

**SS. PETER AND PAUL SCHOOL**  
**Parent/Student**  
**Handbook**

*Updated 9/2022*

**5480 Main Street**  
**Williamsville, New York 14221**



*Our Tradition: An education for the future, values for life.*

**School Phone • 632-6146**

**Parish Office Phone • 632-2559**

**Religious Education Office Phone • 632-2678**

**School Fax • 626-0971**

**[www.ssppschoo.com](http://www.ssppschoo.com)**

## **SCHOOL MISSION STATEMENT**

### ***Our Tradition: A Foundation for Life***

Inspired by our founder and first teacher, St. John Neumann, Ss. Peter & Paul School educates children of all faiths in a Catholic, Christ-centered tradition. Since 1836, dedication to our core values – academic excellence, living faith, serving God and others – has provided our students a strong foundation for life.

KINDERGARTEN through 8TH GRADE

FULL-DAY 4-YEAR-OLD EARLY KINDERGARTEN

HALF AND FULL-DAY 3 & 4-YEAR-OLD PRE-K PROGRAMS

Ss. Peter and Paul School will 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 child with the disability could be accommodated.

Summer 2022

Dear Parents and Students,

Welcome back for the 2022-2023 school year. We are sincerely hoping to have as much normalcy as possible for this upcoming school year. We have missed the routine and regularity of what was life prior to COVID-19 and look forward to seeing our student thrive in a more normal environment.

We are continuing our paraliturgies for this upcoming school year on Fridays and will continue to use the church for this event. We like the ability to have livestreaming for our families.

We are looking to be back involved in normal athletics as well. We will be returning to the Pancake House for our Student of the Month celebrations as well beginning in October.

We are so excited to be back with your child(ren). Let us have a great 2022-2023 school year.

Please make sure you have completed the signoff of the school handbook by Wednesday, September 14, 2022.

Sincerely,

*Melissa Lindner*

Melissa Lindner  
Principal

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SAINTS PETER AND PAUL SCHOOL ...

## *PHILOSOPHY OF EDUCATION*



*"Being here Train soul and mind, going forth serve God and country.*

*By their fruits you shall know them."*

*"What does it profit a man if he gain the whole world but suffer the loss of his own soul?"*

The two quotes above are inscribed on the walls of the building which houses Ss. Peter and Paul School. They embody the philosophy and purpose of the school, as it has existed throughout the years. The administration, faculty and staff of the school are dedicated to providing a positive creative atmosphere, which will nurture each student's development spiritually, intellectually, socially and physically. Together they are dedicated to being an enriching, empowering and challenging element in the growth of each child; an element that will help them observe, explore, interpret and judge their experiences, ascribe a Christian meaning to their lives and act according to the norms of faith and love.

This school is not just a building of brick and mortar, but one of living stones - people touched by God, Who is the Way, the Truth and the Life, and provides each person with visions and values for life, which are God-centered.

## *SCHOOL GOALS*

"The children should walk away from each school day with something special that they would not have received in just any school: an increased awareness that we are brothers and sisters in the faith before we are teachers or students, administrators or parents."

Ss. Peter and Paul School exists:

- To provide formation of each student in the Catholic Christian way of life.
- To provide information to each child about the various academic disciplines.
- To train each child to use his or her talents: academic, social, physical and artistic in the best way possible.
- To assist parents in the total formation of their child(ren).

## *HISTORY*

The year 2011 marked the 175th anniversary of the founding of Ss. Peter and Paul Parish in Williamsville, New York. The long history of this parish attests to the faith, service and devotion of its many pastors. Through their wisdom and foresight, Ss. Peter and Paul Church and School continue to grow in their ministry to the community.

Even before the arrival of Father John Neumann in 1836, Ss. Peter and Paul School had its beginnings in a private home in Williamsville. Upon Fr. Neumann's arrival, classes were moved to the home of Philip Wirtz. Fr. Neumann, pastor, assumed the duties of teacher. Later in 1857, the home of Mrs. Betsy Grove was purchased and used as the classic one room schoolhouse.

When construction of the present day church began in 1862, the former church was used as a second school until 1871. The old church was torn down and classes were held in the new church basement. In 1893 Pastor Rev. Martin Phillips discovered the need for a new school. With \$3,000 donated by 6 families, a new school was constructed.

In 1919 Rev. Walter F. Fornes was appointed the first American-born pastor. He was greatly concerned with the development of the parish school. In 1920 he expanded the school to double its size, giving primary grades individual rooms. He also felt a strong need to provide a parochial high school, so courses were introduced in 1920. The school was named Neumann High School. Rev. Fornes deemed it necessary to separate the high school students from the grammar school children. With this philosophy, it was decided that one wing of the eventual three-unit, three story brick and stone building be constructed. In June of 1929 the first class graduated from the newly completed auditorium.

In 1952 during Msgr. George Zimpfer's pastorate, the cornerstone of the present-day building was laid with the whole-hearted cooperation of the parishioners. This new building held both grammar and high school students. As a result of the increasing number of grammar school students, the high school relocated.

Under Msgr. Nelson Logal's pastorate, from 1973 to 1985, Bingo was introduced to the school and parish and all proceeds were designated to benefit the school. The school's first computers, first copy machine, audio visual equipment along with many other educational aides were purchased as a direct result of Bingo (which has since been discontinued).

Most Rev. Donald W. Trautman, Auxiliary Bishop of the Buffalo Diocese was pastor from 1985 until 1990. Bishop Trautman, had a great love of Catholic education and extensively renovated the school building and displayed untiring and dedicated interest in everything pertaining to the school and its children.

In 1990 Msgr. David M. Gallivan became pastor of Ss. Peter & Paul. Msgr. Gallivan taught his parishioners how to assume active leadership roles in the parish. He also moved the parish rectory to the rear of the parish property on Glen Avenue and reconfigured the school building. Msgr. Gallivan left the parish in March of 1999.

From 1999 to 2004 Rev. James O'Connor served as pastor. He was deeply committed to the care of our parish and school. Father O'Connor restored the church to its original traditional beauty and oversaw the remodeling of the Neumann Center in the basement of the church.

From 2005 to 2020, Rev. Jerome Kopec, was the pastor of Ss. Peter and Paul. Members of the parish warmly greeted him. Father Kopec has brought his love of liturgy, his love of Catholic education and his sense of humor to Ss. Peter and Paul. He has worked diligently to meet the demands of a rapidly growing parish and school. In June of 2009 a new parish office was blessed by Bishop Kmiec. A Prayer Garden was also consecrated as a place of quiet reflection for the parish and community.

In 2010, a modern, expanded Learning Center was constructed as was a new Religious Education office.

A Media Center which includes the Computer Lab and Library was built and donated by a school family in 2012.

Our MINDCAVE Makerspace opened in September 2018.



# DIRECTORIES

## *FACULTY AND STAFF*

Pastor	Father Matt Nycz
Principal	Mrs. Melissa Lindner
Office Receptionist	Mrs. Greta Pinto (M, Tu, Th) Mrs. Christie Bartels (W, F)
Preschool Director	Mrs. Suzanne Brierley
Athletic Director	Mr. James Mattison
Preschool Teachers	Mrs. Samantha Godzich Ms. Pamela Gon Mrs. Michele Ganschow Ms. Jessica Mancino
Preschool Aides	Mrs. Amanda Starr Ms. Jenna Lee Mrs. Colleen Barcomb Mrs. Carol Zimmer Ms. Heidi Roth Ms. Jillian Nepokroeff
Kindergarten (Room 106)	Ms. Jessie Simons
Grade 1 (Room 207)	Mrs. Michele Dernbach
Grade 2 (Room 206)	Mrs. Melissa Nigro
Grade 3 (Room 210)	Ms. Ann Dobson
Grade 4 (Room 209)	Ms. Brittany Wachowski
Grade 5 Homeroom (Room 104)	Ms. Denise Amato
Grade 6 Homeroom (Room 104)	Ms. Denise Amato
Grade 7 Homeroom (Room 203)	Mr. James Mattison
Grade 8H Homeroom (Room 204)	Mrs. Fran Hill

Math Lab (Room 205)	Mr. Jacawan Daniel
Religion (5,6,7,8)	Ms. Denise Amato
Math (5,6,7,8)/Regents Algebra I	Mr. Jacawan Daniel
Regents Living Environment	Dr. Robert Campo
Conversational Spanish (PK-5)	Ms. Denise Amato
Latin (6,7,8)	Mrs. Paula Eastmer
Social Studies (4,5,6,7,8)	Mrs. Fran Hill
Special Ed. & Learning Center	Mrs. Paula Eastmer
Physical Education (PK-8)	Mr. James Mattison
Health (5,6,7,8)	Mr. James Mattison
Art (K-8)	Mrs. Mary McIntyre
Custodians	Mr. Wayne Maleck Mr. Robert Jemiolo
School Nurse	Mrs. Kristen O'Sullivan
Health Office Aide	
Volunteer Nurse	Mrs. Vida Fryz
Student Council Advisor	Mrs. Fran Hill
STREAM Coordinators	Mrs. Fran Hill & Ms. Jessie Simons
National Junior Honor Society Advisor	Mrs. Fran Hill
Instrument Lessons/Band Director	

### *PARISH STAFF*

Pastor	Fr. Matt Nycz
Religious Education Director	Mrs. Roberta Spencer
Sacramental Coordinator	Mrs. Casey Hanley
Religious Education Secretaries	Mrs. Laurie Schlosser
Director of Music	Mrs. Gail Shepherd
Business Manager	Mrs. Lynn Baker

Parish Secretary

Mrs. Barbara Crage

### *PARISH OFFICE*

Phone

632-2559

Office Hours:

Monday through Friday

9:00am-12:30pm

1:00-4:30pm

Saturday

Closed

### *MASS SCHEDULE*

Saturday

4:30 PM

Sunday

9:30am, 11:30am

Wednesday

8:00am (School Mass)

Monday, Tuesday, Thursday, Friday

12:05pm

Reconciliation (confession)

Saturday 3:00 - 4:00 and upon request.

## HOME SCHOOL ASSOCIATION

The purpose of the Home School Association is to foster a spirit of mutual cooperation between parents and school in the task of providing a "quality" educational program.

The objectives of Ss. Peter and Paul Home School Association are:

- to promote, actively support and financially assist Ss. Peter and Paul School
- to encourage interaction between parents and teachers
- to afford an opportunity for the discussion of common problems
- to correct and improve environmental conditions which influence children's behavior
- to promote parent interest and involvement in the school

- to lend assistance to the school whenever possible

Membership in the Home School organization is a guarantee that each child receives the quality, family-centered education, which is the strong foundation for his/her adulthood. Parental involvement is essential for the continuation of the quality of education that each child deserves.

Families are required to attend the Home School Association Parent Meetings. Meetings begin at 6:30 PM.

Membership Dues of \$50.00 per family are included in the Fees that are paid along with Tuition.

## **VOLUNTEERS**

The Association runs all Ss. Peter and Paul School activities and fundraisers. Please share your time and talents with our children by participating in and working these activities. All sign a code of conduct and those who work directly with students must be Virtus trained.

The HSA will communicate regularly through Principal's Posts during the 2022-2023 school year.

## **FUND RAISING**

Wrapping Paper Sale - (September)

[Sweepstakes Ticket Sales \(Fall\\*\\*New this year!\)](#)

Poinsettia Sale - (October )

Easter Candy Sale - (February)

Dash's Receipts - (Ongoing)

## **PUBLICITY / PUBLIC RELATIONS**

Catholic Schools Week / Open House: [January 26, 2023](#)

## **PARENTAL SERVICES**

(1) Homeroom Parents

These parents are essential links in the communication between parents, teachers and Home School. They also call for volunteers for Home School events and activities. First

grade room parents assist at the Kindergarten graduation and seventh grade room parents assist at the eighth grade graduation.

## (2) Lunch Volunteers

This important job helps our students on a daily basis. Volunteers are needed every day in addition to regularly scheduled cafeteria monitors. This year, we seeking a consistent group of lunchroom volunteers to meet the current state guidelines for lunchroom supervision.

# **INSTRUCTIONAL PROGRAMS**

## *PRE-K PROGRAM*

Preschool is the beginning of your child's school education. It is here that we can give your child a strong foundation on which to build. We are dedicated to the development of the whole child. The children will develop language as a tool of communication and a means of structuring thought. Along with the family, we will introduce faith experiences and church exposure. The children will participate in activities designed to develop their fine and gross motor skills as well as their critical thinking skills. Creative and directed art activities will be provided. The children will be taught the social skills needed to succeed in the school setting such as how to get along with others and how to follow the school routine.

The 3-year-old program will introduce these skills as well as feature an age appropriate introduction to the academic skills that will be part of the curriculum of the 4-year-old Pre-Kindergarten classes.

The four-year-old program will follow the Diocese of Buffalo curriculum for Pre-Kindergarten. Lessons will be taught in English Language Arts, Math, Science, Social Studies, Computer Technology, and Religion. A Pre-K report card will be distributed in January and June in order to measure your child's progress and readiness for Kindergarten.

Preschool lessons and activities provide memories that stay with the children for the rest of their lives. It is imperative that good preschool learning experiences include family and school. Communication between parent and teacher is of utmost importance. Join us in experiencing the joy as we help your child be all he or she can be.

We offer a variety of sessions for 3 and 4 year olds. They are:

\*3 year old program: Tuesday/Thursday 8:30am-3:00pm

\*3 year old program: Monday through Friday 8:30am-3:00pm

\*3 year old program: Tuesday/Thursday 8:30am-11:30am

*\*Child should be three years old by December 1<sup>st</sup> to attend the 3- year-old program*

\*\*4 year old program: Monday/Wednesday/Friday 8:30am-11:30am

\*\*4 Early K program: Monday-Friday 8:30am-3:00pm

\*\*4 Kindergarten Prep program: Monday/Wednesday/Friday 8:30am-3:00pm

*\*\*Child should be four years old by December 1<sup>st</sup> to attend the 4-year-old program.*

All Pre K students are required to wear school uniforms.

Our class size is limited to 18 for the 3 year old sessions and 22 for the 4-year-old sessions. We do this to provide optimum attention to all students.

Class placement is on a first come, first serve basis. Register early!

All children need to be potty trained. This includes NO pull-ups or diapers. If a child soils him/herself during the school day, parents will be contacted to come to school and either pick up the child or change the child so he or she may return to class. All garments soiled by any bodily secretion must be picked up by parents and taken home. SSPP does not have the proper disposal facilities to ensure safe and proper handling of contaminated clothing.

**Tuition:** The tuition for the **2022-2023** school year is as follows. Please note that tuition rates may change from year to year.

A student registration fee of \$150 per student is due at the time the family registers. This fee is non-refundable and does not apply toward tuition.

Pre Kindergarten 3-year-old sessions - 2 full days per week	\$4,100
Pre Kindergarten 3-year-old ALL DAY -5 full days per week	\$6,450
Pre Kindergarten 4-year-old sessions - 3 half days per week	\$3,150
Pre Kindergarten 3-year-old sessions - 2 half days per week	\$2,050
Early Kindergarten 4-year-old ALL DAY – 5 full days per week	\$6,300
Kindergarten Prep 4-year-old sessions – 3 full days per week	\$4,850

Families having more than one child in the preschool program will receive \$100 deduction on the total tuition payment.

**Our school uses FACTS Tuition Management to collect tuition. All families are required to use FACTS. There is a \$100 discount if payment is made in full by August 31st.**

**All Families are enrolled in FACTS will use the ACH payment option where the payment is electronically transferred from your checking or savings account. The only way to pay tuition via credit card is to do so in FACTS. This is an updated option.** - New families need to fill out an application online which can be accessed through our school website. Questions regarding FACTS enrollment, tuition or fees should be directed to the school office at 632-6146

Our school year will run from the first full week of school in September to mid June. All parents will be invited to an Orientation in August. Orientation information (dates, health forms, etc.) will be mailed to registered students in mid June.

Ss. Peter and Paul PreK policies will be reviewed during Orientation.

Your child will be required to have a health form and immunization record on file before he/she attends the first day of class.

All questions concerning the Pre-K program should be directed to Mrs. Suzanne Brierley at 632-6146, extension 245 or the school office (632-6146).

## ***EARLY KINDERGARTEN PROGRAM***

The Early Kindergarten program is designed for children who are 4 or 5 years of age. Children must be four years old by November 1<sup>st</sup>; however, it is strongly recommended that children are four years old by September 1<sup>st</sup> due to the rigorous, academic curriculum covered in our Early Kindergarten. These students will wear the designated school uniform (see uniform section). Class time is Monday through Friday from 8:30 am to 3:00 pm. **Before and after school care is available for an additional charge through Just for Kids program until 5:30 pm.**

Lessons will be taught in English Language Arts, Math, Science, Social Studies, Computer Technology, and Religion following and exceeding the Diocese of Buffalo curriculum for Pre-Kindergarten. Report cards will be distributed two times a year in order to measure your child's progress and readiness for Kindergarten.

Some highlights of our daily instructional program include:

- Circle Time and Children's Literature
- Center Time
- Development of fine, gross, critical thinking, and social skills
- Creative and directed art activities

- Faith experiences and church exposure
- Math with manipulatives
- Learning through play
- Early reading experiences through guided reading
- Specials including Music, Library, Computer, Spanish, Gym

**Tuition:** The tuition for the **2022-2023** school year is \$6,300. Lunches and snacks are not included in the tuition.

A student registration fee of \$150 per student is due at the time the family registers. This fee is non-refundable and does not apply toward tuition.

Families having more than one child in the preschool/Early Kindergarten programs will receive \$100 deduction on the total tuition payment.

Our school uses FACTS Tuition Management to collect tuition. Registered families who do not wish to use the FACTS tuition program must pay the full tuition and fees by **August 31st**. There is a \$50 discount if payment is made in full by August 31st.

**All Families enrolled in FACTS will use the ACH payment option where the payment is electronically transferred from your checking or savings account.** There are no exceptions. New families need to fill out an application online which can be accessed through our school website. Questions regarding FACTS enrollment, tuition or fees should be directed to School office at 632-6146.

Our school year will run from the first full week of school in September to mid June. All parents will be invited to an Orientation in August. Orientation information (dates, health forms, etc.) will be mailed to registered students in mid-June.

Early Kindergarten policies will be reviewed during Orientation.

Your child will be required to have a health form and immunization record on file before he/she attends the first day of class.

Early Kindergarten lessons and activities provide memories that stay with the children for the rest of their lives. It is imperative that good learning experiences include family and school. Communication between parent and teacher is of utmost importance. Join us in experiencing the joy as we help your child be all he or she can be.

All questions concerning the Pre-K program should be directed to Mrs. Suzanne Brierley at 632-6146, extension 245 or the school office (632-6146).



## *GRADES K THROUGH 8*

The instructional program at Ss. Peter and Paul School is one which provides both teachers and students with an opportunity to grow in their faith as well as in academic excellence. To this effect, classes are self-contained at the primary and intermediate areas and departmentalized at the junior high level. The guidelines set out by the Diocese of Buffalo and the New York State Board of Regents are followed in each subject.

- The school provides cross grading (ability-grouping at present level of achievement) in grades 5-8 and differentiated instruction within our K-4 program. In grades K-4, we implement the Daily 5 framework for structuring literacy time so students develop lifelong habits of reading, writing, and working independently.
- Each classroom is equipped with a computer. The lab has Internet access and is open from 7:42 until 1:50 daily. Each grade will have an instructional period per week and access to the lab as deemed appropriate by the teacher. Students will always be supervised when using the Internet. There are Smart Boards, Chromebooks and Bak Tablets available for classroom student use.
- [Latin is taught in grades 6-8](#). Because more than half of all English words are derived from Latin, the study of this language will provide the students with a better knowledge of the English language as well as give them a great deal of classical background which will aid in their study of history and assist them in future testing situations. Students in grades PK through 5 will take conversational Spanish one period per week.
- Religion class provides the students with opportunities to become people of faith, witnesses of the gospel, proclaimers of the message, sharers in the fellowship of the Spirit and servants of the community. Each class attends Eucharistic liturgy once a week during the school year on most Wednesdays.
- [The instructional schedule is based on a Monday-Friday schedule for the 2022-2023 school year](#). Students will wear gym clothes on their respective gym days.
- Remediation is offered at Ss. Peter and Paul during regular class time and at scheduled times in the Learning Center. Accommodation plans for students with special needs are drafted by Special Education Teacher, Mrs. Paula Eastmer, and

given to the individuals' teachers. Students are also accommodated by *Individualized Education Plans* and *Building Level Accommodation Plans*.

- A Title I teacher is also on staff during the week to provide remedial instruction.

## THE FIRST DAY OF SCHOOL

All information in regards the first day of school will be sent home via family folder prior to the first day. We will account for any guidelines that are required from New York State. This will be a full day of school for students in grades K-8 and we will follow a modified schedule. Please ensure your child brings their lunch.

Preschool students will begin school the day following the K-8 students, with a 12:00pm dismissal and Tuesday/Thursday 3 year olds will begin on the first Thursday following the first day of school with a 12:00pm dismissal. All information will be shared via family folder or during the preschool orientation.

## RELIGION CURRICULUM/SACRAMENTS

The norm for children attending Ss. Peter and Paul School is that each child will take the Religion course offered at the school. All other subjects taught are permeated with the Christian spirit and are specifically designed to stimulate each child's growth, so that each will know and be able to assume his/her responsibilities to God, to himself or herself, and to society.

During the school year each class (K-8) attends Eucharistic liturgy on Wednesdays at 8:00am. On holy days and other special events the day of the week that the students attend Mass may change. Watch your monthly calendar for these changes. Liturgies are planned for special events, as well. The children help prepare parts of these liturgies and do the readings.

Daily prayer includes morning and afternoon prayers as part of each school day's opening and closing exercises. Prayer is said in the classrooms before lunch. Prayers used are traditional, seasonal, spontaneous and biblical in nature. **We will continue to have paraliturgies for the 2022-2023 school year in the Church. These will not begin until October of 2022.**

Our second grade students prepare for and receive the Sacrament of Reconciliation. The third grade students prepare for and receive their first Holy Eucharist. Although the school prepares students for the sacraments, the sacramental program is a parish function and should be entered into in a spirit of Christian unity with all parish students. During Advent and Lent the Sacrament of Reconciliation is made available to the students. Students of different faiths attend weekly liturgy, attend monthly paraliturgy and study religion.

Since parents are the primary educators of their children, it is essential that parents attend Sunday liturgy with their children and be an active member of the parish community by sharing time, treasure and talent.

## **TECHNOLOGY POLICY**

Saints Peter & Paul School will provide access to a number of computer-based resources both in the classroom and in the Computer Lab. One of these resources is monitored access to the Internet, a valuable resource with virtually unlimited educational information. Unfortunately, materials, which are inappropriate for student populations in certain limited instances, may be accessible. The school has taken extensive measures and precautions to block access to unwanted and inappropriate information. However, an industrious and knowledgeable user may discover ways to access this information or may accidentally happen upon it, although well supervised. Therefore, students must agree to the following terms and conditions:

- Not to use the Internet for transmission of any material in violation of any federal or state regulations.
- To refrain from using profanity or vulgarities on the Internet.
- Not to provide address, locations or phone numbers of the school or of home. Also, not to provide any personal information about themselves, another student or school personnel to anyone via the Internet.

- Understand that the use of e-mail or any other communications over the Internet is not private.
- To respect the trademark and copyrights of materials on the Internet.
- If a student discovers any way to access unauthorized information or defeat any security measure, the student must inform the computer teacher who will inform the principal immediately. The inappropriate access will cease immediately and no other students will be made aware of this access.
- Vandalism, disrespect, shouting and unauthorized movement about the computer lab is not allowed. All directions from the computer teacher must be carefully followed.
- Understand that the use of the school's computers and computer lab is a privilege and that improper use of school equipment will result in appropriate disciplinary action.
- Understand that referring to the school, faculty or administration of the school in a derogatory manner via cell phone and/or Internet, including off campus, will result in appropriate disciplinary action, including the right to suspend the student.
- Social Media use outside of school will not be addressed unless it concerns student(s) or the school. Parents should monitor their child(ren)'s use of personal technology to help their child(ren) grow.
- Parents should read and discuss Ss. Peter & Paul's technology policy with their students in an age appropriate fashion.
- If a student does damage to a school device, the family is responsible for payment to repair or replace the device.

NOTE: *(In compliance with the Children's Internet Protection Act (CIPA)), Ss. Peter and Paul School has adopted Internet safety policies, and filters access to "inappropriate" materials online. The Diocese of Buffalo Technology Curriculum includes Digital Citizenship.*

## STUDENT EVALUATION AND PROGRESSION

### *HOMEWORK*

Homework is a necessary part of the school program. Properly handled, homework is an aid to learning and helps students develop independent work-study habits. A good rule of thumb is approximately 10 minutes per grade.

This time gauge is followed regarding homework:

Grade K, 1, 2 10-30 minutes

Grade 3-4 40 minutes

Grade 5-6 60 minutes

Grade 7-8 70-80 minutes (additional time required for students in advanced courses)

Additional time should be encouraged according to the individual needs of the student for reading and studying assignments. Parents should provide an environment conducive to study, answer questions when needed, but NOT do the work. Each student will be required to read at home for a short time each day. The book and time spent will be grade appropriate and assigned by the Reading/ Literature teacher. The number of books will vary depending on the grade level.

**It is the responsibility of the student to bring necessary materials home and back to school. We discourage parents delivering forgotten materials. Parents may not return after school hours or on weekends to pick up classroom items.**

### *TESTING AND EVALUATION*

Testing and evaluation are integral parts of the teaching and learning process. Testing should not be an end in itself but should have as its goal the assessment of student progress and the improvement of instruction.

The diocesan testing program encompasses teacher-made tests, Kindergarten Brigance screening, New York State Tests in English Language Arts and Math (Grades 3-8), NYS Science Tests (Grades 4 & 8), and Regents Exams in Living Environment and Algebra.

These tests are designed to measure how well students are mastering the learning standards that guide classroom instruction and help to ensure that students are on track to graduate from high school with the critical thinking, problem solving, and reasoning skills needed for success in today's world. They provide our teachers with information

that can be used to guide their instruction and help them to understand how well students are progressing in the skills and concepts being taught in the classroom. Results from the tests also help identify achievement gaps. Recognizing these gaps will allow us to provide support and resources to the students who need them.

## **SPECIAL CIRCUMSTANCES**

If after careful consideration, the principal determines that it is not in the student's best academic or emotional interest to remain at Ss. Peter and Paul School, the principal may ask that the student be placed in a more appropriate setting where he or she will receive the needed help.

## ***REPORT CARDS/GRADING***

All report cards are an average of student class participation, homework, testing and projects. June examination marks are recorded separately but are included in the final average.

Report cards are distributed according to the dates indicated on the official school calendar. They will be posted on the Parent Portal for students in grades 3-8, and will be mailed to families in grades K-2.

**Interim Performance Reports** will be posted to the [Parent Portal](#) midway through the trimester. These are notices advising parents of matters of academic concern and of outstanding progress.

In kindergarten, a unique marking code is used to assess students' abilities to meet requirements for learning tasks at this grade level. In grade 1, a marking code of A-F is used, along with 1-4 scoring on sub topics which reflect the program objectives defined as learning tasks for this grade level. In grade 2, grades are numeric, as well as scoring of a 1-4 on sub topics which reflect the program objectives defined as learning tasks for this grade level. In grades 3-8, grades are numeric. **Passing grade for students is 70%.**

**High Honor Roll** status will be awarded to students achieving an average **97% or higher.**

**Honor Roll** status will be awarded to students achieving a **94-96.9% average.**

**Trimester grades will be computed as:**

- 60% tests & quizzes**
- 30% homework & class work**
- 10% class participation**

Classes held daily are assigned a greater weight when calculating trimester and final averages. If a class only meets once a week, for example Health, it is multiplied at 0.2 in comparison to a course like math which is multiplied at 1.0.

## ***PROMOTION STANDARDS***

The principal, with the teacher, in consultation with parents or guardians, decide all grade level promotions and retentions. The final responsibility for retaining a student rests with the principal. Advancement to the next grade is based on a student's daily performance, test results, recommendations of teachers, and the student's ability to complete work successfully on a more advanced level. Testing, diagnosis and actual performance may indicate that some students cannot complete a year's work in that time. Therefore, it may be necessary to retain a student an additional year in his/her grade.

Promotion to the next grade depends on successful completion of all subject areas. The Administration may recommend the repetition of a grade, tutoring, or summer school classes as requirement for promotion when, after conferences with teachers and parents, it is believed that such action will better prepare the student academically or emotionally for the next grade.

When the probability of retaining a student arises, the parents are notified in writing by the third quarter report card. All necessary documentation is to be on file in the Principal's Office including a *Possible Retention Form* along with any written response from the parents. Generally, a student should be retained only once in primary grades (K-3) and once in upper grades (4-8).

### **Factors considered in the promotion of a student include:**

1. Class performance
2. Student age and ability
3. Performance on standardized tests
4. Competency tests
5. Successful achievement of required passing average

## ***DIPLOMAS / AWARDS***

A Diocesan Diploma is a document stating that the student has satisfactorily completed all diocesan requirements for 8th grade graduation. The requirement for a diocesan diploma is the student must pass all core subjects with an average of 70% in order to receive a Diploma. Its academic value is that it entitles the holder to admission to high school.

A Certificate of Attendance may be issued for students who do not qualify for a Diocesan Diploma. The certificate is a document stating that the student has

chronologically completed a course of study as prescribed by the Department of Catholic Education and the University of the State of NY. This certificate is awarded to students on the basis of their age and their academic ability. The certificate entitles the holder to admission to high school.

If the student does not successfully complete 8<sup>th</sup> grade, the student will not be permitted to participate in 8<sup>th</sup> grade activities and events.

Various awards are presented to grade 1-7 students at an awards assembly at the end of the school year. 8<sup>th</sup> grade students will be given their awards at the 8<sup>th</sup> Grade Dinner in June.

For the 2022-23 school year, these awards will be:

***High Honor Roll Award***

Grades 3 - 8:

Criteria:

+ the student achieved an average of 97% or greater over the first 2 trimesters

***Honor Roll Award***

Grades 3 - 8:

Criteria:

+ the student achieved an average of 94-96.9% over the first 2 trimesters

***Spirit of Ss. Peter & Paul Award***

Grades K – 8 – One award per grade

\*Student exemplifies the spirit of the mission of Ss. Peter & Paul School.

Criteria:

- +Spirit of reverence
- +Academic effort
- +Appropriate conduct
- +Academic achievement (A's and B's)
- +Respect for others
- +Integrity
- +Evidence of service (willingness to help)
- +Exhibits leadership
- +Goes above and beyond the norm



***St. Vincent de Paul Service Award***

Grades 5 - 8 (one per grade)

Criteria:

- +Commitment to service outside of school above and beyond classroom service projects

***Award for Excellence in Altar Serving***

Grades 3 - 8 (two awards given per year)

Criteria:

- +Actively and regularly participates in school and/or church masses
- +Goes above and beyond what is expected

***Award for Excellence in Children's Choir***

Grades 3 - 8 (two awards given per year)

Criteria:

- +Actively and regularly participates in school and/or church masses
- +Goes above and beyond what is expected

***Award for Excellence in Religion***

Grades 1 - 8 (one per Homeroom)

Criteria:

- +Academic effort
- +Appropriate conduct
- +Academic achievement (A's and B's)
- +Exhibits interest in the Catholic faith
- +Goes above and beyond the norm

***Award for Excellence in Music***

Grades 1 - 8 (one per homeroom)

Criteria:

- +Displays effort and cooperation in class
- + Achieves A's and B's
- +Exhibits true love for Music performance and learning
- +Actively participates in Musical Programs
- +Goes above and beyond what is expected in the curriculum

***Diocesan Art Show Awards***

Various Grades

Criteria:

- +Art work is displays at the annual Diocesan Art Show

***Award for Excellence in Spelling***

Grades 1-4

Criteria:

- +Displays effort and cooperation in class
- +Academic Achievement (A's and B's)
- +Active participation in class

***Award for Excellence in Drama***

Various Grades

Criteria:

- +Displays effort and cooperation in class
- +Academic Achievement (A's and B's)
- +True love for drama performance and learning
- +Active participation in Drama Programs
- +Goes above and beyond what is expected

***Award for Excellence in Science***

Grades 1 - 8 (one per homeroom)

Criteria:

- +Displays effort and cooperation in class
- +Academic Achievement (A's and B's)
- +Exhibits interest in applied Science
- +Active participation in class
- +Goes above and beyond what is expected in the curriculum

***Award for Excellence in Health***

Grades 5 - 8 (one per homeroom)

Criteria:

- +Displays effort and cooperation in class
- +Academic Achievement (A's and B's)
- +Exhibits interest in Health class
- +Active participation in class
- +Goes above and beyond what is expected in the curriculum

***Award for Excellence in Social Studies***

Grades 1 -8 (one per homeroom)

Criteria:

- +Displays effort and cooperation in class
- +Academic Achievement (A's and B's)
- +Exhibits interest in Social Studies
- +Active participation in class
- +Goes above and beyond what is expected in the curriculum

***Award for Excellence in Math***

Grades 1 - 8: (one per homeroom)

Criteria:

- +Displays effort and cooperation in class
- +Academic Achievement (A's and B's)
- +Exhibits interest in Math
- +Active participation in class
- +Goes above and beyond what is expected in the curriculum

***Award for Excellence in Language Arts and Literature***

Grades 1 - 8: (one per homeroom)

Criteria:

- +Displays effort and cooperation in class
- +Academic Achievement (A's and B's)
- +Exhibits interest in Language Arts
- +Exhibits interest in Reading/Literature
- +Active participation in class
- +Goes above and beyond what is expected in the curriculum

***Award for Excellence in Physical Education***

Grades 1 - 8 (one boy and one girl per homeroom)

Criteria:

- +Displays effort and cooperation in class
- +Academic Achievement (A's and B's)
- +Exhibits interest in applied Physical Education
- +Active participation in class
- +Goes above and beyond what is expected in the curriculum

***Award for Sportsmanship***

Grades 1 - 8 (one boy and one girl per homeroom)

Criteria:

- +Displays good sportsmanship in all activities

***Award for Excellence in Art***

Grades 1 - 8 (one per homeroom)

Criteria:

- +Displays effort and cooperation in class
- +Academic Achievement (A's and B's)
- +Exhibits interest in Art
- +Active participation in class
- +Goes above and beyond what is expected in the curriculum

***Award for Excellence in Technology***

Grades 1 - 8 (one per homeroom)

Criteria:

- +Displays effort and cooperation in class
- +Academic Achievement (A's and B's)
- +Exhibits interest in Computer
- +Active participation in class
- +Goes above and beyond what is expected in the curriculum

***Award for Excellence in Spanish***

Grades 1 - 6 (one per homeroom)

Criteria:

- +Displays effort and cooperation in class
- +Academic Achievement (A's and B's)
- +Exhibits interest in Spanish
- +Active participation in class
- +Goes above and beyond what is expected in the curriculum

***Award for Excellence in Latin***

Grades 7 - 8 (one per homeroom)

Criteria:

- +Displays effort and cooperation in class
- +Academic Achievement (A's and B's)
- +Exhibits interest in Latin
- +Active participation in class
- +Goes above and beyond what is expected in the curriculum

***Principal's Award***

Grades 1 - 8 (one per homeroom)

Criteria:

- +Teacher Recommendation
- +Displays extra effort throughout the school year
- +Overall excellent character and true servant leadership

### ***Award for Christian Values & Attitudes***

Grades 1 - 8 (one per homeroom)

Criteria:

- +Displays excellent Christian attitude towards others
- +Is a friend to all
- +Is an example of Christ

### ***GRADUATION HONORS***

To qualify for the following graduation honors, 8<sup>th</sup> grade students must meet the following requirements:

#### ***Bishop Trautman Award***

Criteria:

- +Displays sound Christian values
- +Embodies humbleness, kindness, empathy and peacemaking
- +Multiple Teacher Recommendations

#### ***NYS Comptroller's Achievement Award***

Criteria:

- +Shows academic excellence
- +Shows potential for leadership through involvement in activities that improve the school/communities
- +Multiple Teacher Recommendations

#### ***Triple "C" Award***

Criteria:

- +Displays "character, courage and commitment"
- +Shows a commitment to learning, to the community and to classmates
- +Multiple Teacher Recommendations

#### ***Phillips Scholarship***

Criteria:

- +Multiple Teacher Recommendations
- + Maintains at least a B average
- + Treats others with respect and kindness
- + Displays a Positive work ethic
- + Displays a Christian attitude
- + Participates in community activities
- + Plans to attend a Catholic high school

### ***Presidential Education Award***

Criteria:

- +Maintains a GPA of at least 90 in grades 4-8
- +High achievement in ELA/Mathematics on state tests
- +Multiple Teacher Recommendations

### ***MOVING-UP DAY***

On the last day of school all children will visit their new classrooms and new grade level for about 15 minutes. This will give students an opportunity to learn a little about next year's program.

### ***STUDENT OF THE MONTH***

Each month one student from each homeroom will be selected by a process, which the teacher chooses. The student of the month will be selected based on a theme for the month. These students will be featured on a main hall bulletin board and are returning to the Pancake House for breakfast on a specified day for each month that the child is honored.

## **ACTIVITIES**

### ***MUSICAL INSTRUMENT INSTRUCTION***

Mrs. Gail Shepherd will accept a small number of piano students after school. Contact her through the parish office at 632-2559.

### ***CHOIR***

Mrs. Gail Shepherd directs a children's after school choir for students in grades 3-8.

### ***BAND***

Miss Julianna Ellis will teach instrument lessons for an additional cost via in person lessons for 2022-2023 school year. We require a minimum number of students to participate in order for the program to run. More information on how performances will take place the 2022-2023 will be provided at a later date. Instrument rental is available through this program or you may obtain your own instrument. Registration will begin in September and should be submitted to the School Office.

## ***STUDENT COUNCIL ORGANIZATION***

The Student Council provides students in grades 5 through 8 an opportunity to participate in student government. This group operates a service organization for the school, focusing on doing good for others. The Student Council also provides opportunities for socialization. Officers are elected from grades 7 and 8. Representatives are elected from grades 5 through 8. Elections are held in September. All election materials must be submitted to Mrs. Fran Hill for approval. All election speeches must be submitted to Mrs. Fran Hill for approval prior to delivery. Since the Student Council representatives are in the position of role models for the student body, it is expected that their behavior in and out of school be exemplary. Any student council member receiving a "discipline report" will be asked to leave the council and will be replaced by the next highest vote getter who ran for the position, which has been vacated.

## ***FIELD TRIPS***

We are planning to have field trips during the 2022-2023 school year. Details will be provided as field trips are planned.

## **SPORTS**

### ***SPORTING TEAMS / LEAGUES / CLUBS***

Ss. Peter and Paul offers a variety of sports in which volunteer coaches are needed.

#### **UNIFORMS:**

There is a sports booster club fee per sport per student which will help defray the cost of uniforms, equipment, league fees and referee fees. Uniforms must be returned to the coach at the end of each season. A student will not be allowed to play any other sports until his/her uniform is returned. Lost uniforms will be paid for at the current fee.

#### **ATHLETIC ELIGIBILITY:**

**1) To be eligible to participate on a sports team after school, the student must have attended school for the entire day, be in good physical health on the day of play or practice.**

**If a student must leave for the building for a doctor's appointment, they will be permitted to play if they return with a doctor's note.**

2) All student athletes must submit a doctor's physical, medical release form, parental permission slip and a signed code of conduct. **A student MUST have a current doctor's physical on file before playing on/practicing with a sports team.**

3) If a student has an injury that prevents them from playing sports for an extended period of time a note from a physician is required. Once the injury has healed and the student is able to resume sporting activities a clearance note is also required from the physician.

4) Attend all practices unless previously excused by coach.

5) Exhibit proper and respectful behavior in and out of school.

6) Any athlete serving detention on the day of a game or practice does not participate that day.

7) Students must be registered by the official sign-up days. No late sign-ups will be permitted.

ATHLETIC DIRECTOR: Mr. James Mattison

(1) Girls Basketball (Diocesan League – Winter)

Grades 7, 8 Varsity

Grade 7

Grades 5, 6

Grades 3, 4 Intramural

(2) Boys Basketball (Diocesan League - Winter)

Grade 8 Varsity

Grade 7 Junior Varsity

Grades 4, 5, 6

Grades 3, 4 Intramural

(3) Boys Baseball (Diocesan League - Fall)

Grades 7, 8 Varsity

Grades 5, 6 Junior Varsity

(4) Girls Volleyball (Diocesan League - Fall)

Grades 7, 8 Varsity

Grades 5, 6 Junior Varsity



(5) Boys Volleyball (Diocesan League – Spring)

Grades 7, 8 Varsity  
Grades 5, 6 Junior Varsity

(6) Girls Softball (Diocesan League – Spring)

Grades 7, 8 Varsity

(7) Boys & Girls Catholic Schools Diocesan Track Meet – May during school hours)

Grades 3 thru 8

(8) Ss. Peter and Paul Outdoor Soccer League (Mid-April through Mid-June)

Boy and Girls Grades 1-8

(9) Swim Team (Diocesan League - September through November)

Boys & Girls Grades 1- 8

Anyone wishing to be a head coach in a school sport should send a letter of intent at the beginning of the school year to the Athletic Director. Letters will be reviewed and potential coaches notified. At the varsity level, the coach determines playing time. Effort will be made to give every student some playing time, but varsity teams play to win. All non-varsity teams give all members playing time provided they practice, are healthy, and follow the rules.

## ***SPORTS ADVISORY BOARD/BOOSTER CLUB***

MISSION STATEMENT: The community of Ss. Peter and Paul School in its effort to provide and enhance a quality education seeks to support all aspects of athletic competition. This support includes organizational, leadership, financial and development assistance, which are Christian, valued-based. **All parents are welcome to join this organization**, which will attempt to support and enhance the extra-curricular athletic program of our school.

## **After School Care with Just for Kids**

Just for Kids delivers high quality Before & After School, Break Camp, and Summer Camp programs for elementary and middle school students throughout Erie County.

With locations in Buffalo, Williamsville, Cheektowaga, Grand Island, Hamburg, and Swormsville, Just for Kids offer programs that that incorporate academic enrichment and hands on activities with fine arts and physical wellness, helping to develop positive behaviors and attitudes. Parents love knowing that their children are safe in the school buildings and engaging with kind, caring adults after school.

Participants attend *Kids College* events with our community partners, are part of *Kids Care*, which focuses on giving back to the community, and enjoy the *Pages for Pizza* literacy incentives. *Rangers Leadership* programming designed for the more “mature” middle schoolers adds a fun balance. With qualified staff (many of whom are certified teachers), fun yet purposeful activities, lots of hand’s on projects, and peace of mind for parents are all key components to the Just for Kids offerings.

Just for Kids is a program of the nonprofit ChildCare Network of the Niagara Frontier, providing excellence in youth development services since 1994.

Go from ordinary to extraordinary with Just for Kids. For more information, to enroll your child, or to bring Just for Kids to your school, call 639-8500 or visit [www.justforkidsonline.org](http://www.justforkidsonline.org).

## **STUDENT FAMILIES’ FINANCIAL REQUIREMENTS**

### ***REGISTRATION AND TUITION***

Catholic Schools have not and shall not discriminate on the basis of religion, race, color, national and ethnic origin in administration policies, scholarship and loan programs, and athletic and other school-administered programs.

### ***REGISTRATION***

Parents who wish their child(ren) to attend Ss. Peter and Paul School may register after an interview with and approval from the principal. New students will be accepted on a 10-week probationary basis. If at the end of this period, the school has determined that it

cannot adequately meet the needs of the student(s), the principal may ask that the student(s) be transferred to another school.

Parents of new students must be prepared to present a birth certificate and/or a baptismal certificate at the time of registration. State law requires all incoming students to present proof of immunizations in the form of a doctor's statement which includes the immunizations given as well as the dates when the child received them. Children entering full-day kindergarten must be 5 years old by December 1st. Children registering for Early Kindergarten do not necessarily have to meet the December 1st deadline. Previous school records provide needed information for students entering grades 1-8 and must be provided. Ss. Peter and Paul will not admit any student who has an outstanding balance at another diocesan school.

Early registration for kindergarteners who are members of our Pre-K Program or who have siblings in the school is available.

A \$150.00 registration fee per child (who has not previously attended Ss. Peter & Paul) is due upon registration. This fee is non-applicable to the tuition and non-refundable. This is a one-time cost when the child enters our school (not a yearly fee).

A \$150.00 re-registration fee per family is due upon re-registration. This fee will be applied to the following year's tuition. It will be refunded only if the family moves from the area.

Ss. Peter and Paul School is supported by Ss. Peter and Paul parish as well as by tuition paid by the parents. Tuition costs for families not registered in Ss. Peter and Paul Parish will vary from those charged to families that are registered in the parish, attend liturgy regularly and contribute to the parish. This will be reviewed by the parish office twice yearly.

If tuition payments are not current by the last day of the first trimester marking period, students will not be allowed to return for the remainder of the school year. Please anticipate this deadline.

### *TUITION*

The tuition that individuals pay for education at Saints Peter and Paul School does not cover the entire cost of educating a child. Saints Peter and Paul School receives funding from three (3) sources. 1. Tuition paid by the parents; 2. Fundraising and other activities

(Pre-K and Summer Camp); and 3. Parish contributions to Saints Peter and Paul. As such, it is important that parents realize that their support for fundraising activities and Saints Peter and Paul parish are essential for the viability of the school.

By meeting the following established guidelines set by the Diocese of Buffalo, families are considered active parishioners and qualify to receive tuition discounts and grant(s) if they meet the following criteria:

1. Parish Registration/Sunday Mass Attendance – tuition grants are available to any family that is registered and active in a parish. The family must be registered in a parish and attend Mass on a weekly basis with their children. Children should be encouraged to worship in a parish faith community on Sundays in order to understand that they are nourished in faith at the parish celebration of the Eucharist.
2. Active Parish Participation/Ministry – In order for a vibrant parish to continue to carry out its ministry it is essential that all members participate within the parish. It would be required that anyone requesting a tuition grant would take part in the ministry of the parish, for example, as a lector, Eucharistic Minister, choir member, or as a volunteer in the numerous activities of the parish. This would provide another opportunity for our young people to see the close connection between faith and service.
3. Stewardship/Financial Contribution – The financial support of any parish is crucial for its overall growth and ministry. It is required that every family requesting a tuition grant/discount be enrolled in the WeShare program at Saints Peter and Paul Church. It is important to remember that tuition alone does not cover the entire costs for educating your child. The WeShare program allows families to make monthly commitments to prayer, active ministry and sacrificial giving. The pledge of support through this program assures that you will assist in sustaining the life and vitality of our school and parish. The amount for your monthly sustained offertory commitment will be prayerfully decided upon by you as a family.

### **2022-2023 school year tuition rates and fees for Kindergarten- 8<sup>th</sup> grade:**

Saints Peter and Paul School offers two payment options for tuition payment, and both are through the FACTS Management company 1. Payment through FACTS Management Company which is a tuition collection company or 2. Payment in full before August 31st with a \$100 discount which can also be done online via FACTS or with us.

**All families must be enrolled in FACTS by July 1st and will use the ACH payment option where payment is electronically transferred from your checking or savings account. FACTS has initiated the ability to pay via credit card in their system, however, the fees for the credit card are added to your bill.**

All forms are included in your registration packet and must be completed and returned before July 1st. Additional forms may be obtained at the school office. Questions will be directed to [School office](#) at 632-6146.

**Tuition:**

	Cost per family for non-SSPP parishioners or non-Catholics	Discounted cost per family for registered SSPP parishioners supporting the parish (per student)
1 Child	\$7,300	\$5,000 (per student)
2 Children	\$13,800	\$4,350 (per student)
3 Children	\$20,700	\$4,200 (per student)

**Fees:**

	Cost per child
New student registration (nonrefundable)	\$150
Re-registration fee (applied to tuition)	\$150
Book and computer fee	\$100
Technology & activity fee	\$50
BOCES fee	\$50
HSA Dues	\$50
8 <sup>th</sup> Grade fee	\$150

**Possible Changes to Instruction**

The COVID-19/novel coronavirus pandemic or other crisis (the “Pandemic”) continues to create risks and uncertainties associated with the in-school educational programs offered by all. The potential continuing impacts of the pandemic are still uncertain and may impact the feasibility and or structure of in school learning. The tuition rates charged by SS. Peter and Paul School as set forth in your tuition agreement are not dependent on the format of educational programs for which they are payable. Accordingly, if SS. Peter and Pual is required to alter the structure of its in-school educational programs or transition students to remote learning to remote learning models (in whole or in part) due to restrictions imposed by federal, state or local government authorities or applicable law, or if SS Peter and Pual determines in its sole discretion, that such changes are warranted in light of continuing or potential impacts of the pandemic/crisis, no reduction or refund of tuition will be made based on the resulting changes to the programs in which your child(ren) are enrolled.

## **Withdrawal from Saints Peter and Paul School**

Families who withdraw a student and have paid tuition in full or monthly through FACTS payment plans will be charged a \$50 processing fee and a pro-rated tuition will be refunded as follows: before September 30<sup>th</sup> – 75% of tuition only; October thru December – 50% refund tuition only; and January thru June – no refund. Families who withdraw because of an out-of-state move will receive a pro-rated tuition only refund and be charged a \$50 processing fee.

***In families where parents do not reside together the custodial parent or guardian will be the responsible party for tuition payment, however, both parties are responsible for the tuition of their child(ren).***

## **Delinquent Tuition Accounts**

If family tuition payments are not current by December 20<sup>th</sup> of the current school year, the student(s) will not be allowed to return to school for the remainder of the year or will be held out of school until the account is current or paid in full.

If family tuition accounts are not current by the end of the school year one or more of the following actions will occur:

- Withhold report cards/diplomas
- Refuse re-registration until the financial issue is resolved
- Require that tuition is paid in full before students begin a new school year
- Refer delinquent accounts to a collection agency.

## **Tuition Assistance**

The Bison Children’s Scholarship Fund is a privately funded tuition assistance program for low-income elementary school children to attend a private elementary school of choice. BISON’s mission is to provide low-income parents with a full range of choices for their children’s education. Contact the school office for more information or go to [bisonfund.com](http://bisonfund.com) to apply.

If emergency tuition assistance is needed for our current families, please contact our school principal for information regarding our parish tuition scholarship program, the *Angel Fund*.

## **SWEEPSTAKES TICKETS**

**Every K-8 family is required to sell \$250 worth of sweepstakes tickets per school year. If a family chooses not to sell the tickets, they must purchase them or have the \$250 purchase price added to their tuition bill.**

## **PARENT/STUDENT RESPONSIBILITIES**

### *ATTENDANCE / TARDINESS*

Regular attendance at school is necessary so that each child can fully develop to his/her potential. If your child needs to remain home because of illness, it is mandatory by the New York State Education Department that a written excuse be submitted the day the child returns to school after an illness. This excuse should be dated, give the reason for the absence of the child and be signed by the parent or guardian. These excuses must be kept on file for three (3) years. All excuses must be received within 5 days of the absence or the student will be marked unexcused. Students who are absent for more than 5 days must return with a doctor's note. All contagious and infectious conditions must be cleared by a physician's note before returning to school. Students should only return to school if they are free of symptoms for 24 hours.

**Parents are asked to call the school office by 8:00am when a child will be absent or detained on a given day(s) due to illness, medical appointments or family commitments.** The office phone number is 632-6146. Any parent who desires to remove their child(ren) from classes for an extended period of days due to personal reasons is asked to notify the office in advance. **Teachers are not required and should not be asked to provide assignments for a student taking family vacations while school is in session.**

Regular attendance at school is essential for student success. Subjects are taught in sequence and require the understanding of each concept in the order of its presentation. Therefore, students who miss 30 days of school, and have not met periodically with school administration, are in jeopardy of retention. At a conference with the school administration and teachers, alternative educational plans will be determined. It is the parent's responsibility to notify school administration of an attendance concern and to request such a conference. Excessive irregular attendance may warrant notification of proper authorities. Additional information may be obtained by contacting the principal.

If you wish to pick up your child's assignments and books, please notify the office prior to 8:00am when calling him/her in sick. Special dismissal requests for your child should be made in writing to the office on the morning of special dismissal. You will be required to sign your child out at the office upon early dismissal.

### **Arrival/Dismissal Times:**

**Full Day** 7:42am- 2:00pm / **Half Day** 7:40am-11:30am

**Students should arrive at school between 7:10am and 7:40am.** Those who are transporting by car should be here no earlier than 7:15am. Any child who arrives after 7:40am must report to the office to get a pass to enter class late. **Students who are chronically late to school will be subject to after school detention, and ineligibility for sporting events, clubs and activities. Any student more than 30 minutes late in the morning must bring a note from home stating why.**

The school office is open from 7:00am until 3:15pm each day. If you will be picking up your child(ren) at dismissal time please do not arrive until 2:00pm. You will be able to leave when all bussed students have left the building. This is an issue of safety for our children. **Any student not picked up by 2:20pm will be placed in the After School Program and the family will be charged accordingly by Just for Kids.**

## ***COMPREHENSIVE STUDENT ATTENDANCE POLICY***

### **Overall Objectives**

Attendance at school is necessary so that every child may reach his full academic potential. Ss. Peter & Paul School and its parents are partners in ensuring that students are able to meet or exceed the New York State P-12 Common Core Learning Standards. To accomplish this goal, students must be present, motivated, and challenged. Ss. Peter & Paul School offers the following Comprehensive Student Attendance Policy which encourages all of its students to meet these objectives:

- That all Ss. Peter & Paul students will successfully progress from grades kindergarten through eighth and graduate.
- That all students achieve proficiency and, if possible, mastery of the Core standards at each grade level, including students with special challenges.
- -That all students be safe because the school is aware of their whereabouts during school hours.
- That all students be in compliance with compulsory attendance mandates.
- That school wide attendance is recorded and attendance patterns are highlighted.
- That parents be kept aware of their student's attendance.



### **Strategies to Meet Objectives**

- That Ss. Peter & Paul School will strive to be a positive learning environment encouraging respect and achievement, fostering nurturing interactions between adult role models and students, and creating an atmosphere where students will want to attend school consistently, punctually and completely.
- That Ss. Peter & Paul School will maintain an accurate and complete record of student attendance via [eSchool](#). This is to include every K-8 student's attendance, absence, tardiness and early departure.
- That parents are asked to call in before 8:00am daily if their child is unable to attend school on that day for any reason.
- That if the student's absence is not reported by the parent, the school will call the home to determine the safe whereabouts of the student.
- That early intervention strategies to improve school attendance be maintained.

### **Availability of Comprehensive Attendance Policy**

- This policy will be available on the school website.
- This policy will be available in the school handbook.
- This policy will be sent to the Department of Catholic Education.
- A copy of this policy will be kept on file in the school office.

### **Excused and Unexcused Absences, Tardiness and Early Departure**

- The following absences, tardiness or early departure will be considered excused:  
An absence, tardiness, or early departure may be considered excused if due to personal illness, family illness or death, extreme inclement weather, religious observance, quarantine, court appearance, attendance at a health clinic, or attendance at a funeral.
- The following absences, tardiness or early departure will be considered unexcused:  
An absence, tardiness, or early departure will be considered unexcused if due to family vacation, late start, hunting, babysitting, hair cut, oversleeping, recitals and sporting events or participation in sporting events.
- Proper documentation must be presented to the homeroom teacher in the event of any absence, tardiness, or early departure. This documentation should be presented to the homeroom teacher **within three school days** upon the student's return. It should be provided by the person who is a parent or a person who is acting in an official capacity (doctor, court officer etc...) and include the date(s) of the absence and the reason for it.

### **Student Attendance and Recordkeeping**

- An up-to-date record of student presence, absence, tardiness, and early departure shall be kept in eSchool through the main office, along with the reason for such.
- Teachers will report the above by 7:45am daily or as soon as possible.
- Students in grades K-4 who move to specials (art, music, gym, library, and computers) will have their presence or absence recorded at the beginning of each special in eSchool.
- Students in grades 5-8 who pass from class to class should have their absence or presence recorded in eSchool daily in each class. Classes which are a double period in duration need only take attendance at the beginning of the class.
- All absence for a partial or full school day should be recorded in eSchool as excused (AE) or unexcused (AU) in accordance with the standards specified in this policy.
- All tardiness or early departure should be recorded in eSchool as excused or unexcused in accordance with the standards specified in this policy.
- A record shall be kept of any scheduled day of instruction during which the school is closed for an emergency (inclement weather, heat failure, water failure, fuel shortage, damage to the school building or natural disaster).
- Attendance records should indicate when a student withdraws from enrollment or is dropped from enrollment.
- All attendance information should be recorded, compiled, and provided to the main school office daily.

### **Student Attendance and Course Credit**

- Classroom participation affects school performance; therefore presence in the classroom affects a student's grades.
- A student should only be absent from class for a valid reason (an excused absence).
- A student should not attend school if he is ill or risks exposing others to illness and should be fever free for at least 24 hours prior to returning to school.
- Middle school students may not be given a passing grade if they exceed more than fourteen unexcused absences per trimester.
- Teachers are not required to make up work for unexcused absences.
- At the elementary school level, students who have missed more than 30 instructional days (excused and unexcused) will be considered for retention by the principal after consulting with the parents and child's teachers. Promotion to the next grade level may be denied.

- Students who are absent for a school sponsored event should arrange with the teacher to make up work in a timely fashion.
- Students who return to school after an excused absence should consult with the teacher to make up work in a timely fashion.

### **Attendance Incentives**

- So that students may learn the importance of responsible attendance at school and in the work place (attending when you are well, staying home when you are sick), good attendance shall be rewarded in the classroom.
- In order to participate in any after school activity or sport, the student must be in attendance at school on the day of the event.
- Every attempt to work with the family of student who is frequently absent to remediate the situation shall be made. This shall include, but not be limited to letters, phone calls and conferences as deemed necessary and appropriate by the principal.
- Appropriate district and community services will also be called on by the principal to help both the parent and the frequently absent student.
- This policy will be on the school's website and handbook for both parents and teachers.

### **Intervention Process**

In order to effectively intervene when an identified pattern of unexcused absences, tardiness or early departures takes place, the principal will pursue the following avenues:

- Identify the pattern by grade level, time frame, type of excused or unexcused absence, tardiness or early departure.
- The principal will contact the parent to directly intervene with specific suggestions to eradicate the habitual infractions.
- The Department of Catholic Education will be consulted by the principal for suggestions.
- Changes and an improvement plan will be put into place by the principal and reviewed weekly.
- If necessary, other outside resources will be implemented.

### **Building Attendance Officers**

- The building principal and her administrative assistant shall be the school's designated attendance officers. They shall be responsible for reviewing attendance records and initiating appropriate action to address unexcused pupil

absence, tardiness and early departure consistent with the comprehensive attendance policy.

### **Annual Building Review**

- Each year the principal and administrative assistant will review all attendance records to identify individual and group attendance patterns and to initiate appropriate action to address the problem of excessive unexcused absence, tardiness or early leaves.

### **SCHOOL CLOSING**

In the event school is closed for any reason, such as bad weather, etc., it will be announced on radio station WBEN and television stations 2, 4 and 7. Ss. Peter and Paul School is included when an announcement is made about the Williamsville Central Schools. In addition, the principal may communicate via *Remind*, a text messaging system. To sign up to receive these messages via text, text @sspp14221 to 81010. If you have trouble texting to 81010, try texting @sspp14221 to (646)\_430-9893 instead. If you'd rather receive messages via email, send an email to sspp14221@email.remind.com. You can leave the subject blank. You can download the rmd.me app as well.

Emergency situations (loss of power, loss of water, lack of heat, etc.) sometimes cause a school to be closed during the day and all children transported home. Please instruct your children what they are to do and where they are to go if school closes unexpectedly and parents are not at home. If school needs to be closed on such a rare occasion, one of the following decisions will be made: 1) close school early and send children home, or 2) close school early and transport all students to alternate site. More than likely, students will be transported to the church building, teachers will work with students until regular dismissal, and students will be transported home. Radio stations will be informed of either decision. In the event we use all our allotted emergency school closing days, scheduled school holidays may need to become in-session school days.

### **BACKPACKS**

Students in grades five, six, seven and eight **will** be permitted to carry their backpacks from class to class during the 2022-2023 school year. **Students should only be carrying materials for about two classes at a time.** Please encourage your child to be organized: no trips to the lockers during class time will be permitted. This policy does not apply to students in Pre-K through grade four, because they have self-contained classrooms for

most of the day. A student may be asked to empty out a backpack if the principal determines reasonable cause for such action.

## *PLANNERS*

**We asked for students in grades 3 to 8 to have their own personal weekly planner for their organization of homework.** Organization of time and materials is important at this level. **Each student will be required to carry this planner daily to every class.** This will be an easy way for you to keep up with your child's daily homework assignments and test dates. Please check the planner & Google Classroom each evening.

## *TEXTBOOKS*

Each student is issued books needed for each subject. Each book costs approximately \$95 - \$175. This cost is paid partially by the State of New York (\$58.25), parents (via book fee), and school budget. Students are responsible for the books they use as well as library materials borrowed. If books are damaged or lost, the student will be financially responsible. All texts must be covered with a book cover. This is the students' responsibility.

## *SCHOOL ATTIRE*

Following is the dress code in effect at Ss. Peter and Paul School:

### **GIRLS:**

(1.) Navy school jumper (V or round neck), navy jersey polo dress, navy pleated skirt, navy A-line skirt, or navy skort **no shorter than 2" above the knee.**

(2.) Long or short sleeved white or navy collared blouse, or white or navy golf shirt, or white or navy turtleneck, neatly tucked into skirt.

(3.) Long sleeved white or solid navy blue sweater. Ss. Peter & Paul Logo sweatshirts are permitted.

(4.) Stockings or socks must be worn with shoes or sneakers. All socks must cover the ankle and can be cuffed. **Leggings may not be worn.** Only sneakers or shoes **in brown, black or blue are permitted.** Shoe laces must be white, black or brown. Platform shoes are NOT allowed.

(5.) Girls may wear skirts, skorts, jumpers or dress pants all year long.

(6.) **Patterned or bright colored undergarments should not be worn under a white uniform top. Please ensure that these undergarments are not seen by all.**

(7.) Navy blue dress shorts of a modest length may be worn from September through October 15<sup>th</sup> and from May 15<sup>th</sup> until the end of school. A belt must be worn with a white or navy tucked in uniform shirt.

**BOYS:**

(1.) Properly sized navy blue dress slacks, or navy blue corduroy pants, or navy blue docker pants.

(2.) Long or short sleeved white or navy shirt with collar, or white or navy golf shirt, or white or navy turtleneck, neatly tucked into pants. Properly sized belts should be worn in grades 3 through 8.

(3.) Long sleeved white or solid navy blue sweater. Ss. Peter & Paul Logo sweatshirts are permitted.

(4.) Socks must be worn with shoes or sneakers. All socks must cover the ankle.

(5.) Uniform dress must be worn from the first day of school in Sept. to the end of the year.

(6) Navy blue dress shorts of a modest length may be worn from September through October 15<sup>th</sup> and from May 15<sup>th</sup> until the end of school. A belt must be worn with a white or navy tucked in uniform shirt.

(7) Hair must be off the collar, eyebrows and ears and faces must be clean-shaven.

(8) 8<sup>th</sup> grade boys may wear a plain white button down shirt and a tie, neatly tucked into uniform navy blue slacks.

(9) Shoes should be brown, navy or black, or sneakers may be worn.

**ALL:**

(1.) One day per month will be designated as “Jeans Day.” Students may wear neat, clean blue jeans, sneakers and a shirt suitable to a Catholic school. Any shirt that is deemed inappropriate by the principal will be removed and replaced with a white school shirt. “Jeans Day” will benefit the school in some way; students must bring \$1.00. The school uniform may still be worn on these days.

(2.) Exotic or extreme hairstyles, as determined by the principal, are not permitted at Saints Peter and Paul. Parents will be notified and expected to cooperate with the school’s dress code. Dyed hair, hair extension and/or feathers are not allowed on girls or boys. Parents will be notified that the student must immediately discontinue dying his/her hair and attempt to remedy the color. If hair appears dyed or altered in color, it will be considered dyed and must be remedied.

(3) **Shirts must be worn tucked in-with waistband or belt showing.**

(4) Tattoos, real or temporary, are not allowed on students at any time. Make up and nail polishes are also not permitted. Boy's hair shall be trimmed neatly and conventionally and not be on the neck or below the eyes or touching the eyes. The principal is the final judge as to the appropriate length of hair.

(5) The wearing of necklaces and bracelets, expensive or inexpensive, is inappropriate to the school uniform. Students will be asked to remove such items and deposit them in the office. Earrings are not allowed in gym for reasons of safety. The school discourages the wearing of earrings of any kind. Boys may not wear earrings at all.

(6) Students in grade 8 may wear the designated school grade 8 hoodie daily from October 15 through May 15. After May 15<sup>th</sup>, they can wear their 8<sup>th</sup> grade t-shirt

(7) Plain, navy blue fleeces, with or without a school logo, may be worn September through April, weather permitting.

(8.) **Occasionally, there may be a day that is designated as a "Comfy Day". On these days, students may wear jeans and follow the same rules as they do for monthly Jeans day. Students may NOT wear leggings/yoga pants on these days. Students will be permitted to wear sweatpants/athletic pants on these days as long as they are appropriate for a Catholic school. They should not be tight in nature.**

#### **PHYSICAL EDUCATION (K-2)**

Students may wear navy blue sweatpants with a white golf shirt on gym day. Girls may wear shorts under their uniform skirt. There is no need for changing at these grade levels.

#### **PHYSICAL EDUCATION (3-8)**

**STUDENTS MUST WEAR GYM CLOTHES ON GYM DAYS. THERE WILL BE NO CHANGING FOR THE 2022-2023 SCHOOL YEAR. The gym uniform includes the white Saints Peter & Paul logo tee shirt, navy blue SSPP (or longer length) gym shorts, white socks and sneakers. Shirts should cover entire mid-section and shorts should be of a respectable length.** Students out of uniform will have the gym grade on their report card reflect this. Logo tees and shorts are available from school store on our [website](#). [School Store](#)

#### **UNIFORM POLICIES**

A note must be sent to school with the student if he or she is not in uniform.

Unexcused students not dressed according to the uniform code will be sent to the principal. Parents will be called and the student will remain in the office until the parent brings the appropriate clothing for the student.

Uniforms are available at McKay's, Target Stores, J.C. Penney, Flynn O'Hara, and Land's End.

**STUDENTS ARE NOT PERMITTED TO WEAR:**

\*flip-flop sandals

\***high top sneakers (except on Jeans or Comfy days)**

\*open back shoes

\***tank tops, halter tops, spaghetti straps, or bare shoulder tops**

\*T-shirts with inappropriate content

\*tennis shoes that convert to roller skates

\*biker shorts

\*sweat pants (except on comfy days)

\*non-uniform shorts

\*pajama pants (except on comfy days)

\***yoga pants/leggings**

\*make-up

\*low cut blouses/tops

\*short skirts or dresses

\*clothing that is extremely tight

\*hats

\***Boots should only be worn when weather requires them and then students change into appropriate shoes or on Jeans/Comfy Days.**

***Good Rule: If you think you shouldn't wear it, you shouldn't.***

**ALL UNIFORM REGULATIONS AND GUIDELINES ARE SUBJECT TO THE DISCRETION OF THE PRINCIPAL.**



# STUDENT BEHAVIOR GUIDELINES

## *GENERAL BEHAVIOR GUIDELINES*

Realizing that self-discipline is learned gradually only when one respects oneself, Ss. Peter and Paul dedicates itself to encouraging a healthy knowledge and the 3 R's: RESPECT FOR SELF, RESPECT FOR OTHERS AND RESPONSIBILITY FOR ONE'S ACTIONS. To realize these goal students should:

(1) Show respect to teachers, lunchroom monitors, themselves, other students, their own property as well as that of others, and adults properly designated to supervise during various activities.

(2) Wear their uniform at all times unless they are excused or uniform dress is not required.

(3) Be prepared and prompt for class each day.

(4) Obey the directions of the bus driver.

(5) Go to their lockers and the lavatory only before homeroom, between designated classes and before or after lunch unless special permission is given. Only on rare occasions should students leave class during class time.

(6) Display reasonable behavior in and around the school building (no fighting, running, shouting, pushing). All threatening & violent behavior will result in serious disciplinary action.

(7) Remember that the cafeteria is a place to eat, relax and socialize. Using a lower voice when talking with those at the same table will affect this.

(8) Follow the other directions posted in the cafeteria for proper behavior.

(9) Avoid use of substances, which could endanger the safety of themselves or others.

(10) No gum chewing is allowed at school at any time, including before, during and after school.

(11) Conduct oneself as a Christian both in and out of school to protect one's personal and the school's reputation.

### **Bullying/Harassment**

The Catholic Elementary Schools in the Diocese of Buffalo call on Jesus as the model for our thoughts, words, and actions. Our schools have a tradition of excellence in developing youth who are sensitive to others and live in the tenets of our Catholic faith.

Children learn the best in a climate of acceptance, tolerance, and respect where bullying and harassment are not tolerated. Therefore, our schools strive to create and maintain a safe environment and an atmosphere absent of threat in interactions with peers or adults.

Harassment occurs when one person makes repeated verbal or physical contacts with another person who does not want these contacts. Sexual harassment is a particular type of harassment that involves sexual comments, innuendo, invitations, or requests for sexual favors. Bullying is a type of harassment that involves some sort of force, whether overt or subtle. It may take several forms: verbal (name-calling, teasing, making offensive remarks, spreading rumors), nonverbal (social exclusion), and/or physical (punching, hitting, shoving, taking of personal belongings). It refers to behavior that is usually or often repetitive, frequent, would ordinarily not be considered of a social nature, is unwelcome, offensive, or fails to respect the rights and dignity of others. This also includes cyber bullying (willful and repeated harm inflicted through the use of computers, cell phones and other electronic devices).

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 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 the supervising adult.
- Completion of an Incident Report.
- 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.

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

A plan of action will be age and incident-appropriate. For example, the target may agree to an action that limits contact with the target such as a change in seating or alternate activity circumventing the responsible individual. He/she may also agree to talk to a counselor and follow up with a teacher/principal.. The responsible individual will provide an apology and face disciplinary action as well as the possibility of entering into a behavior contract or seeking counseling. Consequences of the behavior will be in accord with the school's Discipline Policy (Conduct and Discipline Code) and Acceptable Technology Use Policy (if technology was used in incident).

## ***DISCIPLINE***

- Ss. Peter and Paul's administration and faculty pledge themselves to the value of assertive and affirmative discipline, considerate of each child's dignity as a person and a child of God. Some rules are school-wide and will be followed by each member of the student body. They are listed in a separate section. Others will be formed in each classroom and approved by the principal. Enforcement of all rules will be fair and consistent stressing the fact that it is the behavior and not the student that is

inappropriate. Every opportunity for positive reinforcement of students' good behavior will be taken. The school policy is to refrain from using corporal punishment.

- The school principal enters into discipline matters in cases of truancy, consistent tardiness, consistent disregard of school and classroom regulations, moral problems, and destruction of school property. In cases of serious and consistently inappropriate behavior, the principal outlines in contract form expected behavior changes and disciplinary action to be taken in response to the exhibited inappropriate behavior and clarifies final options available to the child if he/she is to remain a member of the Ss. Peter and Paul Family.
- The school principal will suspend "in-house" any child who is consistently insubordinate and/or disorderly and any child who endangers or threatens the health, safety, and morals of himself / herself or of others. Parents will be notified in writing or by phone at least 24 hours before the in-house suspension would be served. This in-house suspension will be supervised by a substitute teacher paid for by that student's parents or supervised in-house by the parent himself or herself.
- A child may be expelled by the principal in conjunction with the pastor/temporary administrator and The Department of Catholic Education, when he/she refuses to adhere to the final options presented by the principal. Self-discipline is the final goal of the entire disciplinary program. The principal reserves the right not to invite a student back at the end of the year.
- A student will be expelled by the principal in conjunction with the pastor/temporary administrator when the student's behavior presents a danger to himself, his fellow students, or the faculty and staff.

## **DETENTION**

Detention will be held after school on Tuesdays and Thursdays from dismissal until 3:15 pm. If your child is to serve detention, we will notify you personally by phone, as well as sending home via mail the behavior form. After school detention will be determined by both the teacher and the principal, at their discretion. **Detention may be assigned to middle school students (grades 5-8) if a student has failed to complete 3 or more homework assignments in a trimester.** It will not be a time to do homework or any other kind of work, although some teachers may assign a behavioral reflective writing task to complete during this time period. If a writing task is not assigned, the student will have to sit in silence and reflect upon their infraction until detention ends promptly at 3:15 pm. It is the responsibility of parents to make arrangements to pick up their child, and to notify

the school in advance if someone other than the parent will be picking up the student. A fee will be charged for late pick-ups, and the after school program will not be a holding center for detention students.

## ***VIOLENCE***

Saints Peter & Paul 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, the procedure for dealing with this includes but is not limited to the following:

- The pastor will be notified immediately. In the event that the pastor/temporary administrator is not available, the principal will proceed with disciplinary measures as outlined in this handbook.
- Parents of the student committing the violation will be called and the student will be placed on out-of-school suspension, which could lead to expulsion pending further investigation. An investigation may include speaking to teachers, students or staff asking 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 and student will include a written statement by the principal and possible consequences pending further investigation. All parties must sign the statement.
- Students who have teased or bullied students causing an outburst of violence will also be placed on disciplinary action. Parents will be called, come in for a conference and a decision made as to what the consequence will be for those students.
- The local authorities may be notified.
- Suspension may be initiated and an evaluation of the student may be implemented. The principal also reserves the right to transfer the student out of the school.
- A letter of explanation to all parents may be sent home as soon as possible

## ***WEAPONS***

Saints Peter & Paul will not tolerate the bringing of any dangerous or potentially dangerous weapons into the building. Bragging or boasting about the possession of weapons will not be tolerated. Parents, the Pastor/Temporary Administrator and the Department of Catholic Education will be notified and appropriate disciplinary action taken.

## ***SUBSTANCE ABUSE***

Any student attending Ss. Peter and Paul School, possessing, using, selling, giving, or under the influence of drugs or alcohol in school or at school functions will be suspended and the student's parent(s) or guardian(s) will be notified immediately. After consultation with the pastor/temporary administrator (if applicable) a conference with the principal, parent(s) or guardian(s) and student will be arranged. In addition to recommending counseling, the principal will impose suitable penalties and procedures and the student will be placed on probation. A second offense will result in expulsion of the student.

## ***SEARCH AND SEIZURE***

Students may not keep alcohol, drugs, radios, prescriptive drugs, non-prescriptive drugs, weapons, etc. in their lockers or desks. The principal is free to enter a student's locker at any time. If a questionable item is discovered, the principal will properly dispose of such item(s) and appropriate disciplinary measures will be taken.

## ***SEXUAL HARASSMENT***

Sexual harassment is defined as unwelcome, unwanted looks, speech, gestures, and unkind or demeaning behavior. Sexual harassment will not be tolerated in the school. Appropriate disciplinary action will be taken.

## ***CHEATING***

Cheating is defined as either giving or receiving of answers on tests, projects or homework. The penalty will be a zero grade on the paper or test in question. Cheating will not be tolerated. Plagiarism is the misrepresentation of another's work as your own. The penalty will be a zero grade with no opportunity to make up the work and parents will be notified. Please be aware that teachers easily detect plagiarism from the Internet and other sources.

## ***ELECTRONIC EQUIPMENT***

Students are not allowed to have cell phones, pagers, ipods or portable music device, ipads or tables, Apple watches or smart watches and other such devices in school. We are not responsible for replacement of lost or stolen items. Cell phones and other devices listed above that are brought to school must be turned off when the student arrives to school.

**EACH HOMEROOM TEACHER WILL COLLECT PHONES, SMART WATCHES, ETC. AND EACH STUDENT WILL PUT THEIR DEVICE (TURNED OFF) IN A BASKET THAT WILL BE BROUGHT TO THE OFFICE DAILY. A second violation will result in the cell phone or other electronic device being kept for the remainder of the year, returned in June to the parent.**

## ***SCHOOL PROPERTY***

Textbooks rented by students must have proper book covers at all times. No writing in rented textbooks is allowed. The family of a student will be responsible for any fees incurred for replacement of lost or damaged textbooks as well as for any repairs, or labor and replacement costs for any furniture, equipment, building, or personal property that a student carelessly destroys or damages.

## **TRANSPORTATION**

### ***BUS TRANSPORTATION***

- Bus transportation within a radius of 15 miles will be provided for your child by the school district in which you reside. Each year students at Ss. Peter and Paul School who do NOT live in the Williamsville School District, MUST submit applications for transportation to their school district by April 1st of the year before enrollment. Applications for Williamsville School District students are automatically submitted each year to Williamsville Bus Transportation by the office.
- When it is necessary for a child to deviate from his/her normal transportation routine, a note from the parent should be presented to the teacher or office. Williamsville School District does not allow children to invite friends along on their bus route and students will only be transported from and to their home.
- For the safety of the children, good behavior is mandatory. The children are expected to follow the rules and regulations imposed by the school bus company and the district of residence. Students may be removed from the bus by the bus driver and/or the aide on the bus, who are the supervisors of the bus. It is the parents' responsibility to see that the child gets to school until he/she is reinstated on the bus by the principal.

- By the last week of August, before school begins, you should be notified by your school district of the times and places of pick up and drop points on your bus route as well as the A.M. and P.M. bus numbers. Parents of Kindergarten children should pin a note on the child indicating # of morning bus, # of afternoon bus, school name, and phone number of parent. This will only be necessary for a brief time until the bus driver and school personnel know the children and their routes.
- **If parents are picking up students at dismissal time BEFORE BUSES HAVE LEFT, PLEASE REMAIN IN YOUR PARKED CAR UNTIL BUSES ARE GONE. YOU MAY THEN PROCEED TO JOIN THE DRIVE THROUGH PICK UP LINE AND WE WILL ESCORT YOUR CHILD TO YOU. WE ARE KEEPING THIS PROCEDURE FOR THE 2022-2023 SCHOOL YEAR.**

## *BICYCLES*

Bicycles must be parked in the rack provided. All bicycles should be provided with locks. The school is not responsible for damage or theft of parts while bicycles are parked in the rack.

## *PARKING LOT*

The parking lot becomes very crowded at dismissal time with school buses and parents picking up their child(ren). **Please be aware that you should NOT exit via Main Street and must wait for the busses to exit if you park on the side of or behind the church.** Also please observe the handicap parking spaces. **Please do not park along the wall at the side of the school at anytime during the school day. Please do not enter the lot via Glen Avenue.**

## **PARENT-TEACHER COMMUNICATION**

Communication between home and school is vital to the positive academic growth of your children. Necessary messages to any teacher during school hours are taken care of through the school office. All parents and visitors must report to the school office upon entering the school building. Parents are most welcome to meet teachers and discuss their child(ren)'s progress. An appointment must be requested before this visit. Visits may occur after 2:15pm, Monday through Thursday.

Parent-Teacher conferences may be scheduled by the parents or teacher in conjunction with report card distribution dates.



Interim Performance Reports will be posted on eSchool Parent Portal midway through the trimester. These reports are designed to inform parents about a student's progress or lack of progress between marking periods. Not all students will receive one. [eSchool Parent Portal](#)

## *FAMILY FOLDER SYSTEM*

In an effort to conserve resources and "go green", the school will be submitting information to families electronically as often as possible. **For materials in which a hard copy is needed by parents, we will be sending these documents home via homerooms. WE HAVE CREATED A SPECIFIC EMAIL ACCOUNT FOR ANY DOCUMENTS THAT HAVE TO BE SIGNED AND RETURNED TO SCHOOL. You are able to send any pictures/PDF's of documents that we will print to [documents@sspps.school.com](mailto:documents@sspps.school.com).** If you are chairing an event or in charge of a committee or fund raiser and you need a notice to go home, please have it in the office by **Tuesday at noon, or earlier if possible.**

## *PHOTOGRAPHS & VIDEOTAPES*

Parents and visitors must obtain permission from the office before photographing or videotaping students on school grounds or while school is in session off school grounds.

## *PARTY INVITATIONS*

If a child wishes to distribute party invitations on school grounds, all the students in the class must receive an invitation. Because this is a Christian environment, the feelings of all students are valued.

## *FIRE & LOCKDOWN DRILLS*

Fire drills and lockdown drills at regular intervals are required by law and are an important safety precaution. It is essential that when the fire alarm is sounded, everyone obeys orders promptly and clears the building by the prescribed route as quickly as possible. Parents should discuss these drills with their children. Teachers will review procedures for exiting the building and sheltering in place with their classes. We have met with Amherst Police Department regarding how to conduct these drills in a safe manner for students and faculty, including precautions for COVID. If there is a situation that is not a drill, safety is the number one priority.

## *STUDENT SUPERVISION*

Students may not be left unsupervised after school in the building or on the school grounds. **This is especially important when dropping students off for sporting events or practices. Please enter the building with your child to be sure that the coach is on the premises and the child is not left unattended.**

## *USE OF BUILDING*

We find, that as more and more groups use our building, we must ask that some simple guidelines be followed:

- 1) Permission must be granted to ensure the building is not used for any other event etc.
- 2) If you are running an activity, you must acquire a key fob from the parish office.
- 3) After your activity is finished, be sure to put everything back where it was when your activity began. If you used any area that needs to be cleaned up (tables wiped, floors swept or mopped) please do so. Very often no one comes to do any cleaning between your activity and the next one.
- 4) Turn off all lights, lock door(s) and return key fob to the parish office.
- 5) If you are the last one to leave upstairs or downstairs each day or after an evening meeting, be sure to turn the lights off in your room, in the hall(s) and on the stairway. Also please check lavatories.
- 6) Please remember there is NO eating or drinking in the gym unless special permission is granted for a given activity.
- 7) If you are responsible for a group of children, you should be with them at all times. They should only be in that part of the building where the activity is held. You are responsible for them, so please monitor carefully and **make sure that all children have been picked up before you leave.**
- 8) The building is to be vacated by 9:00pm unless special permission is given by the parish office or school office.

## *LOCKERS*

Lockers are the property of Ss. Peter & Paul School and may be opened by the principal at any time. Each student will be assigned a locker, which he/she must keep clean and organized. Students in grades 5-8 can provide a combination lock for their locker. **Things of great value and large amounts of money should NOT be brought to school.**

## ***LOST AND FOUND***

Please mark your child's name on all articles of clothing and personal property. This is very important since many lost articles are unclaimed each year. Articles of value that are found should be taken to the General Office. If a student loses something, he or she should check the Lost and Found located in the upper middle stairwell by the back gym door.

# CAFETERIA

## *CAFETERIA POLICY*

We have contracted with Personal Touch for lunches to be brought into school. We are required to maintain 30 lunches daily to continue the program. WE ARE REQUIRED TO ORDER WEEKLY IN ADVANCE ON THE THURSDAY PRIOR TO THE MEAL. If your child is not purchasing the hot lunch, please send a brown bag lunch with your child. Please use ice packs in the lunch boxes if anything needs to be refrigerated. We do not have the ability to keep lunches cold or heat lunches up.

**NO soda or pop is to be consumed at lunch by students.**

**Lunch sessions are scheduled as follows: 1st Lunch - 10:30am / 2nd Lunch - 11:17am / 3rd Lunch - 11:55am (Pre-K)**

## *LUNCHROOM MONITOR PROCEDURES*

Student Behavior - Students should be in a relaxed atmosphere where they can enjoy one another's company. To accomplish this, the monitor and teacher on duty must move around the room. None of the following is allowed; table hopping, food throwing, sitting on feet or with legs tucked under, kneeling on chairs, burping, spitting, loud voices, and unkindness to another. If a child sees a student sitting alone he should encourage others to invite him/her to sit next to them. It is the teacher who should correct inappropriate behavior. Please ask for his/her help.

Clean up - It is good training for students to pick up after themselves. All students should empty trays into the garbage and dispose of bags, cartons and wrappers. Crumbs and spills should be wiped up. Students should not have to do the sanitary wipe downs between lunch periods, but should leave the table in presentable condition. The teacher who has them next will pick up the students promptly.

## *ALLERGIES*

"Peanut Safe" tables are provided at one end of the cafeteria. Photos and data on each child with severe allergies are kept on a bulletin board near the back stairway. **Ss. Peter and Paul cannot guarantee an environment which is peanut-free, but we are making strides to make our school as peanut and tree nut restricted as we can.**

## **MEDICAL/RECORDS/LEGAL**

### ***HEALTH SERVICES***

The Williamsville Central School District provides medical services to Ss. Peter and Paul School. These services include speech therapy, psychological screening, nursing services, physical therapy, and occupational therapy. The health office is open 5 days a week. The function of the school nurses is to provide first aid (for injuries sustained in school), and to provide care for an ill child until the parent or guardian can be reached. Each year students are weighed and measured, have a vision test, and a hearing test. Any abnormal findings are reported to parents. Follow-up and response by a physician must be reported to the school nurse by the parents. Also, from age 8-16 years, a yearly back screening is done for the detection of scoliosis. The New York State Education law requires that a physician's report be furnished for every student entering Pre-K, Kindergarten, 1st, 3rd, 7th and every new entrant. If no physician's report is submitted then the school medical provider will give a health appraisal.

State mandates require the following immunizations in order for a child to attend school:

- 3 DPT (Diphtheria-Pertussis-Tetanus)
- 1 German Measles (Rubella)
- Hep B Series
- 3 Polio (Sabin-O.P.T.-Tivalent)
- 1 Varicella (Chicken Pox) (Pre-K and if born after 01-01-1998)
- Lead Testing (Pre-K)
- 2 Measles (Rubeola)
- 1 HIBV (Pre-K)
- 1 Mumps

Proof of immunizations must be completed by a physician and submitted to the school prior to a child attending school. If a student receives any additional immunizations, send the written proof from the doctor or clinic to the school nurse for addition to the health card.

School Nurse:

Mrs. Kristen O'Sullivan, RN, BSN

Clerical Health Office Aide:

TBA

Volunteer Nurse:

Mrs. Vida Frysz

## *EMERGENCY & MEDICAL AWARENESS CARDS*

At the beginning of each school year, parents must fill out and promptly return emergency cards that contain names of persons to contact in case of student injury or illness. In such cases the school will notify the parent. If the parents cannot be reached, the name and number on the emergency card will be called. At the time of release, the individual taking the child will sign the student's name as well as his/her own name in the release tablet provided. Medical cards are kept on file and require a parental signature. The back of these cards contains a log. The health office staff will log every time your child comes to the health office.

## *INJURIES & PHYSICAL EDUCATION CLASS*

Students who sustain injuries, which prevent participation in Physical Education, must bring in a written note. Parents may excuse a student from Physical Education for one class only. After that a medical note is required. If the student is in a sling, splint, cast or using crutches, a medical note is required to excuse the student. Another medical note is required to clear the child to resume physical education and normal activity. When a student cannot participate in physical education, he/she may not participate in recess or school sports of any kind.

**If we are required to implement policies related to COVID-19, we will contact families directly via our Principal's Posts/Family Folder.**

## *ILLNESS*

Children are most vulnerable to contracting diseases while in school, because of the close contact they maintain. While we cannot prevent this from occurring, with your help we can implement some simple guidelines to help promote a healthy environment.

- 1. A child should remain home if he/she has vomited or had diarrhea within a 24-hour period.**
- 2. A child should be fever free for 24 hours before returning to school without the use of medication. Temperature may indicate the onset of an illness.**
3. If your child is coughing excessively, keep him/her home to prevent exposing other children.
4. Please teach your child the importance of correct hand washing to preventing the spread of germs.

5. Please remind your child of the correct use and disposal of tissues. Also remind your child that covering one's mouth when coughing also prevents germs from circulating.

Please report any contagious diseases your child has been diagnosed to have (e.g.COVID-19; strep throat, chicken pox, pink eye, etc.) The more we know, the better prepared we are to keep your child on the road to good health. When necessary, notices containing information regarding communicable diseases will be sent home. If a child is out of school for an extended period of time due to ill health, arrangements can be made for home instruction. Contact the principal for more information.

## ***FOOD ALLERGIES***

Food allergies are on the rise and cause a severe, potentially fatal allergic reaction called anaphylaxis in allergic individuals. Cooperative efforts between students, parents, and school staff members can help to minimize these risks. Two of the most serious allergies are peanuts and tree nuts. Individuals with these allergens may experience anaphylaxis if they touch, inhale or ingest even the slightest trace of a peanut and/or tree nut.

**To help make our school a fun and safe place for all of our students, Ss. Peter and Paul School will strive to be a peanut and tree nut restricted school.**

In addition to cleaning hands before entering school, there are ways for you to help. Please send lunches and snacks with items that contain no peanuts, tree nuts, or peanut butter. Also, please ensure that birthday or holiday treats do not contain peanuts, tree nuts, or peanut butter.

**We are requesting that all classroom and event snacks be prepackaged and contain an ingredient label.** No bulk items or home baked goods can be sent into the classroom due to the potential for cross contaminated ingredients. Please read food labels and check the ingredients before sending snacks to school. Do not send in items that state any of the following, whether it is on the ingredient list or as a separate statement:

***“Contains peanuts, tree nuts” / “May contain peanuts, tree nuts” / “Manufactured in a facility...with peanuts, tree nuts” / “Manufactured on shared equipment...with peanuts, tree nuts”***

Fruit and vegetables are always a nice healthy option, or you may want to consider a non-food craft as a way of celebrating a birthday or other holiday. You may consider providing a special non-edible surprise for the class on the day of school birthday celebration. This may take the form of a birthday pencil or other small tangible item or a

pre-planned event such as a book read to the class by the parent or a game led by the parent. Contact your child's teacher to make birthday celebration arrangements.

The website <http://snacksafely.com/snacklist.pdf>, will help with your selection of "safe" snack items. This guide is updated frequently. (*Disclaimer: Please be aware that this list is intended to be used as a guide. Ss. Peter and Paul School does not accept any liability from reliance on this guide*).

**Ss. Peter and Paul cannot guarantee an environment which is peanut-free, but we are making strides to make our school as peanut and tree nut restricted as we can.**

## **SMOKING**

Smoking, including the use of e-cigarettes, is not permitted within 100 feet of the entrances, exits and outdoor areas surrounding the school.

## **MEDICATION POLICY**

The New York State Department of Education has established the following procedure by which medication may be administered in school: "ALL MEDICATION, INCLUDING NON-PRESCRIPTION DRUGS, GIVEN IN SCHOOL, SHALL BE PRESCRIBED BY A LICENSED PRESCRIBER ON AN INDIVIDUAL BASIS AS DETERMINED BY THE CHILD'S HEALTH STATUS." Medication Permission Forms are available in the Health Office or the information may be outlined by your child's physician. Specific requirements for the administration of internal medication in school are as follows:

- 1.) The health office must have a written request from the child's physician that indicates the medical condition being treated and the length of time the medication is to be administered. In addition, the form must specify the name of the drug, the dosage, the frequency and time to be administered, the route, and the potential side effects.
- 2.) The health office must have a written request from the parent to assist students with their medication as specified by their physician. A verbal or telephone request from the parent or physician is not acceptable.
- 3.) PRESCRIPTION MEDICATION: Must be in the container prepared by the pharmacist and the label must include the name and strength of the medication. (NOTE: The PHARMACY LABEL DOES NOT CONSTITUTE A WRITTEN ORDER and cannot be used in lieu of a written order from a licensed prescriber.
- 4.) NON-PRESCRIPTION MEDICATION: Over the counter (OTC) medications must be in the sealed original manufacturer's container with the student's name affixed to the container. Medication delivered in baggies or plain containers are NOT acceptable.



5.) All medication must be delivered directly to the nurse by the parent. NO MEDICATION SHOULD BE SENT TO SCHOOL WITH THE CHILD. NO MEDICATION IS TO BE CARRIED ON THE BUS.

6.) Medication orders must be renewed annually or whenever there is a change in dosage or frequency.

These procedures are designed to protect the safety of all pupils. Medication sent to school that does not meet the above requirements will be kept in the Health office and WILL NOT be administered. Parents will be notified to pick up this medication. Any unused medication will be disposed of if not picked up within a reasonable length of time.

### *AVAILABILITY OF STUDENT RECORDS*

Consistent with the provisions of the "Family Educational Rights and Privacy Act of 1974", official records, files and data directly related to their children are available to parents. An appointment should be made with the principal to discuss procedures for the review of student records.

### *CHILD CUSTODY*

Ss. Peter & Paul requires that a copy of the custodial agreement issued by the court be furnished to the principal, so that the school may act in the best interest of the child and act in accordance with the law. The school wishes to work with both parents in order to do what is best for the student. Custody agreements and arrangements provided by a court order must be presented to the school office in order for proper procedures to be followed by Ss. Peter and Paul staff.

## SCHOOL SETUP

### GROUND FLOOR

Room G1 – Early K 4’s (Mrs. Godzich)

Room G3 – Pre - K 3’s (Ms. Mancino)

Room G4 – Pre-K 3’s Ms. Mancino)

Room G5 – PreK 4 – K-Prep (Mrs. Ganschow)

Room G6 – PreK 4 – K-Prep (Mrs. Ganschow)

Room G7 - Early K4’s (Ms. Gon)

Cafeteria

Kitchen

Cafeteria Office

After School Program

Art Room (Mrs. McIntyre)

Custodian’s Office

### FIRST FLOOR

Gym

School Office (Mrs. Pinto/Mrs. Bartels )

Principal’s Office (Mrs. Lindner)

Physical Education Office (Mr. Mattison)

Room 101A – PreK 3/4's (Mrs. Brierley)

Room 101B – Mind Cave Makerspace

Room 102 – PreK Sensory Room

Room 103 – Music Room (Ms. Meetze)

Room 104 – Grade 5 & 6 HR/Religion 3, 5, 6, 7,8 / Spanish PK-5 (Ms. Amato)

Room 105 – Middle School Classroom

Room 106 – Grade K (Miss Simons)

Religious Education Offices

Faculty Lunch Room

Conference Room/Parish Library

Learning Center

Health Office

### SECOND FLOOR

Room 201 – Ms. Shanahan (Catholic Charities)

Room 202 – Latin (Mrs. Eastmer)

Room 203 –MS ELA Room

Room 204 – Grade 8/SS 4-8 (Mrs. Hill)

Room 205 – Math Lab/Math 6, 7, 8/Algebra ()

Room 206 – Grade 2 (Mrs. Nigro)

Room 207 – Grade 1 (Mrs. Dernbach)

Room 208 – Science 5, 6, 7, 8/ (Multiple Teachers)

Room 209 – Grade 4 (Ms. Wachowski)

Room 210 – Grade 3 (Ms. Dobson)

Media Center (Library/Computer Lab)

### ROOM CAPACITIES

Cafeteria 300 Occupants

Gym (Floor) 300 Occupants

Gym (Bleachers) 175 Occupants

Neumann Room 50 Occupants  
(Church Basement)

*Ss. Peter and Paul School reserves the right to amend this Handbook. Notice of amendments will be sent to parents via the Family Folder or through email communication.*

