



**St. Peter** R.C. School  
FAITH • FAMILY • FUTURE

**140 North Sixth Street  
Lewiston NY 14092  
(716)-754-4470  
[www.stpeterrc.org](http://www.stpeterrc.org)**

# **PARENT - STUDENT HANDBOOK**

September 2023

Dear Parents and Guardians,

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

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

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

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 placing your trust in us for the education of your child(ren). We welcome this responsibility and promise to provide your child(ren) with a meaningful and quality educational experience, grounded in our faith and the teachings of our Church.

Sincerely,

Rev. Luke Uebler  
Rev. Dan Young  
Mrs. Janet Larson

## **WELCOME TO ST. PETER ROMAN CATHOLIC SCHOOL**

### **About St. Peter RC School**

St. Peter Roman Catholic School is located at 140 North Sixth Street in the heart of the village of Lewiston, New York. St. Peter's offers excellence in Catholic education for children in a Preschool through Grade 8 environment. It is our mission to provide a foundation for Christian living by integrating and nurturing faith through teaching and example, thus becoming an extension of the teaching mission of the Roman Catholic Church. St. Peter Roman Catholic School is a Christ-centered community, which stimulates academic excellence and emphasizes family values and respect of self and others, all in an atmosphere of kindness, love, and understanding.

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

St. Peter Roman Catholic School offers a high quality, challenging educational program with a curriculum that is directly aligned to both New York State and Diocesan guidelines. We offer a 5 full day preschool program for 3-year olds, and for 4-year olds, Kindergarten, elementary grades 1<sup>st</sup> through 5<sup>th</sup> and a middle school atmosphere for grades six through eight. We provide each child with a quality Catholic education through cooperative and integrated teaching methods for all learning styles. Discipline focuses on kindness and respect as the hallmarks of our school. The core curriculum includes Religion, English Language Arts (Reading, Writing, Listening and Speaking), Mathematics, Social Studies, and Science; all taught at each grade. A true variety of classes make the education interrelated, ever-changing and always innovative. At St. Peter Roman Catholic School students participate in Spanish, Art, Library (Grades PK-5), Technology/STREAM Instruction, Music, Physical Education and Health (Grades 6 and 7).

Students have the opportunity to earn three (3) high school credits before leaving St. Peter School.

- 1 in Science (Living Environment, Regents course)
- 1 in Mathematics (Algebra 1, Regents course)
- 1 in Spanish (with the ability to enter high school at the Spanish II level)

Before and after school care is available from 7:00 am until 8:25 am and from dismissal until 6:00 pm. A host of after school clubs, STREAM activities, service organizations, Diocesan competitions, group and individual tutoring, and a wide variety of sports and athletic opportunities, both instructional and competitive are available for all ages/ genders work together to enhance our educational program.

At St. Peter RC School, there is something for everyone!

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## **MISSION STATEMENT**

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

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

## **VISION STATEMENT**

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

We commit ourselves to:

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

# **PHILOSOPHY OF ST. PETER ROMAN CATHOLIC SCHOOL**

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

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

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

## **TO DEMONSTRATE GOOD CHARACTER AND SELF RESPECT BY:**

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

## **TO ACCOMPLISH THE ACADEMIC GOALS OF THE CURRICULUM BY:**

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

## **SCHOOL STRUCTURE and STAFF 2023-2024**

The structure of St. Peter Roman Catholic School is composed of dedicated individuals who are committed to the education and welfare of all child(ren). Our staff includes:

Pastor: Reverend Luke Uebler

Senior Vicar: Reverend Dan Young

Principal: Mrs. Janet Larson

Faculty:

PreK 3 – Ms. Melissa Kuter

PreK 4 – Mrs. Jennifer Morello

Kindergarten – Mrs. Melissa Murphy

Grade 1 – Mrs. Brandi Krassopoulos

Grade 2 – Mrs. Karen Jorgensen

Grade 3 – Ms. Kaylene Bungo

Grade 3 – Mr. Christopher Ciatta

Grade 4 – Mrs. Carrie Ciraolo

Grade 5 – Mr. Will Greene

Grade 5 – Mrs. Jennifer Hoplight

Grade 6 Homeroom and Grades 5-8 Social Studies – Mr. Michael DeDario

Grade 7 Homeroom, Grades 6-8 Math – Mrs. Keely Say

Grade 8 Homeroom, Grades 6-8 English Language Arts, Grades 7-8 Religion

Music – Mr. Ray Barry

Art Grades PreK-8 – Mrs. Krista Gruarin

Student Support Grades PreK-8 Mrs. Anna Moran

Technology and STREAM – Ms. Rachel Zeller

Library Grades PK-5 – Mrs. Elizabeth Coffey

Physical Education Grades PK-8 – Mrs. Leah Zahradnik

Faith Formation – Mrs. Dianne Wysocki

Staff:

Director of Technology and IT Support – Mr. Mark Gaynor

School Office Manager – Mrs. Barbara McNamara

School Nurse – Ms. Rhonda Palmiero RN

Classroom Aides – Mrs. Jan Daniels

Mrs. Tammy Flemming

Mrs. Karen Lilly

Mrs. Gina Lucchetti

Mrs. Jacalyn McIntyre

Mrs. Susan Mietus

Maintenance and Custodial Staff -

Mr. John Scozzafava

Cafeteria Staff – Mrs. Joanne Warmus, Mrs. Nancy Kehoe



School Board - Rev. Luke Uebler, Pastor; Chairperson ex officio  
Rev. Dan Young, Pastor, ex officio  
Mrs. Janet Larson, Principal, ex officio  
Darlene Sprague – President  
Maureen Ingham – Secretary  
William Berard  
Julie Berrigan  
Adam Burns  
Liz Colvin  
Diane Coty  
Joe Giarrizzo  
Jim Ingham  
Kevin Krisnosky

## **GENERAL INFORMATION**

### **Learning Environment:**

The number one priority of St. Peter Roman Catholic School (SPS) is to create a happy, healthy, holy and safe learning environment for everyone who enters the building. To this end, the Pastor and Principal and members of our school board at St. Peter Roman Catholic School reserve the right, at any time, to make changes to any established rule when a necessary situation arises. These rules will:

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

### **Governance:**

The St. Peter Roman Catholic School policies and procedures are 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 New York State Common Core Curriculum, New York State Department of Education policies and practices and regulations governing the Department of Education of the Diocese of Buffalo.

### **The Safe Environment Program:**

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

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

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

\*No parent/guardian/volunteer may work with any student from St. Peter R.C. School unless all above paperwork has been completed and he/she has attended a Protecting God’s Children seminar, and keeps regular with their monthly VIRTUS readings and responses.

## **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 complete an audit of St. Peter School to ensure that all employees, volunteers and coaches are updated on his/her Virtus training.

## **Legal Issues:**

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

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

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

- Copy of the child(ren)'s report cards
- Copy of the standardized testing results
- Monthly calendar / on-line Family memo access
- Notification of annual parent/teacher conference

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

## **Tuition Policy:**

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

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

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

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

### **Tuition Assistance:**

The Diocese of Buffalo offers Tuition Assistance, based on need for students/families of children in Grades K-8 in a lottery program through the BISON FUND. Families may apply directly online at [www.BISONFUND.com](http://www.BISONFUND.com). Through the generosity of our St. Peter parish family, we have limited funds available for tuition assistance. Anyone in need may apply for these funds by following these steps:

1. First apply for BISON funds
2. Complete an application on FACTS (fees may apply)
3. Final decisions are made by the Pastor/Finance Committee

### **Procedure for Delinquent Tuition Payment:**

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

### **Registration:**

- A. Three (3) year Old Pre-School: Child must be three (3) years of age on or before December 1<sup>st</sup> of the current year, and be fully potty trained.
- B. Four (4) Year Old Pre-School: Child must be four (4) years of age on or before December 1<sup>st</sup> of the current year, and be potty trained.
- C. Kindergarten: Child must be five (5) years of age on or before December 1<sup>st</sup> of the current year.

Pre-School through Grade 8

Registration is conducted on a first come first serve basis. Class size limits have been set and waiting lists will be created when/where necessary. Registration will be open to anyone wishing to attend. For all admissions, the following must be met:

1. A birth certificate and baptismal certificate (where available)
2. A record of immunizations and a current school physical
3. Payment of a non-refundable registration fee (refundable by July 1<sup>st</sup> if not attending St. Peter RC School)
4. Acceptance of responsibility for tuition payments (Tuition Commitment Agreement) signed and returned.
5. Family Interview/Tour with the Principal

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 the 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, adheres to the Diocesan policy of non-discrimination as stated in Section 4014 of the *Elementary Handbook*.

### **Transportation Policy:**

Many of our students ride school buses to and from school from several different school districts. This service is provided directly through the various school districts. Please contact the school office for more information. Each Public School District that serves transportation to St. Peter RC School requires that an application for transportation be completed by April 1<sup>st</sup> of the prior school year. Applications are available on the SPS website or by calling the particular school district.

### **School Bus Policy:**

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

When on the bus, children are to remain in their seats, Throwing items, littering and being too noisy are forbidden on the bus. Children may not bring onto the bus items such as glass containers, pets, large class projects, hockey sticks, skateboards, skis

and/or poles, kites, baseball bats, etc. These are potential sources of distraction or danger.

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

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 am each morning. Students must be ready for the day and in their seats by 8:45 am each day. Any student not in their seat and ready for the day at 8:45 am will be marked tardy and will need a note from the home clarifying their absence or tardiness. Consistent tardiness may cause possible detention/disciplinary action.

School ends after prayers and afternoon announcements at 3:00 pm each day. Students are dismissed from their classrooms via our digital announcement system which is broadcast to the interactive boards in each classroom. Please pay special attention to our drop off and pick up arrangements below.

1. Enter the loop behind the school through a left turn from Onondaga.
2. If your child is coming for morning latch key, you must bring them to the latch key door (Door #3) and call the posted latch key number. The supervisor for the day will greet you at the door and have you sign in. Teachers will not be outside for unloading until 8:30 am.
3. When using the loop, the first car in line will pull all the way up to 6<sup>th</sup> Street, at the end of the loop. You will be in the space numbered "1".
4. We have five numbered spaces for drop-off and pick-up. Teachers and staff will assist with loading and unloading of students from these 5 car spaces only.
5. Please do not ask your child(ren) to get out of the car until they are in one of those 5 spaces.
6. We will not unload until 8:30 am, so please do not plan to drop off sooner than that time unless you are dropping off for latch key care.
7. We will begin dismissal time for "walker;" students leaving by car, at 3:00 pm and will load 5 cars at a time.
8. Buses will resume pick up at the top door (Door #1), and cars will not be able to depart the loop with a left turn towards Center Steet while bus lights are flashing.
9. If your pick-up plans for your child(ren) change during the day, please call the office to let them know as soon as possible. It is often difficult to get your messages to the classroom and the dismissal teacher, siblings, bus drivers, etc. when you call close to dismissal. Our goal each day is to make all students arrive home safely.

# **ATTENDANCE POLICY**

## **New York State Rules and Regulations**

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

The elements of our Comprehensive Attendance Policy are as follows:

### **1. Objectives:**

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

### **2. Strategies to meet objectives:**

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

### **3. When attendance will be recorded:**

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

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

#### **Excused absence shall include:**

- Sickness



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

**Unexcused absence shall include:**

- Unlawful detention
- Truancy
- Suspension
- Vacations

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

Schools within the Diocese of Buffalo Catholic Education system, along with the faculty and staff of St. Peter 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 order of its presentation. Regular attendance is an essential component of the learning process.

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

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

- a. Perfect Attendance Award may be given according to school policy.
- b. *Regular attendance / on-time arrival determines participation in special occasion days or events and sports activities.*
- c. Regular attendance determines promotion.

- d. Excessive irregular attendance/tardiness warrants notification of proper authorities and written statements to parents and/or guardians. This includes lates, tardies, early dismissals and absences.

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

- a. Parents notify school ASAP for absence and/or tardiness.
- b. School calls parent if parent has not called.
- c. Students who are tardy must report to the office. School Office Manager records tardy/early dismissal in system.
- d. Students who leave school early or come to school after the day has begun, or are absent due to a legal or medical appointment must bring notification of such appointment signed by the service provider upon their return
- e. A written excuse must be completed by the parent giving specific reason for absence/tardiness within **3 days**.
- f. If an excuse is not received within the **3 days**, the absence is recorded as unexcused.
- g. Unexcused absences/tardiness is recorded in the school system; eSchoolData
- h. A note is submitted to the school office when a student is going to be released early. The parent or guardian comes to the school Door #1, calls the office and signs-out the student to be released. If the child returns that same day, the parent must sign the child back in at Door #1.

**8. Description of the development process for intervention strategies:**

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

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

Pupil attendance records attendance records shall be reviewed by the Principal for the purpose of initiating appropriate action to address concerns related to unexcused pupil absences, tardiness and early departure, appointments during school time without a note from the service provider (Doctor, Physician's Assistant, therapist etc.)

### **Absences:**

If your child(ren) is ill, it is appropriate for you to keep them home. Please telephone the office at (716)-754-4470 to inform the school of the absence before 9:00 am. 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, and 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 present a note from the service provider upon return to school. Students must get a late slip in the school office from the School Secretary.

### **Early Arrival:**

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

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

### **Early Dismissal:**

In an attempt to keep your child as safe as possible, a written note is necessary at the beginning of the day if there will be any variation in your child's dismissal plans (i.e. early dismissal, pick-up instead of bus, etc.). Please come to Door #1 and call (716)754-4470 to let the office know you are there to pick up your child(ren). The office will bring your child(ren) to you at Door #1 where you will sign out your child(ren) in the sign-out book.

### **Before and After School Program:**

Our Before and After School Program will be available for all students Monday through Friday and all full days school is in session.

If you will need this program for your child(ren), please complete the attached registration paperwork and return it to the school before the first day of school.

We highly recommend that you complete the paperwork now and return it to school where it can be kept on file so that children may be sent to Latchkey in the event of unforeseen delays in your pick-up routine.

Children will NOT be eligible to participate in either session of this program if registration paperwork has not been filed in the school office.

When you arrive at school for either morning drop-off or afternoon pick-up, please call the Latchkey phone (716-359-7166) and staff will meet you at the door. You must accompany your child(ren) to the door for drop-off and pick-up.

Fees for this program will be billed monthly.

AM Hours: 7:00 AM until 8:25 AM

Drop off students at door #3 on North 6<sup>th</sup> Street near the parking lot.

Flat fee: \$5.00 per student per morning.

Dry cereal/granola bars will be available

PM Hours: 3:15 PM until 6:00 PM

Pick ups will be at door #3 on North 6<sup>th</sup> Street near the parking lot

Fee: \$4.00 per child per half hour

Pick ups after 6:00 PM will be a charge of \$1.00 per minute per child

Snacks will be available at 4:00 PM

**Inclement Weather:**

**\*\*\*\* When Lewiston Porter School District is closed,**

**St. Peter R.C. School is also closed.\*\*\***

Please listen to TV stations for closing announcements. Channels WGRZ, WIVB and WKBW will carry our school closing information. Do not call the school or rectory. Also, check our school website at [www.stpeterrc.org](http://www.stpeterrc.org). School messenger phone calls/texts will notify you of any closings/emergencies as necessary.

## **DAILY OPERATIONS**

**Door Security:**

For the safety of all our students, we have security on all school entrance during arrival and dismissal. In order to enter the building you must call the main office from Door #1 (716)-754-4470. The school office will ask for identification and/or purpose for requesting entry. Office personnel will meet you at Door #1 to help you in completing the business purpose of your visit.

## **Visitors:**

**All visitors must report to Door #1 and call the office for entry.** 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 staff.

## **Morning / Afternoon Announcements:**

A student operated announcement system is in place every morning. SPS students are announcers, reporters and weather people, and the morning announcements are broadcast to each classroom via the interactive technology board, daily.

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 and remain where you are as we pray to our Lord and pledge to our flag together.

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 must have student names or initials on the label of collars and on the waist bands. All clothing found in the school, regardless of its value, is placed in the lost and found bin in the cafeteria. All unclaimed lost and found items are disposed of at the end of each month. Student articles must 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 or left at home. Large sums of money or other valuables should be brought to the school office for safekeeping. **Cell phones, phone watches etc. are not permitted in school at any time.** Any violation of the cell phone rule will result in the phone being taken and placed in the school safe for a determined period of time. Parents will need to come to school to retrieve cell phones or any electronic devices brought to school. **There are no exceptions to the cell phone rule!**

## **School Telephone/Website:**

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, i.e. (gym clothes, homework, permission slips). Students need to develop responsibility and remember items each day or accept the consequences of being unprepared.

No teacher or other St. Peter School employee, except for an emergency telephone call, is available to receive telephone calls during class time. A message may be left with the office and the teacher will return your call as soon as possible. Teacher email is also a good way to send a message.

Our school website contains much important information for visitors as well as SPS families. Calendar information, registration/tuition details and lists of events and activities are posted and updated regularly. Pictures tell many wonderful stories of our great school.

### **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) that you have provided. No student will leave the school without a parent or authorized adult. The parent or authorized adult will call the school office when they arrive at Door #1. Office personnel will meet you with the sign out book at Door #1.

### **Staying Healthy at School:**

- Teach your child(ren) to wash hands frequently with soap and warm 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 child(ren) the proper use of hand sanitizer. Gels, rubs and handwipes all work well, as long as they contain at least 60% alcohol. Handwipes must be disposed of properly. Always read and follow label instructions when using hand sanitizer. There will be hand sanitizer in every classroom, the cafeteria, and other frequented areas throughout the school building.
- Remind your child(ren) to stay a safe distance from people who are sick whenever possible. It is healthier for everyone.
- 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.

It is always a good idea to practice these healthy behaviors at home so it is more easily transferred to behavior at school. Many of these practices become institutionalized during COVID, and at SPS we are maintaining many of these protocols for the ongoing health and safety of our students and staff.

### **Emergency Forms:**

Parents are asked at the beginning of each year to fill out emergency related information and return it to the school office **promptly**. This information will include Parent/Guardian contact information as well as alternate person(s) to be contacted in case of student injury or sudden illness and when we are unable to contact the Parent/Guardian. 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 occur when an apparent serious injury, 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, parents will be notified. Children will be sent home, or to an alternate destination as designated by the parent. 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. Parents will be notified of any school related emergency.
- B. **Weather:** When Lewiston-Porter Central School District is closed, so is St. Peter Roman Catholic School. Please listen to the TV stations (WIVB, WGRZ, WKBW) for closing announcements. St. Peter RC School may also be listed separately. 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 and we become unable to safely and adequately care for all children. Any other closing, such as pandemic, will be guided by the Niagara County Health Department, or other official agency.

School messenger will also notify families via email, text and a robot phone call. Our website will also host the information as it becomes available.

### **Medication:**

Oral medications, including non-prescription drugs (cough drops, aspirin/Tylenol), may be administered by school personnel if a parent submits a written request and we have instructions from the child's doctor. Notes must include the name of the medication, dosage amounts and times. Phone calls are not acceptable notification of non-prescription drugs.

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 the school personnel to give the medication. The medication is to be delivered directly to school personnel in the main 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 the 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 wherever and whenever possible.

**PLEASE NOTE:**

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

**Dress Code Policy:**

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

**GIRLS in the Elementary and Middle School (Grades PK-3 through 8):**

1. No make-up or nail polish
2. No dangling/hoop earrings (posts only)
3. No hairstyles or accessories that may be distracting to others or are determined by school administration to be extreme in nature
4. No hair color or temporary hair dye coloring
5. No tattoos; permanent or temporary
6. Only one earring per ear

**BOYS in the Elementary and Middle School:**

1. No earrings
2. No ponytails, Mohawks or other distracting hairstyles
3. No tattoos; permanent or temporary
4. No make-up or nail polish
5. No hair color or temporary hair dye coloring

6. Hair no longer than below the ear

\*\* Please note that jewelry for all students is limited to one wristwatch and one religious cross or medallion necklace. No other jewelry is allowed; rings, bracelets, necklaces.

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

# DRESS CODES

## Uniforms

### **St. Peter RC School Uniform Policy:**

Please see Appendix A for the current uniform grid.

\*daily uniform checks will be conducted to ensure all uniform regulations are being met.

Students in Grades PreK-3 through 8 have the option to wear shoes or sneakers with the school uniform. If sneakers are worn, they must be traditional in style and socks must be worn and visible above the ankles.

If a student is not wearing sneakers, their shoes must be either brown, navy or black and should not have a heel of any kind. All shoes must be closed toe and closed heel.

### **Warm Weather Uniform for All Students:**

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

Uniforms are available at:

#### **Flynn & O'Hara**

<https://www.flynnohara.com>

#### **Lands' End (SPS School Code: 900165465)**

<https://www.landsend.com>

Physical Education and Polo uniform shirts (PreK-Grade 8) are also available at:

#### **Stuart Sports**

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

\*Uniform pants/shirts may be purchased anywhere you shop (Gap, Target, etc.) as long as they meet the uniform guidelines and the SPS logo is appropriately added. Items are to be wrinkle-free or properly pressed for daily wear.

## **Dress Down Days**

Sneakers, jeans, t-shirts, sweatshirts or hoodies (hood to remain down) are acceptable to be worn on designated dress down days. Before October 15<sup>th</sup> and after May 1<sup>st</sup>, shorts are acceptable if they meet uniform requirements.

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

Leggings or tights may be worn only with a dress or top/sweater that completely covers the buttocks.

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

If there is a doubt that something does not adhere to these guidelines, it probably doesn't.

## **Gum:**

Gum is not allowed at any time in St. Peter Roman Catholic School for students or adults.

## **School Books:**

School books, texts 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 return them in June in the same condition. Any student who deliberately defaces, ruins or loses a book, will have to replace the book at full replacement cost.

## **Lunch Program:**

Hot Lunch options are available on a daily basis. Students must request their lunch choice each week via the online Wednesday notes. 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 manager.

Any family believing that they are eligible for free/reduced lunch services offered by the federal government, have until October 1<sup>st</sup> to fill out the required paperwork. These forms can be found on our school website or from our school office. Parents are allowed to pre-pay for lunches and hold cafeteria money on a personal cafeteria account. Deductions will be made as the child purchases lunches.

All lunch and cafeteria concerns are handled by Joanne Warmus; 716-283-1455 or via email at [cafeteria@catholicacademyf.org](mailto:cafeteria@catholicacademyf.org).

### **Field Trips:**

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

### **Safety Drills:**

During the school year, NYS requires fire drills, evacuation drills and lock down drills and students are expected to walk quickly and quietly with their class towards the nearest exit or designated location in their classroom/school campus.. Due to the seriousness of these drills, infractions will not be tolerated.

# ACADEMICS

## **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.

## **Home Address**

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/pr during school events.

## **Report Cards:**

Report cards for the 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> trimesters will be sent home with students on the dates specified on the school calendar. June Report cards will be distributed after the last day of school. If there is an unaddressed tuition delinquency or non-payment, Report Cards may be held until payment is made. Also, the release of school records may be delayed for the same reason.

Avoid the withholding of records, late fees and possible claims court referrals by keeping current with school finances. Call Business Manager Maxine Menshon at 716-754-4118 ext. 128 if you have any questions or concerns as soon as the concern arises.

## **Progress Reports:**

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

In addition, parents are kept informed of progress during each trimester 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. Email, texts, the REMIND app or other such notifications may be used. Each teacher will inform parents how best to keep in touch regarding assignments, academics and behavior, Parents can keep in touch through the use of the School Portal. For questions, please contact Mrs. Barbara

McNamara at [bmcmamara@stpeterrc.org](mailto:bmcmamara@stpeterrc.org). Also, please consider sharing the password with your student so they can access the account and see where they need to work just a bit harder. Teachers post information to the portal weekly so all can see what is expected, what is completed, and what grades have been achieved.

Regular communication with any/all of your child's teachers avoids last minute surprises at marking period times.

### **Support Services:**

If any parent is concerned that their child may need to be tested for learning or developmental problems, it is the parent's responsibility to contact Mrs. Lynn Hewitt at the Lewiston-Porter Central School District Office as follows:

Lewiston-Porter Central School District  
Attention: Mrs. Lynn Hewitt  
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 the Lewiston-Porter Central School District (or any other school district) to provide the best possible environment for all children. If you have any questions regarding this process, or need any assistance in approaching your public school district, we at St. Peter School are more than willing to assist. Contact Mrs. Anna Moran [amoran@stpeterrc.org](mailto:amoran@stpeterrc.org), our School Support Teacher, if you have any needs or questions regarding connecting with the Lewiston-Porter and/or requesting additional services for your child.

### **Grades:**

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

#### Grade Level Marking Scheme:

Pre-K = 1,2,& 3  
Kindergarten = 4,3,2,&1  
Grade 1 = 4,3,2,&1  
Grade 2 = 4,3,2,&1  
Grades 3-8 Art, Music and Technology = 4, 3, 2 & 1

Grades 3 – 8 = Numeric grades for Religion, Language Arts, Mathematics, Science, Spanish, Social Studies, Art, Music, Technology and Physical Education.

#### Standards for Passing:

Passing marks for each grade level are as follows:

Pre-K = teacher/Parent Conversation  
K, 1 & 2 = Standard based Diocesan Criteria

Grades 3 to 8 = 70%

### **Use of Actual Marks:**

The use of actual marks on the student report card for Grades 3-8 is permitted for ten points below the passing marks. Any grade below 60 will be listed in the report card comments. The grade of 70 is used to compute the trimester and final averages.

### **Computing Final Averages:**

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

### **Grade Promotion and Transfer:**

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

### **Promotion Standards:**

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

- Class performance according to grade level requirements
- Student age and ability
- Performance on standardized tests (where applicable)
- Student achievement on grade level tests and examinations (where applicable)
- 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 amount of time, therefore, it may become necessary to retain a student or an additional year in a particular grade. A conference with the Principal, teacher, and parents/guardians will take place regularly when necessary where the ultimate decision will be made.

### **Criteria for Retention:**

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

Kindergarten: failure to achieve competence in:

- Recognition of the letters of the alphabet
- Visual and auditory discrimination of objects and sounds
- Age appropriate gross and fine motor coordination



- Rote counting
- Maturation level
- Recommendation of Kindergarten teacher

Grades 1 & 2: Failure in Reading

Grade 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, Mathematics, Social Studies, and Science and/or 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.

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. Parents are encouraged to do a daily check of assignments to be completed at home.

#### ***Homework is valued as it:***

1. Reinforces skills and information learned in class
2. Prepares students for upcoming topics
3. Teaches self-discipline
4. Teaches responsibility
5. Provides a means to practice learned and new skills

### **Testing:**

The testing for St. Peter Roman Catholic School includes regularly scheduled teacher-constructed classroom tests, text related chapter and unit tests and ongoing teacher observations to check for understanding, where and when appropriate. National Standardized tests, and New York State tests in English Language Arts, Mathematics and Science as well as NYS Regents exams and the Spanish I Proficiency Exam may be administered to specifically identified students and grade levels annually. All students take "STAR" assessments twice annually in Reading and Math to help determine academic standing as well as evaluation supports where needed.

#### ***Testing protocols are intended to:***

1. Stimulate student interest in learning
2. Motivate good study habits

3. Establish identification of weakness and strengths
4. Create internal competitiveness and push to try harder
5. Establish a sense of constructive pride in achievement thus further building one's self esteem

\*Statewide tests (NYS ELA, EMA, and Science) are regularly under review.

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

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

### **Test Taking / Plagiarism:**

Any student caught talking, cheating, or being disruptive during any test, will be given an automatic zero grade for that test. Parents will receive a phone call to inform them of this behavior. Such behavior may result in additional disciplinary action.

Students who plagiarize in their writing will be given a warning and a chance to redo the assignment for a lower grade. Second offenses receive an automatic zero. Parents will be notified for any, including first offenses of plagiarism.

### **Report Cards:**

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

### **Awards and Honors:**

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

**High Honors:** Academic Average of 96.0% - 100%

**Honors:** Academic Average of 90.0% - 95.9%

**Merit:** Academic Average of 85.0% - 89.9%

### **Valedictorian:**

The 8<sup>th</sup> grade valedictorian and salutatorian will be determined by the following formula:

$$\begin{aligned}
 &6^{\text{th}} \text{ grade final average} \\
 &+ 7^{\text{th}} \text{ grade final average} \\
 &+ \text{Average of the first two of three trimesters of } 8^{\text{th}} \text{ grade} \\
 &=== \\
 &“X” \\
 &“X” \text{ divided by } 3 + \text{ final determining grade}
 \end{aligned}$$

### **Religious Education:**

Religion classes for all grades are held daily. We follow the Diocesan syllabus. Through our religious education program, we proclaim the message of Jesus, including instruction for reception of the sacraments when appropriate. The Sacrament of Holy Eucharist is offered at each school liturgy.

Penance services, for the reception of the sacrament of Reconciliation are held in Advent and Lent for those who have received the sacraments.

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

Our overall belief is that we “live” our Religion every day in every way. It is more than just a subject to be taught but it is our life and how we live it!

### **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 Activities:**

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

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

### **PLEASE NOTE:**

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

- a. Have a current physical exam (less than one year old with physician's written approval filed with the school office;
  - b. Be covered by current health insurance;
  - c. Maintain good academic standing, generally defined as a C or higher average , or to the student's potential as determined by the school principal.
  - d. Have the required registration form/fee completed by a parent and/or guardian filed with the Athletic Director
  - e. Have a signed and dated written approval from a parent and or guardian regarding the uniform process
  - f. Pay the uniform deposit fee to receive a uniform where appropriate
  - g. Attend a minimum of five (5) practices before participating in games. (This rule will be waived only in the event 5 practices we not scheduled or an extenuating circumstance, approved by the principal, prevented attendance.)
2. Parent and or guardian must make provision for transportation to and from the sports activity including practices and games. Parents can also sign up for any carpool opportunities by completing a written, signed, and dated approval with the school office. Parents who choose to arrange carpools outside of school arranged opportunities do so at their own risk. Staff/coaches will not be permitted to drive student athletes in their personal vehicles.

### **Sports Participant Responsibilities and Code of Ethics:**

#### **Students must:**

- Act in a Christian way exhibiting good sportsmanship, both on and off the court/field. Respect opponents, officials, coaches, teammates, and spectators at all times.
- Remember, sports 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 dismissal from the team may occur. 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 schoolwork.
- Maintain good behavior in school and at school events. Choose to make yourself proud. Remember you represent your school and yourself 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 with or show disrespect towards the officials. Only the captain/coach 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, the community and yourself.
- Return all school property, including uniforms, to the coach in a timely manner. If the uniform is not returned or the uniform is lost, the school will assess a fee to replace it and the report card may be withheld until the fee is paid.

**Parents must:**

- Encourage good sportsmanship, effort, and teamwork from student athletes, coaches and spectators.
- Model Christian behavior for all students, spectators, and coaches. Remember you represent your school and your child(ren) 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.

Only school locks may be used. These are loaned to students for their top and bottom lockers.

Your teacher will assign you a 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 Director of Technology a signed copy of the “Acceptable Use” policy which outlines and understanding of appropriate/inappropriate use of computers and the internet.

### **Electronic Devices:**

Students must not have cell phones or any electronic devices (except those determined and approved by the school) in their possession at any time is school. These devices are to be left at home, as they can be a distraction to learning. If a cell phone or any electronic device is brought to school, it will be taken away. Parents will need to come to school to retrieve the item.

First offense: Office holds phone for one day and a parent must come to pick it up.

Second offense: Office holds phone for two weeks and then a parent must come to pick it up.

If your child has a problem during the day that requires him/her to contact parents at home or work, they must report to the school Secretary / Principal for the appropriate action. Parents will be contacted through the main office phone as needed.

### **Skateboards/Rollerblades:**

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

### **Authority of School Personnel:**

The authority of every teacher, substitute, 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.

Defamation of school property; walls, bathroom stalls, lockers, gym, playground etc. will be dealt with on an individual basis and corrective action will be determined by the Administration.

# SCHOOL EXPECTATIONS

## Behavior in Word and Action

### **St. Peter RC School Expectations:**

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

### **Expectations for All Students:**

- Students are expected to treat themselves, each other, and adults with respect
- Older students are expected to watch out for the safety of younger ones
- Students are to greet adult visitors to their classrooms properly and politely being respectful of other learners
- 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, or face the consequences
- 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, lock downs and evacuation drills, students will remain quiet and orderly and follow the 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, fairness and consistency. The school depends on the support and backing of the parents for an effective and positive discipline program. Well-ordered classes, which create an atmosphere conducive to learning, will support an effective school program. Positive discipline aids in the development of students who will respect themselves, their



classmates, their teachers and staff, volunteers and duly constituted authority. Discipline in a Catholic school is an essential aspect of Christian development, not a punishment.

**The purpose of St. Peter’s Conduct Policy is:**

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

**Zero Tolerance Policy:**

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

**Expulsion Policy:**

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

**Student Behavior Programs:**

In grades Pre-K to 5 the homeroom teachers set up behavior and classroom management plans for their students. These plans are reviewed by the Principal. The homeroom rules and consequences are enforced throughout the other classrooms that the student will visit; (Physical Education, Art, Library, Music, STREAM)

\*If at any time a teacher in Grades 3 through 5 requires a student to stay after school 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. The Principal is notified for whom and when the detention is occurring. The teacher and Principal will determine the supervision of the detention.

**Ongoing Rewards for Good Conduct:**

1. Positive self -esteem
2. “Compliments” from faculty/staff/principal/volunteers
3. Awards at Mass (theme related)
4. Dress Down Day
5. Public Address Recognition

6. Participation in special reward activities (ex. Breakfast, lunch, prizes, events)
7. Tri-annual drawings for prizes, rewards

**Disciplinary Actions: (Grades 6-8):**

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

**Consequences for the following FIRST offenses:**

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

**Consequences for the following FIRST offences:**

12. Disturbing class, purposeful noncompliance with cafeteria/classroom/school rules.(4, 6)
13. Antagonistic toward class routine. (4,6)
14. Disrespectful, discourteous or defiant behavior toward teacher or staff. (4,6)
15. Unkind or hurtful behavior toward another student or silently witnessing such and failing to report it to a teacher/staff member. (4,6)

- 16. Not following a reasonable request from a teacher or staff member. (4,6)
- 17. Being someplace other than where scheduled to be. (4, 6)

**Consequences for the following offenses:**

- 18. Repeated offenses of #1-15: (7 and 8, possibly 17)
- 19. Roughhousing or horseplay. (7 and \*0)
- 20. Physical altercation between student – first offense. (7 and 8)
- 21. Unspecified participation in mischief – first offense. (7 and 8)
- 22. Cheating. (7 and 8, possibly 17)

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

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

**Consequences for the following offenses:**

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

**Inability to Participate may include the following activities:**

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

**Violence and Due Process Procedure:**

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

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

**Search and Seizure Policy:**

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

- Alcohol
- Weapons / items used as weapons
- Inappropriate written material/pictures
- Fireworks
- Electronics; cell phones; games; computers
- Illegal Drugs
- Cigarettes
- Inappropriate pictures
- Toys, fidgets

Medicine prescribed by doctors, throat lozenges, inhalers, etc. must be accompanied with appropriate note and brought to the office by the parent, NOT the student.

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

**Technology – School Computers, iPad and Chromebooks:**

There is a separate acceptable use policy for the school computers, iPad, Chromebooks and other/additional electronic devices. Students and parents must read and sign the agreement at the beginning of each school year, prior to the distribution of the devices.

### **Cafeteria Reminders:**

**ALL** Students should:

- Walk at all times.
- Be patient and mannerly while waiting in line.
- Speak politely and use in-door voices.
- Use good table manners and health habits.
- Keep eating place clean (floor, chair, table).
- Eat only their own food.
- Keep hands, feet, and objects to themselves.
- Be respectful to the adults helping in the cafeteria.
- Remain in their assigned seat with their own class for the duration of lunchtime.
- Sit properly on chairs and refrain from getting up and down repeatedly
- Practice kind conversations with all in the cafeteria at all times
- Ask permission to leave the cafeteria whenever necessary.

Elementary students should:

- Raise their hand to ask for help, permission to use the lavatory, to purchase snacks, or throw out garbage.
- Remain sitting at assigned seat until the teacher arrives, or unless directed otherwise
- Make sure eating area has been cleaned of all trash and crumbs before lining up.

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

They may:

- Assume they have permission to purchase snacks, throw out their garbage
- Middle School students must ask to leave the cafeteria, including asking permission to use the lavatory.

### **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, Drugs and Cyberbully Policy:**

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

### **Smoking Policy:**

Smoking/vaping 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 entire campus is smoke free at all times. This area includes the Coppins Automotive side of North 6<sup>th</sup> Street to the Purely Pediatrics side of North 7<sup>th</sup> Street, to the far side of Center Street and the far side of Onondaga.

### **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 service 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. Parking lot, playground, outside green areas are school grounds and off limits for smoking.

### **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 grade levels.

## **Commissioner's Regulations**

### **Subchapter G, Part 135 Health, Physical Education and Recreation**

- ✓ Requires 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 Air Act, 2003**

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

- ✓ Prohibits smoking in nearly all workplaces, including all schools, school grounds, and places of employment where services are offered to children and any vehicles used to transport children or school personnel. School grounds are defined as any building, structure and surrounding outdoor grounds contained within the school's legally defined property boundaries.
- ✓ (Requires "Smoking" or "No Smoking" signs, or international "No Smoking" symbol, which consists of a pictorial representation of a burning cigarette enclosed in a circle with a bar across it, to be prominently posted and maintained where smoking is regulated.)

## **Sexual Harassment Policy:**

Under absolutely no condition should anyone be harassed for sexual favors in return for gifts, grades, and/or silence on issues or for any reason whatsoever. St. Peter School has a **ZERO TOLERANCE POLICY** for this type of behavior, be it from an adult to a student, adult to adult, student to student, student to adult. Should this situation occur, it **MUST** be reported immediately to a trusted teacher, our school nurse, Social Worker or Principal. All adults are mandated reporters, and as such must strictly adhere to and report incidents and/or behavior in question.

## **Bullying Policy:**

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

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

We expect all students to respect each other and uphold our Catholic values at our school. St. Peter Roman Catholic School has a **ZERO TOLERANCE POLICY** for this

type of behavior, be it from and 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 adult or administrator.

Any student or adult that seriously and continually bullies another student will be subject to expulsion from our school and possible legal action from the Lewiston Police Department and the 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, which serve as the foundation of all our instruction. A violation of this will result in stern disciplinary action. This policy includes access via the computer/internet.

## **HOME AND SCHOOL ASSOCIATION**

### **Home and School Association:**

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

#### **Purpose**

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

#### **❖ Financial Contribution to the Parish**

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

#### **❖ Mandate Paid by Families**

The HSA mandate is not a voluntary donation. Families have a choice in how to pay the mandate, either earning credit by participating in fundraisers, writing a check/pay cash,



or a combination of both as outlined in the annual Mandate Guidelines and Mandate Financial Agreement.

#### ❖ **HSA Leadership**

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

#### ❖ **HSA Membership**

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

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

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

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

### **Member's Responsibilities:**

#### ❖ **Financial**

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

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

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

#### ❖ **Service Commitment and Participation**

All activities rely on volunteers, and every HSA activity requires a coordinator or chairperson. Families are expected to participate in HSA fundraising activities by giving

their time and talents regardless of their payment election. Each family is asked to commit to working, or providing help with, at least one activity. Families will have an opportunity to sign-up for activities at the first HSA meeting in September. Families that do not commit to volunteering will be contacted by either the HSA or the school office to volunteer.

### **Mandate Report and Billing:**

Fundraising reports are generated by the HSA chairpersons and committees. The reports are sent to the school administration, its school board, and the Diocese of Buffalo. The HSA mandate Committee staff uses the reports to track families' mandate payments. Periodical mandate statements will be prepared by the HSA mandate Committee and sent to the families. A family may contact the HSA mandate Chairperson for information on their own account or for any questions.

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

**MANDATE IS NOT OPTIOANL. ANY OUTSTANDING AMOUNTS OWED AT YEAR END WILL BE ADDED TO THE TUITION BILL FOR THE FOLLOWING YEAR AND THE FAMILY WILL BE REQUIRED TO ENROLL IN FACTS TO ENSURE TIMELY PAYMENTS ARE MADE THE FOLLOWING YEAR.**

### **Disclaimer:**

All policies contained in this handbook are subject to revision by the Principal, Pastor, and Senior Vicar at any time, depending on the necessity/severity/timeliness and nature of the situation.

# APPENDIX A

## **BOYS SCHOOL UNIFORM: PRE K3 – GRADE 5**

<b>Required Uniform</b>	<b>Unacceptable</b>
<p>Tops</p> <ul style="list-style-type: none"> <li>• Plain, solid red polo with SPS logo in white;</li> <li>• Short or long sleeve</li> <li>• Must be tucked in</li> </ul>	<ul style="list-style-type: none"> <li>• Red Logo</li> <li>• Turtlenecks</li> <li>• Untucked shirts</li> </ul>
<p>Pants</p> <ul style="list-style-type: none"> <li>• Plain, solid navy blue dress style with maximum of 2 front and 2 back pockets (no pockets on legs)</li> </ul>	<ul style="list-style-type: none"> <li>• Cargo style</li> <li>• Capri style</li> <li>• Stretch style</li> <li>• Cargo pockets</li> </ul>
<p>Shorts</p> <ul style="list-style-type: none"> <li>• Plain, solid navy knee length blue dress style with maximum of 2 front and 2 back pockets</li> </ul> <p>(Shorts may be worn Sept. 1-Oct. 15 and May 1 through the end of the school year)</p>	<ul style="list-style-type: none"> <li>• Cargo style</li> <li>• Capri style</li> <li>• Stretch style</li> <li>• Cargo pockets</li> </ul> <p><b>*If wearing shorts; no fleece is worn</b></p>

## **BOYS SCHOOL UNIFORM: GRADE 6-8**

<b>Required Uniform</b>	<b>Unacceptable</b>
<p>Tops</p> <ul style="list-style-type: none"> <li>• Plain, solid navy polo with SPS logo in white</li> <li>• Short or long sleeve</li> <li>• Must be tucked in</li> </ul>	<ul style="list-style-type: none"> <li>• Red Logo</li> <li>• V-neck or cardigan sweaters</li> <li>• Turtlenecks</li> </ul>
<p>Pants</p> <ul style="list-style-type: none"> <li>• Plain, solid khaki pants in dress style with maximum of 2 front and 2 back pockets (no pockets on legs)</li> </ul>	<ul style="list-style-type: none"> <li>• Cargo style</li> <li>• Capri style</li> <li>• Stretch style</li> <li>• Cargo pockets</li> </ul>

<p>Shorts</p> <ul style="list-style-type: none"> <li>• Plain, solid knee length khaki in dress style with maximum of 2 front and 2 back pockets.</li> </ul> <p>(Shorts may be worn Sept. 1-Oct. 15 and May 1 through the end of the school year)</p>	<ul style="list-style-type: none"> <li>• Cargo style</li> <li>• Capri style</li> <li>• Stretch style</li> <li>• Cargo pockets</li> </ul> <p><b>*If wearing shorts; no fleece is worn</b></p>
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## **GIRLS SCHOOL UNIFORM: GRADE PK3-2**

<b>Required Uniform</b>	<b>Unacceptable</b>
<p>Tops</p> <ul style="list-style-type: none"> <li>• Short or long sleeve red polo with logo</li> <li>• White blouse, peter pan collar short or long sleeve (may only be worn with the jumper)</li> <li>• Must be tucked in if worn with pants or shorts</li> </ul>	<ul style="list-style-type: none"> <li>• Red Logo</li> <li>• V-neck or cardigan sweaters</li> <li>• Turtlenecks</li> </ul>
<p>Jumper</p> <ul style="list-style-type: none"> <li>• Plaid jumper from Flynn O'Hara (white blouse MUST be worn with jumper)</li> </ul>	<ul style="list-style-type: none"> <li>• Jumpers with a red shirt</li> </ul>
<p>Pants</p> <ul style="list-style-type: none"> <li>• Plain, solid navy blue dress style with maximum of 2 front and 2 back pockets (no pockets on legs)</li> </ul>	<ul style="list-style-type: none"> <li>• Cargo style</li> <li>• Capri style</li> <li>• Stretch style</li> <li>• Cargo pockets</li> </ul> <p><b>*If wearing shorts; no fleece is worn</b></p>
<p>Shorts</p> <ul style="list-style-type: none"> <li>• Plain, solid navy knee length blue dress style with maximum of 2 front and 2 back pockets</li> </ul> <p>(Shorts may be worn Sept. 1-Oct. 15 and May 1 through the end of the school year)</p>	<ul style="list-style-type: none"> <li>• Cargo style</li> <li>• Capri style</li> <li>• Stretch style</li> <li>• Cargo pockets</li> </ul> <p><b>*If wearing shorts; no fleece is worn</b></p>

## **GIRLS SCHOOL UNIFORM: GRADE 3 – GRADE 5**

<b>Required Uniform</b>	<b>Unacceptable</b>
<p>Tops</p> <ul style="list-style-type: none"> <li>• Plain, solid red polo with SPS logo in white</li> <li>• Short or long sleeve</li> <li>• Must be tucked in</li> </ul>	<ul style="list-style-type: none"> <li>• Red logo</li> <li>• V-neck or cardigan sweaters</li> <li>• Turtlenecks</li> </ul>
<p>Skirts/Skorts</p> <ul style="list-style-type: none"> <li>• Navy blue, knee length (bike shorts may be worn under skirts)</li> </ul>	<ul style="list-style-type: none"> <li>• Less than knee length</li> </ul>

<p>Pants Plain, solid navy blue dress style with maximum of 2 front and 2 back pockets (no pockets on legs)</p>	<ul style="list-style-type: none"> <li>• Cargo style</li> <li>• Capri style</li> <li>• Stretch style</li> <li>• Cargo pockets</li> </ul> <p><b>*If wearing shorts; no fleece is worn</b></p>
<p>Shorts • Plain, solid navy knee length blue dress style with maximum of 2 front and 2 back pockets  (Shorts may be worn Sept. 1-Oct. 15 and May 1 through the end of the school year)</p>	<ul style="list-style-type: none"> <li>• Cargo style</li> <li>• Capri style</li> <li>• Stretch style</li> <li>• Cargo pockets</li> </ul> <p>• <b>*If wearing shorts; no fleece is worn</b></p>

**GIRLS SCHOOL UNIFORM: GRADE 6 – GRADE 8**

Required Uniform	Unacceptable
<p>Tops • Plain, solid navy blue polo with SPS logo in white • Short or long sleeve • Must be tucked in</p>	<ul style="list-style-type: none"> <li>• Red polo</li> <li>• V-neck or cardigan sweaters</li> <li>• Turtlenecks</li> </ul>
<p>Skirts/Skorts • Khaki, knee length (bike shorts may be worn under skirts)</p>	<ul style="list-style-type: none"> <li>• Navy blue skirt/skort</li> <li>• Less than knee length</li> </ul>
<p>Pants • Plain, solid khaki dress style with maximum of 2 front and 2 back pockets (no pockets on legs)</p>	<ul style="list-style-type: none"> <li>• Navy blue pants</li> <li>• Cargo style</li> <li>• Capri style</li> <li>• Stretch style</li> <li>• Cargo pockets</li> </ul> <p><b>*If wearing shorts; no fleece is worn</b></p>
<p>Shorts • Plain, solid khaki knee length blue dress style with maximum of 2 front and 2 back pockets  (Shorts may be worn Sept. 1-Oct. 15 and May 1 through the end of the school year)</p>	<ul style="list-style-type: none"> <li>• Navy blue shorts</li> <li>• Cargo style</li> <li>• Capri style</li> <li>• Stretch style</li> <li>• Cargo pockets</li> </ul> <p>• <b>*If wearing shorts; no fleece is worn</b></p>

**SHOES, SOCKS, ACCESSORIES, AND OUTERWEAR: BOYS & GIRLS PRE K3 –  
GRADE 8**

	<b>Required/Permitted Uniform</b>	<b>Unacceptable</b>
Non Gym Day Socks	<ul style="list-style-type: none"> <li>• Plain, solid, white, black, or navy crew, ankle or knee style</li> <li>• MUST COVER ANKLE</li> <li>• No designs or logos</li> </ul>	<ul style="list-style-type: none"> <li>• Low cut, multi-color, ribbed, polka dot, pattered, ruffled, stockings</li> <li>• pantyhose</li> <li>• flesh colored tights</li> </ul>
Tights (Girls only)	<ul style="list-style-type: none"> <li>• Plain, solid, white or navy blue</li> </ul>	<ul style="list-style-type: none"> <li>• Multi-color, ribbed, logos or patterns</li> </ul>
Non- Gym Day Shoes	<ul style="list-style-type: none"> <li>• Solid, flat, full-backed, dress style, navy, dark brown or black</li> <li>• Sneakers</li> </ul>	<ul style="list-style-type: none"> <li>• Multi-Colored</li> <li>• open toe</li> <li>• open back heels</li> <li>• sandals</li> <li>• flip flops</li> </ul>
Gym Day Shoes	<ul style="list-style-type: none"> <li>• Athletic sneakers</li> <li>• Socks that cover the ankle</li> </ul>	
Jewelry	<ul style="list-style-type: none"> <li>• 1 wristwatch</li> <li>• 1 religious cross or medallion</li> <li>• Girls: 1 pair of stud earrings</li> </ul>	<ul style="list-style-type: none"> <li>• Bracelets</li> <li>• Hoops/dangly earrings</li> <li>• Any other jewelry</li> </ul>
Outerwear (permitted when the thermostat is below 75 degrees)	<ul style="list-style-type: none"> <li>• Navy blue fleece with SPS logo</li> <li>• Grade 8 Only: Hooded class sweatshirt</li> <li>• Grades Pre K3-5 – Solid navy-blue cardigan sweater with logo</li> </ul>	<ul style="list-style-type: none"> <li>• Cardigans or fleece with hood</li> <li>• Sweaters or cardigans of any other kind in middle school or PK-5</li> </ul>

Hair Accessories (Girls Only)	<ul style="list-style-type: none"> <li>• Up to 2 bows or barrettes</li> <li>• 1 plain headband (solid red, blue, black, navy or white)</li> </ul>	<ul style="list-style-type: none"> <li>• Multi-color, striped, logos, patterns</li> <li>• Hair extensions</li> <li>• Flowers/ornamental hair accessories</li> <li>• Bows, barrettes etc. of any other color</li> </ul>
Belts (Grades 3-8 Only)	<ul style="list-style-type: none"> <li>• Solid, black or brown belts with buckle</li> <li>• SPS Logo Canvas belts</li> <li>• Must be worn with pants and shorts at ALL TIMES for boys and girls</li> </ul>	

**GYM UNIFORMS**

All students PreK3-Grade 8 need to wear their school gym uniform to school on their designated gym days. Locker rooms will not be available for changing into gym clothes on gym days.

**Grades PreK-3 through 4**

- T-Shirt or sweatshirt gray with the St. Peter logo
- Shorts or sweatpants (solid gray)
- (Leggings, tights, stretch pants are not permitted)
- Sneakers with socks that cover the ankle

Warm weather option effective September through October 15 and May 1 through the end of the school year:

Knee length solid gray shorts

**Grades 5-8**

- Performance wear red t-shirt or long sleeve red shirt with St. Peter logo
- Performance wear black shorts or black sweatpants
- Sneakers with socks that cover the ankle

Warm weather option effective September through October 15 and May 1 through the end of the school year:

Knee length solid black performance wear shorts

Students in Grades PreK-3 through 8 have the option to wear shoes or sneakers with the school uniform. If sneakers are worn, they must be traditional in style and socks must be worn and visible above the ankles.