



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

“The Keys to Your Child’s Future”

PARENT – STUDENT HANDBOOK

Dear Parents or Guardians,

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

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

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

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

Sincerely,

Father Sebastian Pierro, Pastor

Maureen Ingham, Principal

WELCOME TO ST. PETER ROMAN CATHOLIC SCHOOL

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

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

St. Peter Roman Catholic School offers a high quality education with a curriculum that is directly aligned to both the New York State Learning Standards and Diocesan guidelines. We offer a full day Pre-Kindergarten, Kindergarten, elementary grades First through Fifth and a prep school atmosphere for grades Sixth through Eighth. Each child is given a quality Catholic education through cooperative and integrated teaching methods, along with fun and discipline centered, on self-control and respect are the hallmarks of our school. The core curriculum begins with reading, writing and mathematics. Social studies, science and language arts are also taught in each grade. It is however, the variety of classes that makes the education different at St. Peter Roman Catholic School: Spanish, Art, Computer Science, Music, Physical Education, Health and Literature. Also, Religion is taught daily to each and every class.

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OUR MISSION

To provide a foundation for Christian living by integrating and nurturing faith through teaching and example and thereby become an extension of the teaching mission of the Roman Catholic Church.

To create a Christ-centered community which stimulates academic excellence and emphasizes family values and respect for self and others all in an atmosphere of kindness, love and understanding.

We are committed to balancing spiritual, intellectual, physical and social growth of our students so that they grow into responsible, self-disciplined citizens; developing and supporting a dynamic faculty and staff comprised of dedicated professionals; providing a physical facility conducive to reaching our goals; encouraging parental involvement of time and talent; continually developing and evaluating decisions, options and actions consistent with this mission, these values and these beliefs.

PHILOSOPHY OF ST. PETER ROMAN CATHOLIC SCHOOL

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

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

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

TO DEMONSTRATE GOOD CHARACTER AND SELF-RESPECT BY:

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

TO ACCOMPLISH THE ACADEMIC GOALS OF THE CURRICULUM BY:

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

SCHOOL STRUCTURE

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

Pastor
Pastoral Associate
Principal
Assistant Principal
Faculty
Academic Support Staff
Maintenance and Custodial Staff
Cafeteria Staff

GENERAL INFORMATION

Learning Environment:

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

- 1) ensure the safety of children, faculty and staff (physically, mentally and emotionally)
- 2) ensure that St. Peter Roman Catholic School remains a learning environment (free from any distraction)

Governance:

St. Peter Roman Catholic School policy and procedure is governed by the “Handbook for the Catholic Elementary Schools of the Diocese of Buffalo” published by the Department of Catholic Education of the Diocese of Buffalo. It strives to follow both the NYS Learning Standards and Diocesan Learning Curriculum.

The Safe Environment Program:

All situations of children in need of protection because of suspected child abuse and maltreatment will be reported to the New York Child Abuse and Maltreatment Register. The Diocese of Buffalo, Education Law and the Social Services Law of New York State clearly and forcefully mandate such reporting. The statute refers to “reasonable suspicion” of child abuse; therefore, any suspicion must be reported by the Principal to the State Central register according to the Diocesan guidelines. Our teachers and staff are certified mandated reporters.

The Safe Environment Program: (continued)

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

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

Virtus Training:

Virtus Training is an ongoing update and awareness program that is initiated through attendance at the Protecting God’s Children seminar. All faculty and staff, volunteers and coaches must read a training bulletin and any required training modules once per month. Participation in the Virtus training allows faculty and staff, volunteers and coaches the ability to work with children at St. Peter Roman Catholic School.

Every year the Diocese of Buffalo and the New York State Education Department completes an audit of St. Peter’s School to ensure that all employees, volunteers and coaches are updated on his/her Virtus training.

Legal Issues:

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

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

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

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

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

Tuition Policy:

The Pastor and Principal will establish tuition rates for each school year. These rates will be communicated to all existing and prospective parents at the time of registration.

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

1. Pay in full by July (date will be provided) with a \$25.00 discount.
2. Payment of tuition in 10 monthly installments through FACTS program, with a \$38.00 service fee. Late payment charge of \$25.00 per month.

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

Procedure for Delinquent Tuition Payment:

If tuition payments are not received in full by the end of each month, a \$25.00 penalty will be assessed. Parents are asked to contact the principal if their payments will not be made on schedule that month. If the payment is not received and the pastor or principal have not received a phone call or letter regarding the delinquency, the account may be turned over to collections.

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

Registration:

A. Pre-Kindergarten: to be admitted to Pre-K, a child must be four (4) years of age on or before December 1st of the current school year.

B. Kindergarten: To be admitted to Kindergarten, a child must be five (5) years of age on or before December 1st of the current school year.

The requirements for admission also include:

1. A birth certificate
2. A record of immunizations and a current physical
3. Payment of non-refundable registration fee
4. Acceptance of responsibility for tuition payments

Registration: (continued)

C. Grade Pre-K through 8: Registration is conducted on a first come first serve basis with priority given to members of St. Peter Roman Catholic Parish. Registration will be open to anyone wishing to attend. For all admissions, the following must be met:

- 1) Necessary Paperwork
 - a) Copy of birth certificate
 - b) Immunization record, current school physical
 - c) Report cards from former schools
- 2) Payment of non-refundable registration fee
- 3) Acceptance of responsibility for tuition payments
- 4) Family Interview with Principal or designee

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

Non-Discrimination Policy:

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

Transportation Policy:

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

Note:

Niagara Falls City Schools do not bus students to and from St. Peter Roman Catholic School.

School Bus Policy:

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

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

School Bus Policy: (continued)

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

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

School Hours:

Homerooms open at 8:30 a.m. each morning. Students must be ready for the day and in their seats by 8:50 a.m. each day. Any student not in their seat and ready for the day at 8:50 a.m. will be marked tardy and will need a note from the office.

School ends concluding afternoon prayers at 3:10 p.m. each day (11:30 a.m. on half days). Students are dismissed from their classrooms in the following order: walkers and bus riders. Parents are asked to wait outside the back bottom door for their child to be dismissed. Parents are also asked not to park in the fire hall lot directly across the street from the school as access may be needed by emergency personnel.

Inclement Weather:

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

Please listen to the radio and/or T.V. stations for closing announcements. Channels 2, 4 and 7, as well as radio stations, will carry our school closing information. Do not call the school or rectory. Also, check our school website at www.stpeterrc.org and refer to your Parent Emergency Guide.

Early Arrival:

The earliest that a child may be dropped off at school is 7:00 a.m. Students arriving prior to 8:30 a.m. must report to the morning Latch Key program.

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

Early Dismissal:

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

Latch Key:

St. Peter Roman Catholic School provides morning and afternoon Latch Key services. Morning Latch Key starts at 7:00 a.m. to 8:30 a.m. Afternoon latch Key begins at 3:30 a.m. to 6:00 p.m. A fee of \$7.00 per child, per session will be charged. Any student left after 6:00 p.m. in the Latch Key program, a \$1.00 per minute will be charged, based on the school clock, will be assessed. These fees are necessary to defray the cost associated with having a monitor present to watch over your child(ren).

Half day Latch Key services start at 11:30 a.m. to 6:00 p.m. A fee of \$15.00 per child, per session will be charged. Any student left after 6:00 p.m. in the Latch Key program, \$1.00 per minute will be charged, based on the school clock, will be assessed. Students must bring their own lunch.

****Please make sure to fill out a Latch Key form in the school office.****

Attendance:

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

The elements of our Comprehensive Attendance Policy are as follows:

1. Objectives:

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

Attendance: (continued)

2. Strategies to meet objectives:

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

3. When attendance will be recorded:

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

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

Excused absence shall include:

Type of Absences

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

Unexcused absence shall include:

Type of Absence

- Unlawful detention
- Truancy
- Suspension
- Vacations

Attendance: (continued)

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

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

6. Description of Incentives/Sanctions to be used:

- a. Perfect Attendance Award given according to school policy.
- b. Regular attendance determines participation in special occasion days or events and sports activities.
- c. Regular attendance determines promotion.
- d. Excessive irregular attendance warrants notification of proper authorities.

7. Description of Notification of Parents: (Policy listed in Handbook)

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

8. Description of the development process for intervention strategies:

Teacher keeps the Principal aware of persistent attendance problems or patterns. The school notifies the parents of the problem and notes the patterns that have been documented. If the problem or pattern continues, the school administration will notify the proper authorities.

Attendance: (continued)

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

Action:

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

Absences:

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

Tardiness:

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

Door Security:

For the safety of all our students, we have security on all school entrance doors. All doors are locked at 9:00 a.m. In order to enter the building, you must ring the doorbell at Door #1. Upon ringing the doorbell, a voice will be heard from the school office asking for identification, the school password, and purpose for requesting entry. At the sound of the buzzer, you may enter the building. Once in the building, you **MUST** report to the office to sign in and get a visitor pass.

Visitors:

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

Morning/Afternoon Announcements:

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

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

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

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

Lost and Found:

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

Valuables:

St. Peter School will not be held responsible for any lost or stolen money or valuables. Money and valuables are to be kept on the person at all times. Large sums of money or other valuables should be brought to the school office for safekeeping.

School Telephone:

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

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

Ill at School:

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

Swine Flu Virus: *IF IN DOUBT, STAY HOME*****

Symptoms:

The symptoms of novel H1N1 flu virus in people are similar to the symptoms of seasonal flu and include fever, cough, sore throat, runny or stuffy nose, body aches, headache, chills and fatigue. A significant number of people who have been infected with novel H1N1 flu virus also have reported diarrhea and vomiting.

The high risk groups for novel H1N1 flu are not known at this time, but it's possible that they may be the same as for seasonal influenza. People at higher risk of serious complications from seasonal flu include people age 65 years and older, children younger than 5 years old, pregnant women, people of any age with chronic medical conditions (such as asthma, diabetes, or heart disease), and people who are immunosuppressed (e.g., taking immunosuppressive medications, infected with HIV).

Avoid Contact with Others:

If you or your child is sick, you may be ill for a week or longer. **You should stay home** and keep away from others as much as possible, including avoiding travel and not going to work or school, for at least 24 hours after your fever is gone except to get medical care or for other necessities. (Your fever should be gone without the use of fever-reducing medicine.)

If you leave the house to seek medical care, wear a facemask, if available and tolerable, and cover your coughs and sneezes with a tissue. In general, you should avoid contact with other people as much as possible to keep from spreading your illness, especially people at increased risk of severe illness from influenza.

With seasonal flu, people may be contagious from one day before they develop symptoms to up to 7 days after they get sick. Children, especially younger children, might potentially be contagious for longer periods. People infected with the novel H1N1 are likely to have similar patterns of infectiousness as with seasonal flu.

****St. Peter R. C. School asks that you please contact the school immediately if you feel your child may have this virus.****

Swine Flu Virus: (continued)

Emergency Warning Signs:

If you become ill and experience any of the following warning signs, seek emergency medical care.

In children, emergency warning signs that need urgent medical attention include:

- Fast breathing or trouble breathing
- Bluish or gray skin color
- Not drinking enough fluids
- Severe or persistent vomiting
- Not waking up or not interacting
- Being so irritable that the child does not want to be held
- Flu-like symptoms improve but then return with fever and worse cough

In adults, emergency warning signs that need urgent medical attention include:

- Difficulty breathing or shortness of breath
- Pain or pressure in the chest or abdomen
- Sudden dizziness
- Confusion
- Severe or persistent vomiting
- Flu-like symptoms improve but then return with fever and worse cough

Staying Healthy in School:

- Teach your children to wash hands frequently with soap and water for 20 seconds (about as long as it takes to sing the “Happy Birthday” song twice.) be sure to set a good example by doing this yourself.
- Teach your children the proper use of hand sanitizer. Gels, rubs and hand wipes all work well, as long as they contain at least 60% alcohol. Hand wipes must be disposed of properly. Always read and follow label instructions when using hand sanitizer.
- Teach your children to stay at least three feet from people who are sick. That’s the same distance as a yardstick.
- Teach your children to cover coughs and sneezes with tissues or by coughing into the inside of elbow. Be sure to set a good example by doing this yourself.

Emergency Forms:

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

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

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

Emergency School Closing:

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

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

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

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

Medication:

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

The following procedure MUST be followed:

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

PLEASE NOTE:

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

Dress Code Policy: 2010~2011 School Year

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

GIRLS in the Elementary and Middle School:

1. No make-up.
2. No bright or distracting nail polish (light shades are acceptable).
3. No dangling/hoop earrings.
4. No hairstyles or accessories that may be distracting to others.
5. No tattoos.
6. Only one earring per ear.

BOYS in the Elementary and Middle School:

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

**Please note that jewelry for all students is limited to a simple, plain necklace, watch or bracelet and simple ring. There is to be no chain necklaces, multiple necklaces, chunky rings.

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

Uniforms for Girls in All Grades:

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

At no time will colored shoes, socks or sweatshirts be allowed. Please stick to the set uniform. All students who wear a sweatshirt need to make sure he/she has a school shirt on underneath. These rules will be enforced this year. Any student with the incorrect uniform will be calling home to their parents.

Dress Code Policy: (continued)

Elementary Girls Uniform:

Pre-K to Grade 3:

- Plaid jumper with a white polo or turtleneck with official St. Peter's logo. Polos can be long or short-sleeved
- White Peter Pan collar blouse (no logo)
- Navy blue pants or skort
- Plain white or navy socks or tights (**no patterns**)
- Vest, sweater, or fleece with logo (optional)
- Dark brown or black dress shoes **only**

Grade 3, 4 and 5 (3rd grade can follow either policy) :

- Plaid skirt with white polo or turtleneck with official St. Peter's logo
- Navy blue pants or skort, worn with official St. Peter's polo. Polos can be long or short-sleeved
- Plain white or navy socks or tights (**no patterns**)
- Vest, sweater, or fleece with logo (optional)
- Dark brown or black dress shoes **only**

Middle School Girls Uniforms: Grades 6-8

- Navy Blue Polo Shirts with official St. Peter logo
- Plaid Skirts (Must be knee length – **NO SHORTER**)
- Khaki (light tan) or navy blue Dress Pants (No Cargo Pants)
- Khaki (light tan) or navy blue Skirts (must be knee length – **NO SHORTER**)
- Black or Brown dress shoes **only**
- Plain white or navy socks or tights (**no patterns**)
- Vest, sweater, or fleece with logo (optional)

****Sneakers are only to be worn during gym time.****

Dress Code Policy: (continued)

Elementary Boys Uniform:

Pre-K to 5:

- Navy blue dress trousers
- Polo shirt or turtleneck with official St. Peter logo (Polos can be long or short-sleeved)
- Vest, sweater, or fleece with logo (optional)
- Dark brown or black dress shoes **only**

Middle School Boys Uniform: Grade 6-8

- White or Navy Blue Polo Shirts with official St. Peter logo
- Khaki (light tan) or navy blue pants (**No Cargo Pants**)
- Khaki (light tan) or navy blue dress shorts (**No Cargo Shorts**)
- Vest, sweater, or fleece with logo (optional)
- Dark brown or black dress shoes **only**
-

****Sneakers are only to be worn during gym time.****

Warm Weather Uniform for All Students:

From the first day of school until October 15th and from May 1st until the last day of school, boys and girls are permitted to wear navy dress shorts. All shorts must be knee length. All other uniform requirements remain in effect.

Boys and Girls Physical Education Uniform:

(New gym uniform will go in effect 2010 school year.)

Grades Pre- K to 4:

Students must wear light gray official St. Peter's T-Shirt, sweatshirt, sweatpants and sneakers to participate in gym class. If they are not in uniform they will be marked 'unprepared' and not be allowed to participate.

Dress Code Policy: (continued)

Grades 5 to 8:

The 5th grade and middle school students are allowed to wear shorts, sweatpants and wind pants with t-shirts or sweatshirts to gym class. Boys can wear basketball shorts, sweatpants and wind pants with a t-shirt or sweatshirt. Girls can wear long shorts, sweatpants, and wind pants with a t-shirt or sweatshirt. If you are not in the above uniform code you will be marked as unprepared for class and not be allowed to participate.

Missing several classes of gym due to violation of dress code will affect your grade.

Uniforms are available at:

Flynn & O'Hara
Georgetown Square
5225 Sheridan Drive
Williamsville, New York 14221
(716) 632-6581

Physical Education/Polo uniforms are also available at:

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

Gum:

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

School Books:

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

****All text-books are to be covered at all times. Adhesive book covers are not permitted.****

Lunch Program:

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

Any family believing that they are eligible for free/reduced lunch services offered by the federal government, have until October 1st to fill out the required paperwork.

Parents are allowed to pre-pay for lunches. Deductions will be made as the child purchases lunches.

Field Trips:

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

Fire Drills:

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

School Records:

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

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

Report Cards:

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

Progress Reports:

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

In addition, parents are kept informed of progress during each quarter through a variety of methods used by the teachers. Corrected test papers and class work requesting a parent's signature may be sent home from time to time. Telephone calls are also made informing parents of a child's difficulties.

Academic Intervention Services:

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

Lewiston-Porter Central School District
Attention: Dr. Barbara Godshall
4061 Creek Road
Youngstown, NY 14174
Phone Number: (716) 754-8281

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

Grades:

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

Grade Level Marking Scheme:

Pre-Kindergarten = P, D, B, N/A

Kindergarten = G, S, I, N, N/A

Grade 1 = Letter grades

Grade 2 = Letter grades

Grade 3 – 8 = Numeric grades for Religion, Language Arts, Mathematics,
Science, Literature, Health and Social Studies

Standards for Passing:

Passing marks for each grade level are as follows:

Pre-K = P or D

K = S or G

Grade 1 = D

Grade 2 = D

Grades 3 to 5 = 70%

Grades 6 to 8 = 70%

Use of Actual Marks:

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

In grades 6 to 8, it is permissible to use the actual mark from 70. Any mark below 70 is to be marked and circled on the report card. The grade of 70 is used to compute the quarterly and final averages. Due to the adoption of a new report card by the Diocese, this policy may change. If and when it does, parents will be notified.

Computing Final Averages:

Grade 3 - The final average is the average of the quarterly marks. The June Examination mark is not averaged into the fourth quarter mark.

Grade 4 to 8 - In June, all quarter marks plus the June examination marks are used to determine a final average in each subject. To compute the final average, double the sum of the quarterly marks, add the final examination mark and divide by 9.

Grade Promotion and Transfers:

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

Promotion Standard:

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

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

Retention:

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

Criteria for Retention:

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

Kindergarten: failure to achieve competence in:

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

Grades 1 & 2: Failure in Reading

Grades 3: Failure in Reading and Mathematics

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

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

Criteria for Retention: (continued)

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

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

Homework:

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

Homework counts because it...

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

Testing:

The testing for St. Peter Roman Catholic School includes teacher-constructed classroom tests, statewide tests and program evaluation tests, and national standardized tests. The backbone of day to day evaluation in school is the classroom tests. Due to flexibility, it can:

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

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

Testing: (continued)

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

St. Peter Roman Catholic School Testing Program is as follows:

Iowa Testing of Basic Skills	Grade 3, 5, 7
Cognitive Abilities (I.Q.) Tests	Grade 2, 6
NYS ELA and Math Assessments	Grade 4, 6,8
NYS Science Assessment	Grade 4, 8
Regents Earth Science Exam	Grade 8
June Examinations	Grade 3 - 8

The testing program is based on recommendations and/or instruction from either the Diocesan Offices or the New York State Department of Education.

Please Note: St. Peter Roman Catholic School follows the Diocesan and New York State Curriculum and Learning Standards.

Test Taking:

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

Awards and Honors:

- Grades 3-8 will receive the following awards for academic achievement:
HIGH HONORS: Academic Average of 96.0%-100%
HONORS: Academic Average of 90.0%-95.9%
MERIT: Academic Average of 85.0%-89.9%
- Grades 3-5 will continue to use the same report card, for the rest of this school year, using the 1, 2, 3, 4 system for conduct and effort. Students will receive an **OUTSTANDING EFFORT AWARD** if the average of all of their "effort grades" is 3.5-4.0. Students will receive an **OUTSTANDING CONDUCT AWARD** if the average of all of their "conduct grades" is 3.5-4.0. The office will compute the effort and conduct averages and prepare the award certificates.

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Awards and Honors: (continued)

- Grades 6-8 classroom and special area teachers will receive a list from the office with each student’s name. Each teacher will record an effort and a conduct grade of 1, 2, 3, 4. Students will receive an **OUTSTANDING EFFORT AWARD** if the average of all of the “effort grades” is 3.5-4.0. Students will receive an **OUTSTANDING CONDUCT AWARD** if the average of all of their “conduct grades” is 3.5-4.0. The office will compute the effort and conduct averages and prepare the award certificates.

Valedictorian:

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

$$\begin{array}{r}
 6^{\text{th}} \text{ grade final average} \\
 + 7^{\text{th}} \text{ grade final average} \\
 + \text{Average of first three quarters of } 8^{\text{th}} \text{ grade} \\
 \hline
 \hline
 \text{“X”} \\
 \text{“X” divided by 3 = final determining grade}
 \end{array}$$

Panther Values Program:

The purpose of this program is to reward students who are always doing the right thing in school. It also creates a common language between students and staff of the proper way a student should act while representing St. Peter Roman Catholic School.

Each letter of Panther Values stands for a character trait that students should uphold. Students will be recognized on a day to day basis by their teachers for following the values and going above and beyond what is expected of them in school. (Students can be recognized by any school community member.)

At the end of each week students who uphold the Panther Values will be recognized over the announcements and receive a recognition certificate to take home and share with family/friends. Their picture will also be taken and placed on the Panther Value wall located in the lobby of the school for each month. Formal presentation will occur at the school Mass on Friday.

At the end of the month students will be rewarded for receiving a Panther Value award and take a picture with all their fellow Panther Value recipients.

Religious Education:

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

All children in Grades K through 8 will plan and attend liturgy once a week. Pre- K attends Masses before holidays and will start to come every other week from April to June. Parents are invited to join our school community at these liturgies. Catholic and non-Catholic students alike will participate in all religion classes, liturgies and activities.

Physical Education:

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

Sports/Extra-Curricular Activity:

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

Participation in any event outside of the normal school curriculum is a privilege and not a right. It is granted at the sole discretion of the principal after taking into account academic performance, attitude, and behavior. **No student who is currently failing a core subject or who has outstanding disciplinary problems will be allowed to partake in any extra-curricular activity.**

Participation in the sports program of St. Peter School is governed by the Sports Handbook of the Diocese Buffalo.

PLEASE NOTE:

1. In order for any child to participate in an after school sports related program sponsored by St. Peter School, they **MUST**:
 - a) have a current physical exam (less than one year old) with physician's written approval filed with the school office;
 - b) parent and/or guardian must provide a signed and dated written approval to be filed with the school office;
2. Parent and/or guardian must make provision for transportation to and from the activity.

3. All children must be covered by health insurance in order to participate in the physical education and/or extra-curricular athletic programs of the school.
4. All children and parents must sign and date a uniform form in order to receive a uniform. Uniforms must be brought back to the coaches after the final game. **Students will be charged a fee for not returning school property.**

Sports Code of Ethics:

Students must:

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

Parents must:

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

Grades 6, 7, & 8 - Lockers:

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

School locks must be used. They are loaned to students with a \$5 deposit per locker. When the lock(s) are returned at 8th grade graduation the student will receive the money back.

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

Computer Acceptable Use Policy:

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

Electronic Devices:

Students are not to have cell phones, disc players, I Pod's or "Game Boys" in their possession during the school day. The school day is from the time the student arrives until the time the student leaves the school. These devices are best left at home, as they can be a distraction to learning.

If your family schedule is such that you must keep track of your child after school and a cell phone is brought to school, the cell phone should be kept secured in their locker. If the cell phone is turned on or used at all during regular school hours it will be given to the principal and kept in the office until a parent/guardian can pick it up.

Please note that such items as cell phones, I Pod's, "Games Boys" and disc players are the responsibility of the child and their family and St. Peter Roman Catholic School will have no responsibility for their security. These kinds of devices and others, are best left at home.

If your child has a problem during the day that requires him/her to contact parents at home or work, they are not permitted to use their cell phone. They must report to the school secretary for the appropriate action. This will allow the school to monitor the children while they are in school, which is one of our main responsibilities.

Skateboards/Rollerblades:

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

Bicycles:

Children in Grades 4 through 8 are allowed to ride their bicycles to school with prior written permission from their parents. Children are to time themselves to arrive at school between 8:30 a.m. and 8:45 a.m. Please chain and padlock your bicycle to the bicycle racks provided on the north side of the building (parking lot).

Authority of School Personnel:

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

Student Conduct at School, On School Grounds, While in Transport and at School Sponsored Events

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

Expectations for All Students:

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

Conduct Policy:

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

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

Conduct Policy: (continued)

The purpose of St Peter's Conduct Policy is:

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

Zero Tolerance Policy:

St. Peter Roman Catholic School will not tolerate or ignore any acts or threats of violence against the faculty, staff and/or student in or out of school. This includes unacceptable physical, written, text, or verbal acts and harassment.

If a student violates this policy, parents/guardians will be contacted immediately and the student will be put on suspension, either in school or out of school depending on the infraction, pending an investigation.

Disciplinary action will include, but be limited to, the procedures and guidelines outlined in the Parent/Student handbook.

Expulsion Policy:

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

Student Discipline Programs:

Elementary Policies:

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

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

Student Discipline Programs: (continued)

Middle School Policies:

In grades 6 to 8 students will follow a “Three Strikes and You’re Out” behavior program. This program is used daily with all classroom teachers. This program allows students up to three (3) strikes a month. After three (3) strikes have been acquired a Conduct Referral form will go home to the parents/guardians. It must be signed by a parent/guardian and returned by the student the next day. Students can acquire up to six (6) strikes and then will receive detention after school. This policy may be reviewed at any time.

Students cannot participate in any special events, sport practices or games until the detention is served.

Homework policies will be determined by each teacher and will be reviewed by the Principal. Homework is just as important as quizzes, tests, and sports activities. If a student comes to class unprepared (3) times to a class the student will receive a strike.

Conduct Referral Forms (Grades 6 - 8):

These forms will be sent home after three (3) infractions of school rules. A **Discipline Report** form will go home to the parents that must be reviewed and signed with your child when your child has received three (3) strikes. The student should bring this signed form back to the teacher the next day. If the Conduct Referral is not returned the next day the student will receive a strike and meet with the Principal.

If the form is not returned the following day the student must call home to their parents/guardians and a meeting will be set up with the teacher.

Detention Notice forms will be sent home when a student has received up to six (6) strikes. Detention must be served prior to any special events, sport practices or games.

Detention times and dates will be discussed the first day of school with the students. No detentions will be served on Friday’s.

Disciplinary Measures and Sanctions:

The following actions are some approved disciplinary measures at our school:

1. Conferences with students
2. Conferences with parents
3. Written referrals
4. Assignment of special tasks
5. Denial of privileges and removal from positions of responsibility
6. Restitution for damage to school or personal property
7. Detention
8. Suspension
9. Expulsion

Disciplinary Measures and Sanctions: (continued)

When any of the rules of behavior contained in the handbook are violated by a student requiring the intervention of a school administrator to ensure the proper atmosphere in our school, the student will meet with the person in authority to determine the proper disciplinary action. Parents will be notified accordingly to ensure their support. It is necessary for the children to develop responsibility and exhibit proper conduct. It is the school's responsibility to do so with a fair and just resolution.

Lavatories/Corridors Policy:

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

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

Weapons and Drug Policy:

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

Cafeteria Policy:

The cafeteria is a place where good table manners and good health habits can be practiced. Students are expected to practice the general rules of good manners and consideration for others.

Some simple rules of courteous behavior that are expected are:

- Students should walk quietly, politely, and remain seated at their tables.
- Raise your hand to ask for help, go to the lavatory and to get treats.

- Use good manners, polite language and indoor voices at all times.
- Keep eating place clean. (floor and table)
- Eat ONLY your food.
- Keep hands, feet and objects to yourself.
- Middle School students must ask to leave cafeteria and sign-out to go to the library or computer room.

Students must clean up their area after eating and obey any school adult. If a student doesn't follow the rules, he/she will be placed at the Stop & Think table. If a student does not comply with the rules, he/she must report to the principal.

Smoking Policy:

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

United States Department of Education

No Child Left Behind Act of 2001

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

Part C – Environmental Tobacco Smoke

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

New York Education Law

Article 9 School Buildings and Sites, Section 409

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

New York Education Law

Article 17 Instruction in Certain Subjects, Section 804

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

Commissioner's Regulations

Subchapter G, Part 135 Health, Physical Education and Recreation

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

New York Public Health Law

New York State Clean Indoor Air Act, 2003

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

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

Smoking Policy: (continued)

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

Sexual Harassment Policy:

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

Bullying Policy:

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

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

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

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

Inappropriate Material Policy:

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

Search and Seizure Policy:

School administrators are free to enter a child's desk, back-pack or locker at any time to search for questionable items. The following materials may not be brought to school:

- Alcoholic beverages of any type
- Weapons of any type
- Immoral or pornographic materials
- Drugs
- Fireworks
- Other items inappropriate for school.

If items found are illegal (e.g. drugs, weapons, fireworks), they will be turned over to law enforcement authorities. Other items will be given to the child's parents. The student will be subject to expulsion from our school and possible legal action from the Lewiston Police Department and State of New York.

Home and School Association:

All parents whose children attend St. Peter Roman Catholic School are automatically members of the Home School Association, which was established to enhance the environment of our school through fundraisers, and school/parish/community events. Meetings are held monthly, with times and dates announced at the beginning of each month. Agendas and committee updates will be published prior to the meetings. Parents are highly encouraged to attend and participate in these meetings as well as other events, as they enrich our entire school family, which in turn creates a positive academic and spiritual atmosphere for our children.

Because the fundraising efforts of this organization are strongly reflected in our affordable tuition, a safe, updated campus, and numerous extracurricular opportunities and special events for all students, fundraising is a responsibility and considered to be part of the financial obligation with the school.

There are two options each family may chose when signing their contribution responsibility agreement. These agreements are as follows:

Option A: "FUND-RAISING FAMILY"

1. Agrees to participate in school fundraising by raising a **MINIMUM** of \$365 through the major fund-raising events.
2. Each family is required to donate a gift that is equal to or greater than \$50 in value to our major fundraiser, the Gift Gala Event. *This donation is due no later than January 1, 2011.*
3. Each family is required to purchase or sell a minimum of one (1) ticket to the Gift Gala Event.

Option A: “FUND-RAISING FAMILY” (continued)

4. Volunteer service participation required from at least one family member in the school fundraisers throughout the year. Mandatory support of school fundraising efforts – in particular, but not limited to, the Gift Gala Event.

Listed below are the qualifying fundraisers and how they will be credited toward your family’s fund-raising obligation:

H.S.A. will notify families each year as to the designated fund-raisers to be held and the credit percentages allocated for each total sale amount.

Please Note: Fundraisers are subject to change based on profitability and availability. We will do our best to make any replacements comparable in terms of profit credited.

- You may participate in any of the qualifying fund-raisers you choose.
- You are not obligated to participate in all fund-raising events, except for the Gift Gala Event.
- At the end of the fund-raising season (May), you will be sent a final report. If the \$365 profit goal is not attained, you will be required to make up the difference of the amount not attained. For example, if you raised \$300 profit through fund-raising efforts, you would be billed for \$150. In addition, if your Gift Gala donation was not made by the required due date, you will be required to pay the \$50 as well. This bill would be due within two weeks of notification.
- All fund-raising efforts will be monitored and a report will be sent to each family following the completion of the fund-raiser.

Example Report:

Family Name	QSP Magazine Sales	QSP Magazine sales profit (40%)	Cookie Dough Sales	Cookie Dough Sales #1 profit (50%)	Cash Raffle Tickets Sold	Cash Raffle Profit (Tickets X \$25 X 50%)	Easter Candy Sales	Easter Candy Sales Profit (50%)	Tops Gift Card Purchases	Tops Gift Card Credit (5%)	Golf Tournament Sponsor	Golf Tournament Sponsor profit (50%)	Gift Gala donation received	Additional Receipts: balance payoffs, donations, etc. toward obligation	YTD Totals	Amount needed to complete goal	Percentage of Goal Completed
Jones	50.00	20.00	154.00	77.00	4	50.00	74.25	37.13	100.00	5.00	100.00	50.00	Y	239.13	160.88	60%	

Option B: “NON-FUNDRAISING FAMILY BUY OUT”

1. A family is not obligated to take part in school fundraising opportunities.
2. A “buy-out” of fund-raising for \$365 per family is required.

Two payment options are available for this Buy-Out:

1. A single payment to St. Peter’s H.S.A. of \$365 due no later than October 30, 2010
or
2. The \$365 payment can be made in two installments. The first installment of \$185 will be due September 1, 2010, and the second payment of \$180 will be due by October 30, 2010.
3. Each family is required to purchase *or* sell a minimum of one (1) ticket to the Gift Gala Event.
4. Volunteer Service participation from at least one family member in the school fundraisers throughout the year.

Please Note: The Non-Fundraising Buy-Out does not exclude families from attending Home & School Meetings and/or volunteer service participation in your child(rens) individual school fundraisers.

Contribution responsibility updates will be sent home several times a year, so that families are fully informed of their status. Any discrepancies must be addressed, in writing, within 30 days of any report's receipt.

While the obligated amount is set at the beginning of each year, we do encourage families to fundraise to the best of their abilities. Should they exceed the fundraised amount, they have the option of donating any overage to assist another family. In doing so, they are still eligible for any incentive raffles offered.

The Executive Board of HSA consists of elected positions held by parents: President, Vice President, Treasurer, Secretary, and two Delegates. Standing board positions are held by the school principal, the pastor, and a teacher representative.

With the exception of the Vice President, who will serve as President the following year, all positions are a one year term--no individual may serve more than two years in any one position. Nominations for positions for the upcoming school year are received in April, with elections taking place in May. Chairperson positions for all fund raising events, social activities, etc. are open to all parents of the Home School Association.

Disclaimer:

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

Revised: August 2010