



# **SS. Peter & Paul Catholic School**

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2024-2025 Parent/Student School Handbook

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Dear Parents, Guardians, Students, and Families,

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

We, the administration, teachers and staff, look forward to working together with you to provide a wonderful atmosphere of faith, kindness and openness allowing everyone to grow and develop to their true God-given potential. We recognize that student achievement significantly improves when there is a cooperative partnership between the classroom and home. Therefore, we look forward to working with you on this pathway to great achievement and success.

This Parent/Student Handbook communicates the expectations and policies of Saints Peter and Paul Catholic School for the 2024-2025 school year. ***We ask you to read the Handbook carefully and then sign the agreement form stating that both you and your child(ren) understand and agree to abide by the policies of Saints Peter and Paul School during the upcoming academic year.***

As we all pray and work together, we will continue to hold high expectations academically, behaviorally and spiritually. We promote community, academic excellence, spiritual growth and physical maturation in the context of the teachings of our beautiful and rich Roman Catholic tradition.

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

Sincerely,

Mrs. Rachael Rizzo  
Principal

## **Mission Statement**

The mission of SS. Peter and Paul Catholic School is to transform the lives of our Pre K through eighth grade students by being rooted in Catholic tradition and Gospel values. In partnership with families, we promote faith, respect, charity and quality education as we prepare students to reach their potential in a nurturing and challenging environment.

## **Vision Statement**

SS. Peter and Paul Catholic School, has served the Southtowns community for over 150 years and continues to develop the potential that lies within each of our students as we prepare them for success in their future. Incorporating our faith and Jesus' timeless teachings into our curriculum, we guide our students to view themselves as unique, valuable, and capable individuals worthy of respect. With this solid foundation as well as through learning the value of service and works of charity within our school and community, our students are instilled with a moral compass that guides them to be successful in our ever-changing world as they grow to discern God's plan for their lives. We have an instructional program which conforms to New York State Department of Education and Diocese of Buffalo mandates. Our focus is upon integrating Science, Technology, Religion, Engineering, Arts, and Mathematics (STREAM) through classroom instruction and hands-on activities that provide communication skills, creativity, and independence. Experience our community through its unique interactions which expand outside of the classroom and create memories and friendships that last a lifetime.

*“Let it be known to all who enter SS. Peter and Paul School that Jesus Christ is the reason for this school, the unseen but ever-present teacher in all its classes, the model of its faculty, and the inspiration for its students.”*

## **I. PARENT/GUARDIAN RIGHTS AND RESPONSIBILITIES**

Parents and Guardians have the right to...	Parents and Guardians have the responsibility to...
1.) Be actively involved in their children's	1.) Make sure their children attend school regularly

education	and on time. If your child will be absent, parents will notify school staff
2.) Be treated courteously, fairly, and respectfully by all school faculty and staff	2.) Communicate with school staff and/or administration about any concerns in a respectful and timely manner
3.) Get regular reports, written, oral, and/or through Parent Portal from school staff regarding their children's academic progress or behavior	3.) Get regular reports, written or oral, from school staff regarding their children's academic progress or behavior
4.) Receive information and prompt notification of behaviors by their children and any disciplinary actions taken	4.) Support Sts. Peter and Paul by being a role model for their children, talking with their children about their Catholic faith, about school, and expected behavior
5.) Receive information from school staff about ways to improve their child's academic or behavioral process	6.) Be courteous and respectful to staff, other parents, guardians, and students

## II. ADMISSION AND FINANCIAL POLICIES

### Admission and Registration

The mission of the Catholic school, as is the mission of SSPP, is an extension of the evangelizing mission of the Catholic Church. SSPP School is a Roman Catholic School and it adheres to the teachings of the Roman Catholic Church. All Christians and non-Christians are welcomed where openings exist. The school does not discriminate against students on the basis of race, sex, or ornational origin.

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

SSPP admits students desirous of a Catholic education and whose educational and physical needs can be met by the school, through reasonable accommodation. Although PL 94-124 guarantees a "free and appropriate education" in public schools, Catholic schools are not bound by that law.

Catholic schools are, therefore, not required to meet every need of every child. The school administration makes the final determination on the school's ability to meet those needs.

Students with Individual Education Plans (IEP's) must provide that IEP at time of application to enter the school. At that time, the school will determine the school's ability to provide services required by the IEP.

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

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

The requirements for admission to SSPP are as follows:

- A child must be of legal school age to enter Kindergarten. The entrance age for Kindergarten is 5 years old ON or BEFORE December 1<sup>st</sup> of the entering year.

- Pre-K 4 students must be 4 years old ON or BEFORE December 1<sup>st</sup> of the entering year.
- Pre-K 3 students must be 3 years old ON or BEFORE December 1<sup>st</sup> of the entering year.
- New York State requires that a child be immunized and proof of immunization must be presented at registration (see Health Regulations).

Registration for school is held during the month of January for families already enrolled at SSPP School. Parents of returning students must register their children by February 3<sup>rd</sup>, 2025. Open registration begins in February for Pre-K through Grade 8. Registration forms are available in the school office during school hours of 8:00 a.m. to 2:00 p.m.

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

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

**Exceptions may be given, but they are at the discretion of the principal and pastor. The family MUST meet with the Principal for approval.**

The following is the procedure for admission to SSPP School:

- The family comes for an interview with the Principal.
- The following records must be presented at the time of interview:
  - Birth Certificate
  - Baptismal date and location or a baptismal certificate (if applicable)
  - Health Record
  - Immunization Record
  - A non-refundable registration fee
  - Report card from previous school attended (if applicable)
  - Record of IEP/504 Plan (if applicable)
  - A copy of any custodial agreement that is currently in effect
  - Other pertinent information that may relate to a child's school performance.
- The information collected at this time will be taken into consideration when an admission decision is made. Admission will only be granted if we believe that our school can meet the child's academic and social needs. The child must be able to meet academic requirements at various grade levels.
- If the child is offered admission to our school, the family must complete the registration process.
  - Tour
  - Paper work
  - Student shadow (recommended)

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### **Nondiscrimination Policy**

The schools of the Roman Catholic Diocese of Buffalo do not discriminate against any person in

consideration for any appointment and/or position of employment, administration of educational policies, admissions, scholarship and loan programs, and/or the administration of athletic and other school-oriented programs by reason of any status protected by Federal and/or New York State law and/or regulation, except, that, as a Roman Catholic religious institution affiliated with the Roman Catholic Diocese of Buffalo, these schools may limit any appointment and/or position of employment and may give preference, in any such appointment and/or position, to members of the Roman Catholic faith and may take such action and make such selections as are determined by it to promote the Roman Catholic teachings and principles on which it was established and except that, with regard to admissions to school, our schools may give preference to Catholic students and may limit admission to one gender in same-sex schools.

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

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

### **Tuition**

Tuition intake covers approximately 60% of the total operating cost of the school. Parents Guild fundraising, Catholic Tuition Grant Program funds, reimbursement by the State of New York for mandated services and the parishioners of Saints Peter and Paul Parish provide the remaining 40% of school operating cost. Payroll costs (salaries, payroll taxes and benefits) for teachers, administration and staff represent 80% of the operating cost of the school. The school is dependent on parents faithfully making tuition payments on time in order to cover the payroll cost of the school.

#### **Tuition Charges For 2024-2025**

Kindergarten through grade 8:

- 1 Child rate \$4,995
- 2 Children rate \$8,292
- 3 Children rate \$10,789
- Family rate (4 or more children) \$11,998
- Full Day PreK-4 per child rate \$5,895
- Full Day PreK-3 per child rate \$5,895

The non-refundable registration fee is \$325 *per family* (any combination of PreK-3, PreK-4 and K through 8<sup>th</sup> grade students) due at time of registration.

The following incentives are available:

#### **Loyalty incentives:**

- \$500 per child PreK-3 and or PreK-4 tuition reduction if siblings are enrolled in SSPP K-8<sup>th</sup> grade.
- \$500 per child Kindergarten tuition reduction for any student who attended SSPP PreK-4 the prior year.
- \$110 tuition discount per family for full payment received by September 1<sup>st</sup>.
- \$150 tuition discount per family for each referral of a new family to SSPP School. Any new families referred must enroll and stay enrolled in good standing through November 30<sup>th</sup> for the discount to be applied to the referring family.

## **Tuition Payment Options**

- Payment of tuition and fees through FACTS Tuition Management starting August 2024 through May 2024.
- Monthly, quarterly, or pay in full options available

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

## **Tuition Refund Policy**

Requests for tuition refund will be calculated on a per diem basis up until November 30, 2024. **There will be no refunds after November 30, 2024 and remaining tuition obligations for the school year are still due.**

## **Delinquency Policy For Tuition and Fees**

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

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

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

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

Students will not be allowed to start a new school year if there is an outstanding tuition obligation from a prior year.

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

## **Tuition Assistance**

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

**BISON Children's Scholarship Fund:** Applications for financial assistance can be made by February 28 for the coming school year at [www.bisonfund.com](http://www.bisonfund.com).



**Saints Peter and Paul Tuition Angels Financial Assistance:** Applications for financial assistance can be made through the Grant and Aid tab on the FACTS website. All financial information shared with FACTS is kept confidential. Aid is available for grades K-8. Assistance awards are made based on calculated family need and funds currently available. To apply, go to [www.onlinefactsmtg.com](http://www.onlinefactsmtg.com). If you do not have an account already, you will need to create one. The school code for SSPP is 7980. There is a \$35 processing fee for the application.

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

### **III. ATTENDANCE POLICIES**

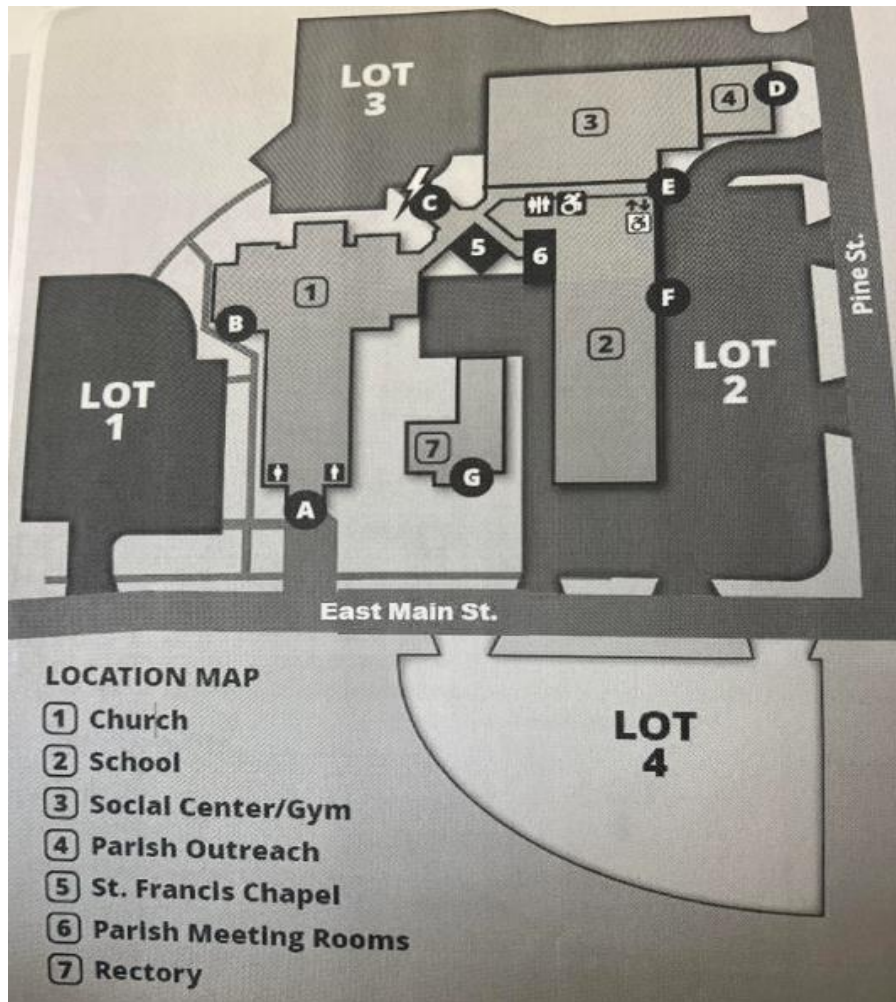
#### **Arrival Procedures**

**Drop Off Times:**

**Pre-K 3: 8:05-8:15am (Lot 2 Door by E Main St)**

**Pre-K 4-Grade 8: 7:50-8:05am (Lots 3 and 1-see below for more information)**

Students who arrive by car can be dropped off in two ways. A map with the designated drop off areas identified is also included below.



- 1.) Please use **Lot 3** drive through to drop off **Pre-K 4, Kindergarten and Grade 1 students and their siblings**. A staff member is always present to supervise. There will be spaces available for families to park and assist children getting in or out of car seats. We ask that drivers utilize these spots so that the flow of traffic can continue.
- 2.) **Students in Grades 2 through 8** who are parent drop offs, should use **Lot 1** located off East Main Street. This will help ensure that Lot 3 does not get congested and that traffic is not backed up on Pine Street. There is a sidewalk near Lot 1 to lead you to the gym, which is also staffed for proper supervision.
- 3.) **Pre-K 3** student drop off begins at 8:05am due to busses. Please do NOT line up on E Main Street or in the parking lot before 8:05am. It will disrupt the flow of the bus traffic. There will be more information, including a map with arrows and descriptions coming in August. Thank you!

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

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

Pre-K 3 – 8:15am - 2:25pm

Pre-K 4 – Grade 8 – 8:05 a.m. – 2:15 p.m.

Half Day Dismissal – 11:20 a.m.

Our school day begins with prayer and announcements each day at 8:05 a.m. First period begins at 8:15am sharp. If your child does not take the bus, please have him/her arrive at school by 8:05 a.m. If your child arrives at school before 7:50 a.m., he/she must report to the Before School Program which is located in the cafeteria. Parents will be billed accordingly for this service. If your child arrives at school after 8:15 a.m., he/she is considered tardy and must report to the main office before going to his/her classroom.

### **Dismissal Procedures**

Dismissal begins at 2:15pm for Grades Pre-K 4 through 8<sup>th</sup> Grade following afternoon announcements. Dismissal for Pre-K 3 begins at 2:25pm. Again, please do not try to line up ahead of time in Lot 2, as this will disrupt the flow of bus traffic. Thank you.

Buses begin arriving between 1:40 and 2:00pm. Due to this reason, there are no parent pick-ups allowed between 1:30pm and 2:15pm, unless there is an emergency.

**Walkers:** At 2:15pm, all walkers will report to the Middle School floor and join the walker line, supervised by a middle school teacher. Students who have prior permission from their parents/guardians will be permitted to sign out and walk home.

#### **Parent/Family Pick-ups:**

**Pre-K 3 Students**—Pre-K 3 students will be picked up at Lot 2 door by E Main Street. The students will be released by an authorized school personnel and must be signed out by the adult authorized by the parent/guardian. **Photo ID is required for safety purposes.** All students must be picked up by **2:40pm.**

**Grades Pre-K, Kindergarten, Grade 1 and Siblings**--Parent/Family pick-ups for Grades Pre-K, Kindergarten, Grade 1 and their siblings will be picked up in the back parking lot (Lot 3). A faculty member will come out and record the family names and your children will be escorted in as timely a manner possible. Students and their siblings will be dismissed from the gym.

In order to meet school safety requirements recommended by the school district, parents/guardians are not allowed inside the school corridors or gymnasium to pick up their child(ren) at dismissal. The gym doors remain closed and locked after the students enter. The students will be released by an authorized school personnel and must be signed out by the adult authorized by the parent/guardian. **Photo ID is required for safety purposes.** All students must be picked up by **2:30pm.**

**Grades 2-8**—Parent/Family pick-ups will take place in Lot 1. Teachers will walk students to their designated vehicles. Parents, guardians and other adults should have Photo ID ready for safety purposes. All students must be picked up by **2:30pm.**

If you are a parent/guardian who needs to get out of their car to assist their child into the car, or booster seat, please park in the designated spots in Lot 3. This will help to facilitate a good flow of traffic and prevent a backup in the parking lot.

## Dismissal Plan Changes

For the 2024-2025 school year, we will be using Pick-Up Patrol for absences, dismissal and afterschool activities. You child's account will be set up by the school. You will receive a parent letter at the Back to School Kickoff on how to login and activate your child's account. Everyday, your child's default dismissal plan will be ready. If there are any changes to the dismissal plan, you must go in by 9:00am to change it. This is to ensure the proper whereabouts and supervision of every child. Safety is our number one priority.

We recognize that circumstances beyond a parent's control happen throughout the day. At times, changes may need to be made to ensure that the child is safe after school. If a change needs to be made in the child's dismissal procedure, parents and guardians MUST adjust their Pick-Up Patrol account before 9:00am. If there are any last minute changes, parents/guardians MUST make every effort to **call the Main Office before noon**. Please do NOT call or message the teacher of any last minute changes, as it is unlikely the teacher will see it in a timely matter. Changes after 12:00pm may be difficult to implement and miscommunication may occur. Thank you for your attention and adherence to this policy.

## Post-Dismissal Access to the Building

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

## Comprehensive Attendance Policy

SSPP has developed the Attendance Policy in accordance with New York State Education Law Section 3205. For further information, or to retain a copy of this policy, please call the Main Office.

### **School Attendance/ Course Credit**

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

Students are considered in attendance if:

1. The student is physically present in the classroom or working under the direction of the classroom teacher during the class scheduled meeting time.
2. The student is receiving approved alternative instruction (e.g. at-home tutoring due to medical issue).

Students who are absent from class due to their participation in a school sponsored activity (e.g. track team event) are to arrange with their teachers to make up any missed assignments in a manner and timeline determined by the student's teacher. Missed assignments due to excused absences may be sent home with a sibling or picked up at a pre-designated time by the parent at the teacher's discretion. It is the responsibility of the student to consult with the teachers regarding completing missed assignments and/or tests in accordance with specifications designated by the teacher.

### **Illegal Absences / Vacations**

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

The faculty at SSPP School is not required to provide work ahead of time for a vacation or illness. Teachers may do so at their own discretion. Exceptions can be made on a case-to-case basis with the administrator's permission due to extenuating circumstances. Work will be collected for the student during his/her absence. Upon return, the student will have to make up the missed work.

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

### **Missed Work for Excused Absences**

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

### **Reporting Absence and Tardiness Student**

#### **Absence From School:**

Parents should update Pick-Up Patrol before 9:00 a.m. on the day or days of student absence. If the office does not see the absence in Pick-Up Patrol, and the student is marked absent by the teacher, then the school secretary or nurse will attempt to make contact. This policy is for the protection of the SSPP School students.

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

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

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

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

1. Fever in the past 24 hours

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

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

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

### **Absence During the School Day/Early Release**

When it is necessary for a student to be excused during the school day for a legitimate reason, parents/guardians MUST update Pick-Up Patrol before 9:00am, stating why the child is leaving early and what time the child will be picked up. At the time indicated, the person designated by the custodial parent/guardian will come to the main corridor and sign the child out. Parents/guardians, or the designated adult, will not be permitted through the "green doors" without an appointment. The designated adult must be present to receive the child. No child will be sent to a car for pick-up. Upon returning to school after the appointment, the child should return to the school office and be signed back in. The child is then to return to class. If someone other than the parent or legal guardian is to pick up the child, a note from the parent/guardian must be presented to the office stating who will be picking up the child. If a child becomes ill at school and needs to go home during the school day, parents/guardians will pick up the child and sign the child out.

### **Student Tardiness**

All students must be in their homeroom by 8:05 a.m. Prayers and announcements begin at 8:05 a.m. Students arriving later than 8:15 a.m. will be marked as tardy. A student coming to school after 8:15 a.m. must report to the Main Office to obtain a tardy slip before going to his/her classroom. He/she will be marked tardy on the attendance record for that day. No child is allowed to enter a classroom without a tardy slip. Tardy slips are given to the teacher by the student upon entrance to class. Students who arrive late to school as a result of a school bus that runs late due to weather or mechanical reason will not be considered tardy for school.

Excessive tardiness directly affects a student's academic progress no matter what grade level the child is in. School administration will consult with parents of students who are consistently tardy. These students may be considered and recommended by administration for retention at the current grade level due to missed class time as a result of excessive tardiness. Please note that the main entrance doors for drop off is not an option. Refer to the drop off times and locations in the previous section to ensure the main entrance is not being utilized for drop-offs.

### **Medical Appointments**

We ask that you make every effort to schedule medical and dental appointments outside of school hours. If your child has to leave school before the end of the day due to dental/doctor appointment or sickness, the parents must come into the main corridors and sign the child out. Again, to ensure the safety and security of the precious students within the building, no parent/guardian will be allowed through the “green doors” without an appointment.

### **Absence from Physical Education**

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

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

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

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

### **Child Care**

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

### **Before School Program**

Before school program runs from 7:00 a.m. to 7:50 a.m. Available for **all** children in Pre K – 8.

Any child who arrives at school prior to 7:50 a.m. **must** be enrolled in the program.

Students may bring something to eat from home, but no breakfast will be served. Students will remain in the cafeteria until the school day begins and engage in *quiet* activities.

The daily fee is \$5.75 per child. The fee for two children from a family is \$9.00 and the fee for three children is \$11.25. This is a flat rate whether the child arrives at 7:00 a.m. or at a later time within that hour. The registration fee, per family, for the program is \$10.00.

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

## **After School Child Care**

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

### **Withdrawal Policy**

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

### **Transportation**

Bus transportation to and from school is provided by the school district in which the Kindergarten through 8<sup>th</sup> Grade student resides provided that the student lives within a 15 mile radius of the school. Parents must submit a written request to their district no later than April 1<sup>st</sup> for service during the following school year.

## **IV. HEALTH AND SAFETY**

### **Child Abuse Laws**

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

### **Emergency Closing**

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

### **Emergency Contacts**

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

### **School Nurse**

Nurse: Mrs. Tara Mandeville, RN Hours: 7 :50

a.m. – 3:20 p.m. daily



Nurse Tara is our full time nurse through Hamburg Central Schools. She is responsible for ensuring student health, safety and compliance regarding required immunizations and physicals as well as vision, hearing and scoliosis screenings. The nurse is available to care for all students' and faculty health needs including: first aid, medications, illness, injuries, as well as concerns, issues or questions. She can be reached directly at (716) 926-8536 or by email at: tmandeville@.hcsdk12.org

## Immunizations

New York State requires that all students meet the minimum immunization requirements as outlined in the updated amendment to Public Health Law Section 2164, Rules and Regulations Subpart 66-1 (effective February 2019). See the following website for updated information:

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

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

Effective June 13, 2019, Chapter 35 of the Laws of 2019 repealed non-medical exemptions from vaccination for children attending school. **Religious exemptions are no longer valid in New York State.** Only physicians licensed to practice medicine in NYS may issue a medical exemption. We must comply with the immunization requirements.

*Public Health Law 2164, as amended by Chapter 35 of the Laws of 2019 prohibits a school from permitting any child to be admitted to such school or to attend such school, in excess of 14 days without sufficient evidence that the child has received all age appropriate required vaccinations. The 14 days may be extended where the student is transferring from out of state or from another country and can show a good faith effort to get the necessary evidence or*

*where the parent, guardian or any other person in parental relationship can demonstrate that a child has received the first age-appropriate dose in each immunization series and that they have age appropriate scheduled appointments for follow-up doses to complete the immunization services in accordance with the CDC's Advisory Committee on Immunization Practices Recommended Immunization Schedules for Persons Aged 0 through 18.*

Students who have not received at least the first dose in each immunization series cannot attend school 14 calendar days after the first day of school. Parents will be required to show proof to SSPP that their child/children have received the first doses and also provide documentation of appropriate appointments with their child/children's physician to complete the immunization series required of their age group.

## Physicals / Health Appraisals

New York State Education Law requires a Health Appraisal (Physical) for students in grades Pre-K, K, 1, 3, 5, 7, and ALL NEW STUDENTS. This Health Appraisal must be completed by the child's physician. A copy can be faxed to (716) 312-9313, mailed (Attn: School Nurse), or dropped off in the Nurse's mailbox in the Main Office. Dental Certificates are requested, but not required, for attendance. A Current Annual Physical is required for sports participation, within 12 months.

## Medications

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

## **Health Concerns & Allergies**

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

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

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

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

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

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

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

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

**PE/Gym Excuses:** The School Nurse or Parent can excuse a child from one (1) day of PE/Gym as needed. However, if your child needs to sit out of PE/Gym or Sports for MORE than one day due to injury or illness, a written doctor's note is required (see page 17).

**The School Environment:** The school does all that it can to ensure that the environment is safe and favorable to all students, especially those with significant health concerns or allergies. We have also set rules for movement in the hallways and stairs to promote safety. However, due to the layout of SSPP, there are

numerous stairs, but NO ELEVATOR. Therefore, a written doctor's note is required BEFORE a child can use CRUTCHES at school—the doctor must know that SSPP does NOT have an elevator.

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

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

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

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

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

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

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

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

### **Lunch Program**

SSPP School offers a lunch program daily. More information on the lunch program including cost and menus will be coming soon. Students may also choose to bring their lunch each day. Students are not permitted to bring pop or glass bottles.

### **Safe Environment Program**

The Charter for the Protection of Children and Young People, as implemented by the Diocese of Buffalo,

requires the evaluation and background of all school employees and volunteers who have regular contact with students.

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

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

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

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

The main purpose of the initial training is to help the community become aware of the extent of the problem of child sexual abuse in society, and provide solutions to prevent abuse from occurring.

The Protecting God’s Children program educates and trains adults (clergy, religious, teachers, staff, volunteers and parents) about the dangers of abuse, the warning signs of abuse, the ways to prevent abuse, the methods of properly reporting suspicions of abuse and responding to allegations of abuse.

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

### **Lost and Left**

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

### **Safety Drills**

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

Administration will notify staff, parents, and guardians after a lockdown drill has occurred. Emergencies and other unforeseen circumstances may arise throughout the year. In order to protect the privacy and safety of all out students, there may be other postures that occur, such as “Shelter in Place” or “Evacuation Drills”. SSPP ensures that proper communication will be available if such circumstances were to arise.

### **Visitors to the School (Updated August 2023)**

Please note that the safety and security of our students is our number one priority. With that being said, it is imperative the policies in this document be followed and respected by all. We require that visitors abide by the following:

- All visitors to the school while school is in session MUST have an appointment.
- No visitor will be allowed through the second set of doors (green doors) without an appointment,

or approval from the Principal.

- ***Proper photo ID will be required to ensure the safety and security of the building and all the precious people inside it.***
- Visitors will be greeted at the stair and directed to report to the Main Office immediately upon entering the building.
- Photo ID's will be scanned using our visitor Management System, and a personalized visitor pass will be printed.
- For security purposes, visitors must wear the visitor tag printed upon arrival for the entire visit.
- If a parent, guardian or family member is present for an event, or assembly, then he or she must go directly to the location of the event after signing in at the Main Office.
- The visitor may NOT go to any other location without permission through the Main Office staff, including a classroom, to visit or pick-up a child.

We understand that there will be times parents, family members, etc. may need to drop off forgotten materials, pick students up early, drop off important documents, etc. Therefore, any visitor who comes to the school without an appointment due to any of the before mentioned reasons, or reasons similar, will follow the below policies:

- ***Proper photo ID will be required to ensure the safety and security of the building and all the precious people inside it.***
- Upon ringing the bell, state the reason for your visit, then wait for further direction from staff in the main entrance corridor located between the two sets of locked doors.
- Any materials being dropped off can be placed on the table/desks in the corridor.
- A staff member will retrieve and deliver the materials to the appropriate person.
- Parents, guardians or family members who are picking up a student for early dismissal will be required to wait in the main entrance corridor. The student will be paged for dismissal.

## **V. ACADEMIC AND CO-CURRICULAR POLICIES**

### **Academic Information**

Students in Pre-K 3 through Grade 8 receive instruction in Religion, English Language Arts (includes Phonics, Reading and Spelling for the primary grades), Mathematics, Science/Health and Social Studies. They also receive weekly instruction in Art, Music, Physical Education, Spanish, Library and Technology.

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

K 3 through Grade 8 have a designated weekly Library time.

Accelerated Math is available to Grades 7-8 provided necessary requirements are met (see Accelerated Placement Math --7AP and Math 9--pages 30-31).

At the end of grade eight, students who have met the necessary criteria may take the Regents Living Environment. (see Accelerated Placement Science page 31)

### **Academic Support**

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

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

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

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

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

### **Accelerated Placement Math (7 AP and Math 9)**

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

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

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

Upon successful completion of the coursework for Math 7 AP, the student will continue on to the Math 9 Next Generation Algebra 1 course. The student must maintain a grade of 90% or higher to remain in Math 9. Upon completion of the course, all students will take the NYS Math 9 Next Generation Algebra 1 Regents Exam in June.

The math teacher will then make a final recommendation for the placement in high school math.

### **Accelerated Placement Science**

At the end of grade eight, select students will have the opportunity to take the Living Environment Regents. At the end of Grade 7, the students will need to have met the following criteria to be eligible for Living Environment Regents for grade eight:

- A cumulative Gr. 6 and Gr. 7 Science average of 90% or higher
- No more than 10 absences each year (excluding unforeseen circumstances—each student needs 1200 documented lab minutes as a Regents student so attendance is crucial)
- Teacher recommendation based on behavior and work ethic of student
- Parent permission

### **Athletics**

Participation in the school's sports program and other extracurricular activities, including eighth grade graduation activities, is a privilege and not a right. Therefore, the school may place conditions students must meet in order to participate in these.

Extracurricular athletic programs are available for our students who have satisfactory scholastic and conduct records, as well as a current health evaluation completed by a physician. All sports programs depend on the availability of coaching staff. For more detail on our athletic programs, see

<https://sspssaints.org/students/athletics/>

### **Curriculum**

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

### **Field Trips**

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

***In accordance with diocesan guidelines and the recommendation of the School Board, no overnight field trips will take place.***

## Grading System

### **Physical Education**

60%- Skill Development and Knowledge of Sport or Activity.20%-  
Sportsmanship.

20%- Participation/Effort/Behavior.

### **Spanish**

25% Homework/Classwork and Writing25%

Quizzes/Projects

30% Tests

(Note: There will be no less than three tests administered each trimester)20%

Participation/Effort/Behavior

### **For Middle School Grades**

**Grading System for Core Subjects and Spanish** Homework/Classwork and

Writing will equal 25% of the gradeQuizzes/Projects will equal 25% of the grade

Tests will equal 30% of the grade

(Note: There will be no less than three tests administered each trimester)Participation/Effort will  
equal 20% of the grade

The only deviation from this grading system will be in the subject of Science where Participation/Effort will equal  
10% of the grade and Lab will equal 10% of the grade.

### **Homework Assignments**

All graded homework and projects will be given a specific due date.

Students will be expected to submit all homework/projects before or on the due date.

Students submitting the homework/project a day late will receive a 5-point deduction in their grade.Students  
submitting the homework/project later than one day past the due date will receive a zero. Extended absences due  
to illness or other emergencies will be taken into consideration.

There will no longer be an opportunity to receive partial credit for homework/projects submitted later than one  
day.

Grace periods until the end of the making period for late assignments will not be allowed.



The only exception to this will be for students who have written accommodations in their IEP's or 504's. All assigned graded homework/projects will be posted on the Parent Portal on the day they are assigned.

### Test Taking

If students are in attendance on the day a test has been planned, they will be expected to take the test that same day. Extensions will not be allowed.

Absences from school will be taken into consideration. If, for example, a test was assigned a week earlier and the student is absent for a day, he/she will still be expected to take the test. Longer periods of absenteeism would be taken into consideration.

With regard to students caught talking during a test, they will receive one warning. If the student talks again, his or her test will be taken away and they will receive a grade of 0 for the test.

If a student is caught talking after his/her paper has been submitted to the teacher, but others are still taking the test, the same plan will be in effect – one warning and then a grade of 0.

### Parent Portal and Teacher Website

You may check your child's grades by using the **Parent Portal**. If you have any questions, comments, or issues with anything you see, or don't see on the Parent Portal, please contact your child's teacher first.

Homework will be posted on Google Classroom, **as well as written in the student's agenda. Students are responsible for writing their homework in their agenda beginning in Grade 3.** This will help our students to develop the responsibility and accountability they will need for High School and beyond.

### Homework

Homework is an important part of a student's education and establishes a daily link between home and school. Homework reinforces skills and information learned in class. It also prepares students for upcoming topics. Homework teaches students to develop self-discipline and responsibility and aids in evaluating student progress. Homework will be carefully planned and checked in a timely manner by the teacher. The amount and frequency of homework will be age appropriate. Refer to the chart below for approximate duration of homework assignments by grade level:

Grade Level	Approximate Duration (per day)	Additional (per day)
Pre-Kindergarten	N/A	Read for at least 15 minutes
Kindergarten	N/A	Read for at least 15 minutes
1 <sup>st</sup> Grade	About 10 minutes	Read for at least 15 minutes Practice Math facts
2 <sup>nd</sup> Grade	About 20 minutes	Read for at least 15 minutes Practice Math facts
3 <sup>rd</sup> Grade	About 30 minutes	Read for at least 15 minutes

		Practice Math facts
4 <sup>th</sup> Grade	About 40 minutes	Read for at least 15 minutes Practice Math facts
5 <sup>th</sup> Grade	About 50 minutes	Read for at least 15 minutes
6 <sup>th</sup> Grade	About 1 hour	Read for at least 15 minutes
7 <sup>th</sup> Grade	About 1 hour and 10 minutes	Read for at least 15 minutes
8 <sup>th</sup> Grade	About 1 hour and 20 minutes	Read for at least 15 minutes

Each student is responsible for recording his/her homework assignments in his/her agenda. Parents should check the agendas and ensure that homework assignments are completed on time.

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

### **Library**

All students utilize the library. Pre-K 3 – Grade 8 have a library period every week. The library is also open to any teacher who would like to use it for research.

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

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

### **National Junior Honor Society**

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

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

A committee of middle school teachers will review and select students for induction into the NJHS in the fall of each year. The committee’s selection is final. If for some reason a member falls below the standards set before him/her, the privilege of being an NJHS member will be revoked and the student must withdraw. Please note: because this is a national organization, SSPP must abide by its requirements.

## New York Statewide Testing Program

The New York State Assessments are designed to help ensure that all students master NYS Next Generation Learning Standards using curriculum aligned to those standards. During the past several years, the state has been developing assessments to match the learning objectives. These tests not only reflect the higher standards set for students, but also help ensure that students are prepared for the high school Regents examinations.

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

Grades 3-8: English Language Arts  
Grades 3-8:

Math

Grades 5 and 8: Science

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

Our students receive Academic Intervention Services based on the results of the NYS tests. Students who score below a certain range are given priority for additional help. We also administer the STAR Math and ELA Assessments to students in grades K-8. Services (i.e. interventions and/or extensions) are provided to students in these grades based on the results.

## Progress Reports

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

## Promotion and Retention

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

Academic promotion standards vary according to grade levels. Grades K-3:

Ability to consistently meet grade level standards  
Grades 4-8:

An overall average of 70% or above

Eighth grade students who satisfactorily complete all diocesan requirements for graduation earn a diocesan

diploma. This document entitles the holder to admission to high school.

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

### **Report Cards**

Grades K through 8 receive report cards on a trimester basis. Report cards are posted on the Parent Portal. Parents must sign in to view the report card.

Grades Pre-K 3 through 3<sup>rd</sup> Grade will receive a standards based report card. Grades 4-8 receive numeric grades in ALL subjects. In grades 4-8, 70% or above is a passing grade.

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

### **Sacramental Program**

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

### **Service Projects/Requirements**

SSPP School religion curriculum requires that students participate in service to their school, church and community. Grades PreK-8 participate in a variety of age-appropriate service projects. In addition, students in Grades 6-8 are required to complete one service project per trimester. Middle School teachers will provide further details throughout the school year.

### **Religion**

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

## **Spanish**

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

## **Textbooks**

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

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

# **VI. EXPECTATIONS AND GUIDELINES FOR CONDUCT**

## **BULLYING POLICY**

Bullying is a serious problem that affects many students at all grade levels, sometimes seriously affecting their ability to succeed in school and their emotional and psychological development. Bullying and cyber bullying are a major concern to our faculty, staff, students, and parents. It (bullying) is strictly prohibited and will not be tolerated. Any reported incidents of bullying will be fully investigated. Our school is a “bully-free” zone. The SSPP Code of Conduct will be used to determine appropriate consequences for those students committing the bullying. Our students need to feel safe in order to maximize their academic and social potential.

Bullying may involve but not be limited to actions such as: hitting or punching (physical bullying), teasing or name-calling (verbal bullying), or intimidation through gestures or social exclusion. Or it may be cyber bullying, which is sometimes referred to as online social cruelty or electronic bullying. Cyber bullying can involve: sending mean, vulgar, or threatening messages or images; posting sensitive, private information about another person; pretending to be someone else in order to make that person look bad; (or) intentionally excluding someone from an online group.

It is important to know and understand the signs of bullying, as well as know the difference between bullying and peer conflict. Peer conflict is a normal part of relationships and growing up. Sometimes, there are incidents that are referred to as “bullying”, but are actually more along the lines of peer conflict. To help understand and know the difference, refer to the chart below.

# What is Bullying?

Be able to identify bullying, and tell the difference between that and peer conflict. It helps knowing the difference so that the term "bullying" is not overused.

## Peer Conflict

v.

## Bullying

**Being Rude/Mean:** unintentionally or intentionally saying or doing something that hurts someone else

**Teasing ("roasting"):** fun, good natured, "give and take" between friends to get BOTH parties laughing

**Conflict:** struggle, dispute, disagreement, or misunderstanding

**For a behavior to be considered "bullying", it must meet all 3 criteria below:**

- Intentional
- Aggressive (verbal, physical or indirect\*)
- Repetitive

**\*Verbal:** name calling, verbal threat, etc.

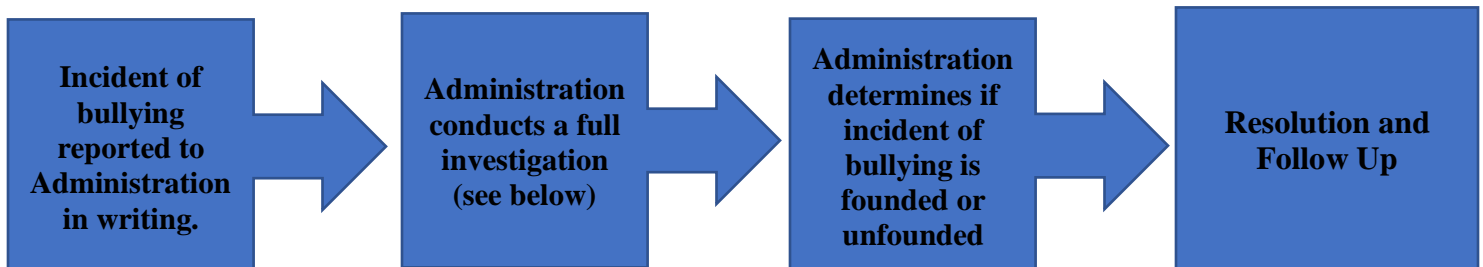
**\*Physical:** throwing, spitting, hitting, etc.

**\*Indirect:** rumors, exclusion

**\*Cyber:** apps, internet, texting



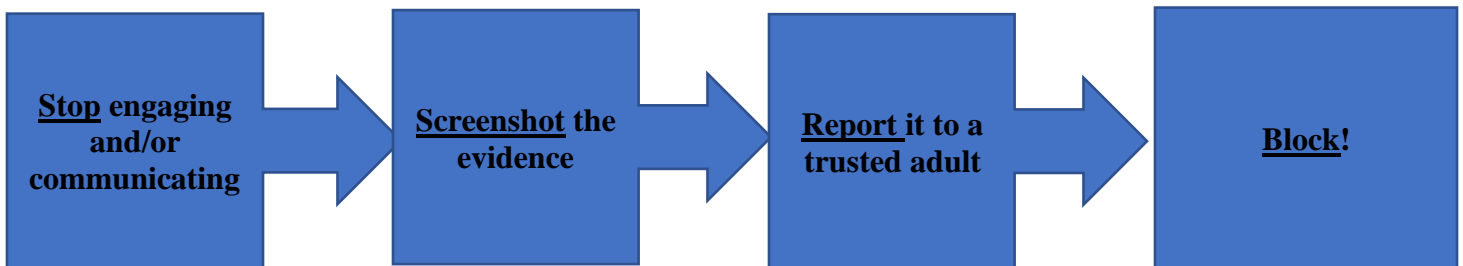
If you feel that your child is a victim of bullying, please report the incident in writing immediately. All incidents of bullying can be sent to Mrs. Rizzo via email: [principal@ssp-phamburg.com](mailto:principal@ssp-phamburg.com). The flowchart below shows the steps taken when an incident is reported.



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

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

If you believe your child is a victim of cyberbullying, please follow the flowchart below and advise your child to follow the steps as well.



The trusted adult would then make the report of cyberbullying in writing, and the steps listed previously will be taken.

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

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

### **Bus Conduct**

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

## Cafeteria Conduct

Students are expected to use the same manners required in the classroom during lunch. Courtesy toward other students and cooperation with lunch monitors are in order at all times. In order to promote a safe and positive environment in the cafeteria, the following expectations are posted and reviewed regularly with students:

<b>CAFETERIA GUIDELINES:</b>					
<b>C</b> <small>conversation</small>	<b>H</b> <small>help</small>	<b>A</b> <small>activity</small>	<b>M</b> <small>movement</small>	<b>P</b> <small>participation</small>	<b>S</b> <small>Signal</small>
<p><b>MAX</b> Voice Level:  <b>2</b>  Please use a normal talking voice.</p>	<p><b>What do I do if I need something?</b>  <b>Raise your hand and wait patiently to be called upon.</b></p>	<p><b>Must Dos:</b>            1. Walk into the cafeteria quietly            2. Line up in a single file line to receive your lunch.            3. Sit down at your lunch table directly after receiving your lunch.            4. Remain in your seat and eat your lunch quietly.            5. Wait to be called by the lunch monitor to buy snacks.            6. Push your chair in any time you leave your seat.            7. Be sure to clean your area when you are finished eating.            8. Exit the cafeteria quietly.   <b>MAY DOs:</b>            When finished eating you may read a book, etc.</p>	<p><b>May I throw away trash?</b> Yes. But only if you raise your hand and receive permission.   <b>May I use the restroom?</b> Yes. But only if you raise your hand and receive permission.   <b>May I get a _____:</b></p>	<p><b>We will know you are doing an excellent job when we see you:</b>             1. Following the max voice level            2. Keeping all food on your table            3. Raising your hand.            4. Keeping your area clean            5. Keeping your hands to yourself            6. Respecting your classmates, lunch monitors, and lunch aides</p>	<p><b>3</b>  <b>2</b>  <b>1</b></p>

## Hallway/Stairway Conduct

### Conversation

- Voice level 0-1 (silence to whisper)

### Help

- Students should go to the nearest teacher or go back to the room they came from

### Activity

- Walk in the hallways
- Stay to the right
- Go directly to your destination

### Movement

- Walk
- Stay to the right
- Keep hands, feet, and objects to yourself.
- Take one step at a time on stairs

### Participation

- We will know you are doing an excellent job when we see you:
  - Following the assigned voice level
  - Staying to the right
  - Keeping hands and feet to self



- Taking one step at a time on the stairs
- Respecting others in the hallway
- Walking

## Signal

- Hand signal for voice level
- “3, 2, 1”

## Code of Conduct

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

Student behavior should demonstrate the following:

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

Discipline is most effective when it directly addresses the problem at the time and place it occurs. Therefore, teachers have the authority and responsibility to maintain discipline in the classroom.

\*In the event of a question and/or problem, please first address it with the teacher mostly directly involved with the incident.

\*The parents/guardians and teacher should work together to establish a two-way channel of respect and communication.

\*When teachers, administration and families work together, stronger, more responsible students are created.

\*Corporal punishment or any other extreme form of punishment is prohibited.

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

### **Kindergarten – Fifth Grade Guidelines**

#### **Level 1 Offenses: Mild Behaviors**

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

#### Be Safe

- Out of seat without permission

- Unsafe movement on school grounds and during school activities
- Invading others' personal space (poking, taking someone's things, etc.)
- Not following teacher's instructions regarding safe behavior (the first time)Be

#### Responsible

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

#### Respectful

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

#### **Level 1 Interventions**

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

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

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

#### **Level 2 Offenses: Disruptive or Interfering Behaviors (Moderate)**

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

#### Be Safe

- Repeated level 1 offenses
- Engaging in unintentional behavior resulting in injury

- Committing minor bus infractions (see p. 40 on Bus Conduct)
- Throwing objects that may harm others

#### Responsible

- Repeated level 1 offenses
- Possessing others' property without permission (small-value items)
- Falsifying/forging school documents
- Cheating, plagiarism or academic dishonesty
- Failure to adhere to computer usage guidelines (see pages 60-61 on Student Acceptable Use Policy)

#### Be Respectful

- Repeated level 1 offenses
- Using mild inappropriate language, gestures or body language towards others (not involving profanity)
- Use of profanity not directed towards others
- Repeated teasing, bullying
- Engaging in severe insubordination
- Attempting to argue with or disrespect of a faculty member

#### **Level 2 Interventions**

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

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

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

#### **Level 3 Offenses: Persistent, Antisocial and Significant Behaviors**

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

#### Be Safe

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

#### Be Responsible

- Repeated level 2 offenses
- Possession of other's property without permission (high-value items)

- Making false allegations against students or school personnel
- Use of computer equipment to access profane materials (see pages 60-61 on Student Acceptable Use Policy)

### Be Respectful

- Repeated level 2 offenses
- Using severely inappropriate or profane language, gestures or body language towards others on or off school property, including social media, that negatively impacts the working environment of any individual
- Use of severe profanity directed towards others
- Continuous teasing, bullying (see pages 39-40 on Anti-Bullying) on or off school property, including social media, that negatively impacts the working environment of any individual

### Level 3 Interventions

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

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

### Sixth – Eighth Grade

***Please also refer to the Middle School Code of Conduct and Behavior Policy Addendum***

### Level 1 Offenses: Mild Behaviors

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

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

- Going down to the bus area before being called
- Leaving classroom without permission
- Engaging in a public display of affection (hugging, kissing, etc.)
- Engaging in the minor destruction of school property (non-monetary)
- Loitering in hallways and common areas
- Misuse of internet/technology (changing wallpaper, etc.)
- Unauthorized use of cell phone

### **Level 1 Interventions**

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

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

### **Level 2 Offenses: Disruptive or Interfering Behaviors (Moderate)**

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

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

- Engaging in unintentional behavior resulting in injury
- Possession of inappropriate, profane materials

### **Level 2 Interventions**

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

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

### **Level 3 Offenses: Persistent, Antisocial and Significant Behaviors**

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

- Repeated or increased severity of level 2 offenses
- Leaving school grounds unsupervised
- Engaging in unacceptable physical contact (play fighting, tripping others, etc.) or anything that may lead to an injury (pushing in line, flicking, etc.)
- Possession of other's property without permission (high-value items)
- Making false allegations against students or school personnel
- Use of computer equipment to access profane materials (see pages 60-61 on Student Acceptable Computer Use Policy)
- Using severely inappropriate or profane language, gestures or body language towards others on or off school property, including social media, that negatively impacts the working environment of any individual
- Major destruction of school property
- Use of severe profanity directed towards others
- Teasing, bullying (second offense) on or off school property, including social media, that negatively impacts the working environment of any individual
- Failure to show up for assigned detention or to abide by a Behavior Support Plan

### **Level 3 Interventions**

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

- Immediate removal from class or location by administrator
- Completion of a conduct referral
- Parent-teacher-administrator-support staff conference
- Completion of a Behavior Support Plan
- Exclusion from activities such as field trips, performances, or athletic events

- Assignment of restoration/reparation project
- Lunch or after-school detention (more than 1 day)
- In school suspension

### **All Grades Level 4**

#### **Offenses: Severe or Dangerous Behaviors**

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

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

#### **Level 4 Interventions**

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

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

#### **Parental Support of the Expectations and Guidelines for Conduct**

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

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

## Consequences of a Serious Nature

**Detentions:** After School Detentions may be given for Levels 2 or 3 offences. Parents/guardians will be given information by the teachers. *Any extracurricular activities scheduled for the sametime will be forfeited.* Parents/guardians are expected to provide transportation to pick up the student at 3:30 p.m. or the student will be placed in after-school program and charges will ensue.

Failure to be present for the after school detention will result in a parent-administrator conference with the student the following day. Failure to attend the conference may result in an in-school suspension.

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

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

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

In suspending students, the following guidelines should be observed:

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

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

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

The following directives will be observed:



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

### **Harassment (Please also refer to Bullying Policy)**

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

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

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

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

### **Social Media Policy**

Social Media includes any website or apps on any electronic device that connects you with others. Examples include, but are not limited to, Facebook, Instagram, Snapchat, TikTok, and Messenger.

- The use of social media, *in or outside of school*, that harasses, intimidates, demeans, bullies or causes emotional harm to another individual (student, staff or other adult) is **STRICTLY PROHIBITED**. \*Remember: Follow the Golden Rule\*
- If you or anyone suspects the use of social media to do any of the above, it is your responsibility to follow the following guidelines:

**STOP!**

**Screenshot the messages**

**Share with a trusted adult**

## **Block**

Students who do not follow the above guidelines and expectations will receive a Discipline Notice and referred to administration for an appropriate consequence.

## **Search and Seizure**

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

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

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

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

## **Sexual Harassment Policy For Students**

- It is the policy of SSPP that all students have the right to be free from all forms of discrimination, including sexual harassment, in the school environment.
- Sexual harassment may take different forms. The following acts, although not automatically sexual, may constitute sexual harassment under certain circumstances:
  1. Verbal - sexual innuendoes, jokes of a sexual nature and sexually degrading language to describe an individual;
  2. Nonverbal - displaying sexually suggestive objects or pictures, leering and making obscene gestures;
  3. Physical - unwanted physical contact or touching, brushing up against the body and any type of coerced sexual activity;
  4. Internet/Social Media – transmission of lewd pictures, text, obscene material that would constitute unwelcome communication.
- Sexual harassment does not refer to behavior or occasional compliments of a social nature. It refers to behavior that is not welcome, that is personally offensive and that fails to respect the rights and dignity of others.
- Any student who believes he or she has been the subject of sexual harassment should report the alleged act immediately to the principal.
- **All claims of sexual harassment will be thoroughly and immediately investigated by the administrator.**
- If the investigation reveals that the complaint is valid, prompt attention and disciplinary action to stop the harassment and to prevent its recurrence will be taken. The disciplinary action taken with respect to each violation of this policy will be determined in accordance with the seriousness of the particular

offense and may include written warnings, parent conferences, mandatory counseling, suspensions, dismissal or a combination of actions. The school administrator will advise the complaining party that corrective action has been taken.

- In the event that a thorough investigation of an alleged incident of sexual harassment reveals that a student has not engaged in any actions or conduct constituting sexual harassment, the school administrator will inform both the student and the complaining party that a thorough investigation has been conducted and that there exists no ground or basis to substantiate the alleged sexual harassment.
- The school will take reasonable measures to protect the confidentiality of the student who files a complaint, to encourage the reporting of any incidents of sexual harassment and to protect the reputation of any student wrongfully charged with sexual harassment.

### **Substance Abuse**

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

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

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

### **Violence and Fair Process**

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

- The pastor or parish-school liaison will be notified immediately. In the event the pastor or school liaison is not available, the principal will proceed with disciplinary measures.
- The parents/guardians of the student committing the violation will be called and the student may be placed on out-of-school suspension, which could lead to dismissal pending further investigation. An investigation may include speaking to teachers, students or staff to determine if they witnessed or heard a

student threaten violence to others. If the threat was written, the student's handwriting/printing will be checked. Written documents of all witnesses' testimony with signatures will be kept.

- A conference with the parents/guardians and student will include a written statement by the principal and possible consequences pending further investigation. All parties must sign the statement.
- The police may be notified.
- The possibility of the student's re-admittance to the school may be predicated upon a number of things, to include, but not limited to: a psychological evaluation by a professional, an evaluation by the district Committee on Special Education and the possible prescription of an Individual Education Plan. The administrator also reserves the right to transfer the student out of the school.
- A letter of explanation to all parents/guardians will be sent home as soon as possible.

### **Weapons**

SSPP will not tolerate the bringing of any dangerous or potentially dangerous weapons or weapon look-alikes into the building. Bragging or boasting about the possession of weapons will not be tolerated.

Parents/guardians, the principal, the pastor, and the Department of Catholic Education will be notified and the appropriate disciplinary action will be taken.

## **VII. UNIFORM POLICY (Revised July 2024)**

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

Parents/guardians will be notified if a student chronically comes to school without the proper uniform. ***Failure to follow the dress code will result in a phone call home and change of clothes. Repeated infractions will result in a Discipline Notice.***

Please note that if your child comes to school with an inappropriate hairstyle, you will be notified immediately and an acceptable hairstyle is expected in a timely manner.

### **Uniform Expectation – Kindergarten through Grade 8**

Please use the link to order uniforms through Lands End: <https://www.landsend.com/co/account/school-uniforms?selectedSchoolNum=900089822>

**You are also able to order shirts or pants through other sites, but Lands' End will give a small percentage back to the school.**

- No printed or colored t-shirts may be worn under uniform shirts.
- All clothing is to fit properly – not too small or deliberately oversized.
- No other clothing (e.g. sweatshirts, jackets, sweaters or large shirts) may be worn during school time.

Only school sweatshirts and sweaters may be worn during the day.

- All hats are to be removed as students enter the building.
- Jumpers, skirts, and skorts: uniform plaid only. Skirts must be of appropriate, modest length, no more than 1 inch above the knee.
- LEGGINGS: During cold weather, girls who wear the uniform jumper/skirt, may wear navy blue/black leggings under their uniform. NO jeggings or other colors are permitted.
- PANTS: Navy blue uniform pants only. No cargo, gym, nylon, sports or extreme style pants may be worn. Also leggings cannot be worn for uniform pants.
- SHORTS: Navy blue walking shorts may be worn September through October and April through June. No cargo, cut-off, gym, nylon, sports or extreme style shorts may be worn.
- BELTS: Solid navy, black or brown belts are *recommended* to be worn for all students in grades 4-8.
- SHIRTS: White or hunter green, long or short sleeve uniform shirts or turtlenecks are worn. ALL shirts must be tucked into the waistband or covered by the school sweater/sweatshirt. Shirts should not have logos on them other than SSPP logo.
- SWEATERS/SWEATER VESTS/FLEECE/SWEATERSHIRTS: Uniform sweaters, sweater vests or uniform appropriate school fleece/sweatshirts may be worn at any time. *SSPP grade eight class designed hoodies, purchased through the school, may only be worn by grade eight students.* School uniform shirts are to be worn under uniform sweaters, sweatshirts and eighth grade hoodies with collars visible at all times.
- **Effective for the 2024-2025 school year, SSPP hooded sweatshirts, or “hoodies”, for students in Grades K-7<sup>th</sup> Grade are *only permitted on Fridays*. Mondays through Thursdays, students can wear sweaters or non-hooded sweatshirts.**
- SHOES: School appropriate, neat, clean sneakers or shoes are to be worn. Shoes and sneakers should have appropriate heel height with a maximum height of 1 ½ inches.

NOT ALLOWED:

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

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

- SOCKS: Solid navy, black, or white ankle, crew or knee socks ONLY. The socks must be matching and visible above the top of the shoe. Socks must be worn at all times. Girls may also wear tights or stockings (navy, black or white ONLY) when appropriate.
- JEWELRY: Girls may wear small earrings ONLY in ear lobes (approximately half inch or less). ONE cartilage piercing is allowed, but must be a small earring-no hoops. Boys are not allowed to wear any type of ear jewelry. Boys and girls are not permitted to have face piercings and therefore not allowed to wear any kind of face or lip jewelry. Boys and girls may wear ONE ring per hand. Each student may wear ONE bracelet.

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

**Dress Up and Dress Down (Casual) Days:**

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

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

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

**Gym Clothes:**

Current policy requires sneakers for all students. Shorts, sweatpants and t-shirts may be worn by students in grades 4-8. Shorts must be of an appropriate length. In the event of a gym day coinciding with a dress down/jeans day, students may also wear jeans for gym.

**Personal Appearance Expectations:**

**Hair**

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

GIRLS: No radical, unconventional or unnatural looking hair is permitted. Hair should be a natural color, clean and neatly styled. Extreme hairstyles or extreme hair dyes is not allowed. Simple hair clips or hair bands that keep hair in place are acceptable. Hair bands should be flat. Unicorn, cat ears, flowers, pom poms, etc. are not acceptable. Jojo bows or any other large hair items are not allowed.

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

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

Heavy, dark make-up of any kind may not be worn at any time.

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

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

## **VIII. ELECTRONICS**

### **Cell Phones**

Students are not allowed to have any communications device, capable of recording audio, photographic or video content, or capable of viewing or playing back such content or, capable of receiving or sending messages. This includes cell phones, wearable devices/smart wearables, including smart watches and health wearables with a display, etc.

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

- Cell phones must be turned off during school hours.
- Cell phones must be turned off by the time the student walks into the school building and may not be turned back on until he/she leaves the building.
- Students needing to contact parents must use the telephone in the school office during school hours.
- Parents needing to contact children may call the school office during school hours.
- Cell phones must be handed in upon arrival to assigned classroom and will be secured in the student's classroom by the classroom teacher.
- Students needing to contact parents following an after-school activity must obtain permission from the supervising adult to use a cell phone.
- Students will receive their cell phone following afternoon prayer and announcements.
- Failure to follow the above expectations may result in possible confiscation of the cell phone until the end of the day and a phone call home.
- Repeated failure to follow the expectations will result in temporary confiscation of the cell phone and a parent conference with administration.

### **E-readers**

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

### **Electronic Devices Rules and Responsibilities**

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

## **Plagiarism**

**Plagiarize:** “to steal and pass off (the ideas or words of another) as one's own : use (another's production) without crediting the source”(Merriam-Webster). It is considered a violation of academic integrity and will be dealt with on a case by case basis.

Students who engage in academic dishonesty will face consequences consistent with the severity of their offense. The teacher has the authority to decide which level of offense and the responsibility to inform parents. Students will learn the meaning of plagiarism and how to properly cite sources.

Use of chat GPT, or any other form of artificial intelligence in order to complete assignments is strictly prohibited. We expect all students to use their God given talents on a regular basis to complete any and all assignments.

## **Photo Release Policy**

A letter is sent home at the beginning of the school year asking for parent/guardian permission to publicly display photographs, video, writings, drawings, media images or audio tapes of their child(ren) for the promotion of the school (e.g. Student of the Month pictures for the newspaper, classroom activity photos for newsprint, website and social media). The names of students appear in the newspaper, but not on the website or social media.

## **Student Acceptable Computer Use Policy**

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

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

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

### **Use of the technology resources that are prohibited include, but are not limited to:**

- Attempting any unauthorized access, including hacking of any computer system
- Downloading music, unacceptable materials
- Accessing, displaying or sending inappropriate material, whether written or graphic
- Accessing, displaying or sending materials that are derogatory toward any race, religion, culture, ethnic group, gender or orientation



- Re-posting personal communication without the author’s consent
- Violating copyright laws; plagiarizing of any kind
- Downloading, installing, or storing software on a school computer without the approval of appropriate school personnel; including screensavers
- Tampering, misusing, abusing, or vandalizing any hardware, software or security measures: this includes changing or attempting to alter any configuration, program, or password on any computer iPad, Chromebook
- Trespassing in other student’s Google accounts, files, folders or works
- Using school resources for non-school activities
- Using a school computer without knowledge/approval of school personnel responsible for the computer
- Using inappropriate language, pictures, and gestures in any form on the Internet or social media
- Using the Internet for transmission of materials in violation of local, state or federal regulations
- Accessing personal e-mail, instant messaging, blogs, sexting and entering chat rooms
- Accessing social networking sites (i.e. Facebook, YouTube, virtual reality sites, etc.) on school equipment
- Cyber Bullying is the use of electronic information and communication devices to willfully and repeatedly harm either a person or persons through the medium of electronic text, photos, or videos. Examples of this behavior include but are not limited to:
  - Sending false, cruel, vicious messages
  - Creating websites that have stories, cartoons, pictures, and jokes ridiculing others
  - Breaking into an e-mail account and sending vicious or embarrassing materials to others
  - Engaging someone in electronic communication, tricking that person into revealing sensitive personal information and forwarding that information to others
  - Posting of a student picture without their permission

**Consequences:** Violations will be referred to the Principal for disciplinary action. Law enforcement agencies will be involved when appropriate. The student will not have computer privileges unless the handbook signature page/student acceptable computer use policy form distributed by the teacher is signed and dated by student(s) and parent(s) and returned to the school.

## **IX. COMMUNICATION**

### **Communication with Home**

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



Pick-up Patrol will be used for the 2024-2025 school year for parents to communicate with the school any absences, dismissal changes, early dismissals, late arrivals, etc. 100% of parent participation is required. This makes for a smooth dismissal, and also ensures the safety and proper supervision of all our students. Pick-Up Patrol also replaces the need for parents to send in a note, or call the office for any changes. Please be sure to read and review the parent information letter coming in August regarding Pick Up Patrol.



## ClassDojo

Class Dojo will be used for communication between school and home. Class Dojo is an app and/or website, which allows for easy communication to occur between the school and home. It offers a “window-like experience” for parents to see what is happening in the classroom. You can download the app on your phone, or connect through the website: [www.classdojo.com](http://www.classdojo.com). Use the information sent home with your child to connect to his/her class(es).

It is essential that all parents are connected to their child or children’s classes, so that regular, ongoing communication can continue throughout the school year.

- The staff at SSPP ensures a response back to parents/guardians in Class Dojo within 24 hours of the initial message if received within regular school days.
- Please refrain from messaging teachers on weekends, holidays, or any other non-regular school days.
- If a message must be sent during non-school days, please allow for 24 hours from the first day back in school.

Class Dojo will also be utilized by teachers, parents and administration for announcements, event reminders, and other important information relative to the school community on the School Story. You can turn your notifications on in the App to make sure you do not miss anything.

**School Messenger.** School Messenger will also be used to send whole school or group e-mails. Only the e-mail addresses within our e-school system will receive the e-mail. School messenger will be utilized to inform parents/guardians of important information or reminders.

**Newsletters.** Mrs. Rizzo will provide a monthly newsletter to the school community. The newsletter will have updates, reminders, events and any other important information for the upcoming month. The monthly newsletter will be sent during the first week of the month using Class Dojo School Story and School Messenger.

**Facebook.** Facebook is utilized by parents and community members to stay connected with the school. From time to time, teachers, administrators and/or parents may post updates, pictures, event reminders, and announcements. All official school announcements, however, will go through school messenger and Class Dojo. Any questions or concerns from parents/guardians must still follow appropriate protocols (see Parents as Partners).

**Phone Calls.** Phone calls home may be made by SSPP staff throughout the school year. Phone calls for staff can be made through the main office. Teachers are not permitted to accept phone calls during instructional time. A message may be left for the teacher through the Main Office and a return call will be made within 24 hours of the initial call.

## Conferences

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

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

conference instead of a face-to-face conference.

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

### **Parents as Partners**

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

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

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

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

- Be treated with respect and courtesy by staff and students
- Be listened to and clearly communicated with by the school, in regard to your child's/children's education and development
- Have confidentiality over sensitive issues respected by staff

- Be treated in a caring and polite manner
- Receive a timely response to concerns raised – every effort will be made to respond within two school days
- Be treated with professionalism by all staff members

### **Parents' Responsibilities**

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

### **Protocol for Expressing Concerns**

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

1. Try to identify the problem clearly before contacting the school. If there is more than one problem, list and prioritize them to ensure that all concerns may be addressed.
2. Make an appointment to speak with the teacher most directly concerned with the matter. The best way to do this is to send an email to arrange a mutually convenient time for a telephone call or meeting.
3. If you do not feel after your meeting that the matter has been resolved or if you have a concern that is serious and/or sensitive in nature, make arrangements to meet with the Principal (Mrs. Rachael Rizzo). The initial contact with the Principal should be made in writing giving the essential details of your concern. This initial contact can be made via email at: [principal@ssp-phamburg.com](mailto:principal@ssp-phamburg.com).
4. If you feel the matter is still unresolved after speaking with the Principal, you may contact the Pastor (Fr. Jim Ciupek) in writing. Along with a description of your concern, you should also include a statement of the steps you have taken to resolve the matter up to this point. The Pastor will follow up with you upon receipt of your letter or email containing all the relevant information. His decision is final.

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

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

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

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

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

Trustees for SS. Peter and Paul, a Catholic Community School, Diocese of Buffalo, Art. IV, Section 2A).

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

## **Parents' Guild**

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

9/18, 10/16, 11/13, 12/11, 1/15, 2/12, 3/12, 4/9, 5/14, 6/19

## **Birthday Invitations and Other Communications with Students**

Students in Pre-K through grade 5 may distribute invitations at school *only if there is an invitation for every student in the class*. If parents wish to invite only some students in a particular class, they should contact the parents of those students outside of class (mail, phone or email). Students in grades 6-8 may not distribute invitations at school.



**PARENT/STUDENT HANDBOOK AGREEMENT – SIGNATURE PAGE**

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

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

Parent(s)/Guardian(s) Name

(please print)

\_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Children’s names and grades that reside in your household that attend SS. Peter and Paul School  
(Please add additional lines as needed)

Names:

Grade:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_