledge of a teacher.
- E-readers may be used for reading only. Any other use will result in loss of privilege.
- SSPP School is NOT responsible for any loss of or damage to any electronic device a student chooses to bring to school.
- With the exception of e-readers, all electronic devices must be turned off and secure while in the building during school hours.
- The use of electronic devices after school at school sanctioned events will be at the discretion of the adult supervisor.

Photo Release Policy

A letter is sent home at the beginning of the school year asking for parent/guardian permission to publicly display photographs, video, writings, drawings, media images or audio tapes of their child(ren) for the promotion of the school (e.g. Student of the Month pictures for the newspaper,

classroom activity photos for newsprint, website and social media). The names of students appear in the newspaper, but not on the website or social media.

Student Acceptable Computer Use Policy

The Internet is a global network connecting many millions of computers. It is an environment of independent, unregulated resources that can change on a daily basis. This resource is used similar to the way books, magazines, newspapers and videos are used in an educational setting.

SSPP School is preparing students for the 21st century by offering up to date computer resources to complement the curriculum. The Internet is a valuable tool offering a vast number of resources at the click of a mouse.

It is a general expectation that the resources at SSPP are to be used in a reasonable, efficient, ethical, moral and legal manner in accordance with the beliefs and policies of SSPP. Computer storage areas will be treated like student lockers. Administrators may review files and communications to maintain system integrity and ensure that students are using the system responsibly. Computer use will be monitored by a teacher, but students are responsible for following the guidelines for appropriate use and bear the consequences for misuse.

The following are NOT permitted:

- Accessing, displaying or sending inappropriate material, whether written or graphic
- Accessing, displaying or sending materials that are derogatory toward any race, religion, culture, ethnic group, gender or orientation
- Using the Internet for transmission of materials in violation of local, state or federal regulations
- Using obscene language
- Violating copyright laws; plagiarizing of any kind
- Accessing personal e-mail, instant messaging, blogs, sexting and entering chat rooms
- Tampering, misusing, abusing, or vandalizing any hardware, software or security measures
- Trespassing in other student's files, folders or works
- Downloading music
- Installing software, including screen savers
- Using school resources for non-school activities
- Accessing social networking sites (Facebook, YouTube, virtual reality sites) on school equipment

Consequences: Violations will be referred to the Principal for disciplinary action. Law enforcement agencies will be involved when appropriate. The student will not have computer

privileges unless the handbook signature page is signed and dated by student(s) and parent(s) and returned to the school.

VII. COMMUNICATION

Birthday Invitations and Communications with Students

Conferences

Communication with Home

Parents as Partners

Protocol for Expressing Concerns

Birthday Invitations and Other Communications with Students

Invitations may not be sent home via the classroom unless there is an invitation for every student in the class. If parents wish to invite only some students in a particular class, they should contact the parents of those students outside of class (mail, phone or email).

Conferences

The annual parent-teacher conference establishes an important link in home-school communication. At the time of this individually scheduled conference, parents/guardians are given the opportunity to discuss any concerns with their child(ren)'s teacher(s). The teacher(s) will also discuss any concerns she/he may have at the same time.

Parents should call the school office or email the teacher directly if a conference is desired at any other time during the school year. The teacher will return the call or email and make an appointment for a mutually convenient time. If scheduling conflicts arise, a teacher and parent/guardian may substitute a phone conference instead of a face-to-face conference.

It should be noted that if a parent/guardian has a problem concerning a teacher, the parent/guardian must first consult with the teacher and attempt to find a solution. If the matter remains unresolved after consulting with the teacher, parents should follow the steps outlined in the protocol for expressing concerns (see pages 56-57 on Parents as Partners).

Communications with Home

SSPP School endeavors to communicate regularly with families through a monthly newsletter and other messages as needed. Each teacher also establishes a regular pattern of communication and will inform parents about this at the beginning of the school year.

Parents as Partners

At SSPP School, we consider it a privilege to work with parents in the education of their children. Your choice of SSPP involves a commitment and exhibits a concern for helping your child recognize God as the greatest good in his or her life. The Catholic school has a specific evangelizing and educative mission. However, it does not carry the entire responsibility for faith formation of children. Strong collaboration between parents, school and parish is essential for the faith development of young people. Such a close relationship between parents and the school implies a partnership with mutual rights and responsibilities.

As partners in the educational process, parents are encouraged to:

- Actively participate in school activities such as Parent-Teacher Conferences and support the work of the Parents' Guild
- Read notes, emails and newsletters that are sent home via your child or posted on the school website
- Attend and participate appropriately in school liturgies and special events including athletic, academic and cultural events
- Help your child/children grow in faith through family prayer and active participation in parish life
- Serve as a role model for children by living gospel values
- Encourage healthy problem solving
- Help your child/children to understand that "doing your very best" is what matters, rather than comparing yourself against the capabilities or achievements of others
- Understand the importance of a healthy parent/teacher/child relationship and communicate any concerns to your school in a constructive and appropriate manner
- Demonstrate that parents and teachers work together for the benefit of the child/children
- Adhere to the school's policies, as outlined in this handbook, and endeavor to support them in the home
- Co-operate with school discipline where your child's/children's behavior has overstepped accepted school standards, as outlined in this handbook
- Support the school in its efforts to maintain a positive teaching and learning environment
- Discourage gossip and hearsay by communicating directly with the school or individual teacher concerned
- Model good manners for your child/children
- Maintain a positive and co-operative attitude and interact positively with other parents and members of the school community
- Encourage community building with other parents in your child's/children's class and across the school
- Value the school community and its reputation especially when engaging with social media

Rights of parents include but are not limited to the rights to:

- Be treated with respect and courtesy by staff and students
- Be listened to and clearly communicated with by the school, in regard to your child's/children's education and development
- Have confidentiality over sensitive issues respected by staff
- Be treated in a caring and polite manner
- Receive a timely response to concerns raised – every effort will be made to respond within two school days
- Be treated with professionalism by all staff members

Parents' Responsibilities

- Respect the rights of staff members and other individuals
- Respect the reputation of administration, teachers, and staff, and be mindful of the tone of communications especially emails
- Follow the correct procedures to resolve a concern or conflict
- Respect teachers' time and make an appointment at a mutually convenient time
- Do not discuss any perceived failings regarding the school in front of students
- Notify the school with a written note when a student has been absent or tardy
- Notify the school office of any changes of address or important phone numbers
- Notify the school of any special situation regarding the student's well-being, safety, and health
- Complete and return any requested information promptly
- Meet all financial obligations to the school (To receive the parishioner tuition rate, a family is expected to regularly attend Mass, receive the sacraments and regularly use envelopes (even if empty) to indicate Mass attendance.)
- On a field trip, helping in class or at school events, comply with the Diocesan Code of Conduct and follow the directions of the teacher or staff member
- Under no circumstances approach another student while in the care of the school to address or chastise them because of actions towards your own child/children

Parents' Guild

Parents' Guild is an organization made up of the parents of children who attend SSPP School. The purpose of the Parents' Guild is to raise funds that support the mission and operation of the school. These funds directly benefit the children at the school and enhance the quality of education they receive. Meetings are generally held the second Wednesday of the month in the Parish Meeting Room.

Protocol for Expressing Concerns

We recognize that concerns about a child's experience at SSPP School may arise and we are committed to addressing these. We ask that you take the following steps if a problem occurs:

1. Try to identify the problem clearly before contacting the school. If there is more than one problem, list and prioritize them to ensure that all concerns may be addressed.
2. Make an appointment to speak with the teacher most directly concerned with the matter. The best way to do this is to send an email to arrange a mutually convenient time for a telephone call or meeting.
3. If you do not feel after your meeting that the matter has been resolved or if you have a concern about the teacher or another staff member, make arrangements to meet with the Assistant Principal (Mrs. Diane Liptak).
4. If you still do not feel the matter has been resolved or if your complaint is about a very serious or sensitive matter, contact the Principal (Sr. Marilyn Dudek). The initial contact with the Principal should be made in writing giving the essential details of your concern.
5. If you feel the matter is still unresolved after speaking with the Principal, you may contact the Pastor (Fr. Art Mattulke) in writing. Along with a description of your concern, you should also include a statement of the steps you have taken to resolve the matter up to this point. The Pastor will follow up with you upon receipt of your letter or email containing all the relevant information. His decision is final.

In understanding this protocol, it may be useful to clarify the role of the individuals and groups with a consultative role: Parish-School Liaison, the School Board, and the Superintendent for Catholic Schools (Sr. Carol Cimino):

The Pastor may elect to appoint a Parish-School Liaison. If appointed, he serves as a bridge for the flow of information between the parish and each of the following: the school, School Board, and Parents' Guild. The liaison also may serve as a consultant for spiritual concerns of SSPP school administration, faculty, staff, parents, and students.

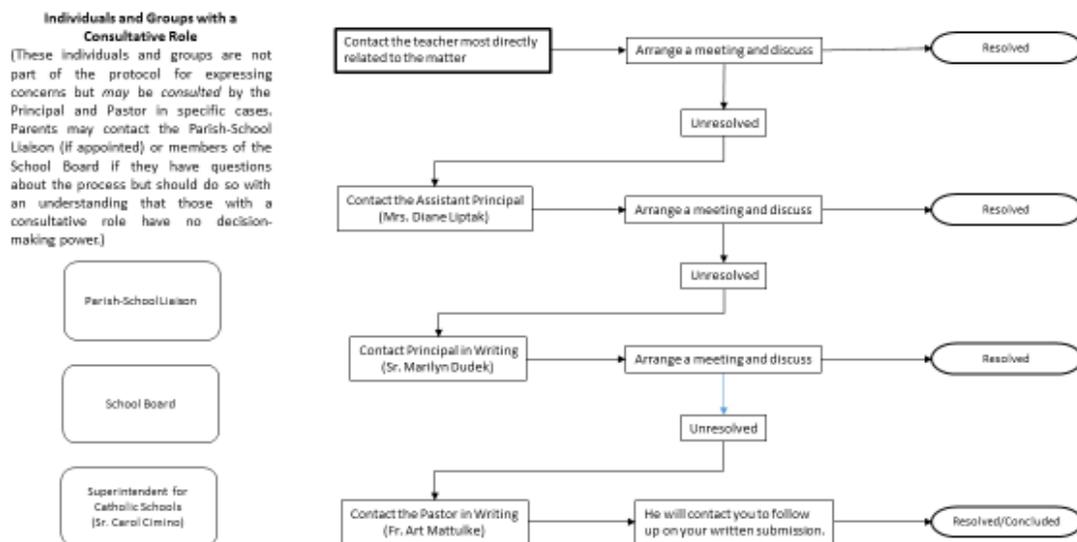
The School Board of SSPP supports the mission of the school by:

- Establishing annual budgets in collaboration with the parish finance council
- Advising the pastor and school administration on policy matters
- Providing strategic direction
- Assisting the pastor in recruitment and evaluation of administrative staff
- Providing consultation and support as needed to the pastor and school administration and facilitating communication with all stakeholders of the school

The School Board is not part of the Protocol for Expressing Concerns. However, you may contact members of the Board with questions about the process or to seek assistance in resolving communication difficulties that may have occurred in your effort to follow the Protocol. It is important to remember that the School Board is “not a hearing committee for individual conflicts concerning teachers, parents, and/or students” (Constitution and By-Laws for A School Board of Trustees for SS. Peter and Paul, a Catholic Community School, Diocese of Buffalo, Art. IV, Section 2A).

The Superintendent for Catholic Schools (Sr. Carol Cimino) has an important consultative role in school matters. However, decisions about parent concerns, personnel issues, and other local matters rest with the Pastor.

Protocol for Expressing Concerns (March 2017)





PARENT/STUDENT HANDBOOK AGREEMENT – SIGNATURE PAGE

The provisions in this handbook are designed to provide parents and students with information and guidance as to the policies, procedures and rules of the school. The contents of this handbook may be changed as necessary at the school’s discretion and, if changed, written notification of such changes will be provided to parents and students.

I/We have read the material in the SS. Peter and Paul School Parent/Student Handbook, have discussed it with our child(ren) and agree to follow and uphold the school policies while our child(ren) is/are enrolled as a student. We agree also to abide by any changes to the handbook that are communicated to the parents in written form.

Parent(s)/Guardian(s) Name

(please print)

_____	Signature:_____	Date:_____
_____	Signature:_____	Date:_____

Children’s names and grades that reside in your household that attend SS. Peter and Paul School

Names:

Grade:

_____	_____
_____	_____
_____	_____
_____	_____