

SAINTS PETER & PAUL SCHOOL

Parent/Student Handbook

**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

Faith Formation Office Phone • 632-2678

**School Emails: schooloffice@ssppschoool.com
schooloffice1@ssppschoool.com**

School Fax • 626-0971

Updated 2026

SCHOOL MISSION STATEMENT

Saints Peter & Paul Catholic elementary school emphasizes developing well-rounded individuals who are faith-filled, academically strong, and committed to service. We foster a deep understanding and love for the Catholic faith, encouraging prayer, and helping students grow in their relationship with God. Saints Peter & Paul provides challenging and engaging learning experiences that focus on developing a sense of responsibility, on nurturing spiritual, intellectual, physical, social, moral and emotional well-being and growth, within a caring and supportive community preparing our students for future success. We create a safe, positive and inclusive learning environment where students feel valued and instill a love of learning while preparing them to become lifelong learners. We strive to empower our students to reach their full potential and become responsible, compassionate, and contributing members of society, both within their faith community and the world.

Our Tradition: A Foundation for Life

Inspired by our founder and first teacher, St. John Neumann, Saints 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.

Our Vision: Commitment to Excellence

Saints Peter & Paul School is committed to providing an excellent Classical and early childhood education to children aged three through fourteen, focusing upon our Catholic heritage and development of the individual to full potential, spiritually, academically, socially, emotionally, and physically.

Our School Pledge

We are Saints Peter & Paul students, using our God-given talents to reach our full potential, academically, socially, and spiritually; to always learn and grow; to daily live our faith; and to ever serve God and others. We are dedicated to making this world a better place, and to striving for sainthood in heaven.

Saints Peter & 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 can be accommodated.

Dear Parents and Students,

We are looking forward to AN EXCITING year ahead!

I would like to welcome back our current families and give a special welcome to our new families that are joining SSPP School.

This Parent/Student Handbook reflects the policies of Saints Peter & Paul School for the upcoming school year. Please read this document carefully.

We celebrate our Catholic heritage in every aspect of our school, and we are excited to be presenting our Classical Education Curriculum that reflects this heritage and promotes academic excellence. Our faculty and staff look forward to working with you to promote the academic, physical, spiritual, social, and emotional growth of your children.

Sincerely,

Dr. Rose Hershenov
Principal

TABLE OF CONTENTS

Celebrating Service

- Philosophy of Education
- School Goals
- History of Saints Peter & Paul Parish and School

Directories

- School: Faculty and Staff
- Parish: Staff, Office Phone, Hours, Mass Schedule

Admission, Registration, Financial Requirements

Instructional Programs

- Pre-K Program
- Montessori
- Pre-Kindergarten and Kindergarten through 8th Grade
- Religion Curriculum/Sacraments

Other School Activities

- Musical Instrument Instruction and Band
- Student Council
- Field Trips
- Sports Teams/Leagues/Clubs
- Sports Uniforms

Student Evaluation and Progression

- Homework
- Testing and Evaluation

- Report Cards / Grading
- Promotion and Standards
- Diplomas and Awards
- Graduation Honors
- Moving Up Day
- Special Circumstances

Literature and Arts Policy

Home School Association (HSA)

- Volunteers
- Parents as Partners
- Sweepstake Tickets

Technology Use Policy

Parent/Student Responsibilities

- Attendance
- Arrival/Dismissal Times
- Comprehensive Student Attendance Policy

School Closing Information

Backpacks/Textbooks/Planners

School Attire and Dress Code

Behavior Guidelines and Code of Conduct

- Bullying and Harassment
- Discipline
- Detention
- Violence
- Weapons
- Substance Abuse
- Search and Seizure
- Sexual Harassment
- Cheating
- Electronic Equipment
- School Property

Transportation

- Bus Transportation
- Bicycles
- Parking Lot

Parent/Teacher Communication

- Family Folder System
- Photographs and Videos
- Party Invitations

Fire and Lock Down Drills

- Student Supervision

Use of the School Building

- Lockers

Lost and Found**Cafeteria**

- Cafeteria Policy
- Lunchroom Monitor Procedures
- Food Allergies

Medical/Records/Legal

- Health Services
- Immunization Requirements
- Prescription and Non-Prescription Medicines
- Documentation of Allergies
- Immunization Requirements Chart
- School Records
- Child Custody
- Emergency Contact Information

Right to Revise



PHILOSOPHY OF EDUCATION

Teach. Serve. Lead. Succeed. The administration, faculty and staff of the school are dedicated to providing a positive and creative atmosphere that nurtures each student's development spiritually, intellectually, socially and physically. Together we are dedicated to being an enriching, empowering and challenging element in the growth of each child; an element that will help students observe, explore, interpret and judge their experiences, ascribe a Christian meaning to their lives, serve others, 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. It provides each person with vision and values for life, which are God-centered. This is our definition of success.

SCHOOL GOALS

"Each day, students should leave with more than academic knowledge; they should walk away with a deeper awareness that we are brothers and sisters in Christ—before we are teachers or students, administrators or parents. This shared identity is the foundation of a truly Catholic education."¹

Saints Peter & 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 1986 marked the 150th anniversary of the founding of Saints Peter & 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, Saints Peter & Paul Church and School

¹Paraphrased from Congregation for Catholic Education. *Educating Together in Catholic Schools: A Shared Mission Between Consecrated Persons and the Lay Faithful*. Vatican City: Libreria Editrice Vaticana, 2007.

continue to grow in their ministry to the community.

Even before the arrival of Father John Neumann in 1836, Saints Peter & 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 \$3,000.00 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 Saints 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 Saints Peter & Paul. Members of the parish warmly greeted him. Father Kopec brought his love of liturgy, his love of Catholic education and his sense of humor to Saints Peter & Paul. He 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 Faith Formation 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.

Today, with the consolidation of parishes into families in 2023, Rev. David Bellittiere has spearheaded a renewal of Saints Peter & Paul School with an emphasis upon Classical education and the implementation of a Montessori Children's House for students aged 3-6.

OUR FACULTY AND STAFF

Principal	Dr. Rose Hershenov
Director of Advancement/ Faculty Mentor	Mrs. Mary McIntyre
Pre-School Director	Mrs. Suzanne Brierley
Administrative Assistants	Mrs. Christie Bartels Mrs. Greta Pinto
PreSchool Teachers:	Mrs. Samantha Godzich Mrs. Stacey McGee
PreSchool Aides	Mrs. Amanda Starr Mrs. Colleen Barcomb Mrs. Carol Zimmer Ms. Sarah Hora
Montessori Teacher:	Dr. Betsy Hartzell
Pre-K5 and Kindergarten:	Mrs. Susan Mietus
Grades 1-2:	Mrs. Sarah Buttino
Grades 3-4:	Mrs. Alex McGlinn
Dialectic History:	Mrs. Fran Hill
Dialectic ELA:	Ms. Summer Derwald
Art:	Mrs. Mary McIntyre
Stream:	Mrs. Fran Hill
Latin 3-8:	Ms. Summer Derwald
Religion:	Mrs. SueAnn Saltarelli

Physical Education: Mrs. Fran Hill
Custodians: Mr. Wayne Maleck
and Mr. Bob Jemiolo

PARISH STAFF

Faith Formation Director: Francine Mackowiak
Sacramental Coordinator: Mrs. Casey Hanley
Faith Formation Secretary: Mrs. Laurie Schlosser
Parish Secretary: Mrs. Barbara Crage

PARISH OFFICE

Phone: 632-2559
Office Hours: Monday through Friday 9:00 am - 12:00 pm
1:00 pm -3:00

pm

MASS SCHEDULE

Saturday 4:30 pm
Sunday 9:30am, 11:30 am

Weekly School Children's Liturgy Mondays 12:05 and
Wednesdays 8:00am (Live Stream available)

RECONCILIATION:

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

ADMISSION, REGISTRATION, AND FINANCIAL REQUIREMENTS

Nondiscriminatory Policy

Saints Peter & Paul School admits students of any race, color, and national or ethnic origin to all the rights, privileges, programs, and activities accorded or made available to students of the school. It does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, admissions policies, or athletic and other school-administered programs.

Admissions

The following priorities will be used to accept students to Saints Peter & Paul School:

1. Members of Saints Peter & Paul Parish

2. Members of other parishes
3. Non-Catholic students

Children entering Kindergarten must be five (5) years of age by December 1st of entry year. Students will be conditionally accepted into Kindergarten with full acceptance contingent on displayed readiness during the Kindergarten screening process.

Required records include:

- *Health Records

- *Immunization Records

- +All students, enrolled as full-time or hybrid/a la carte, entering Saints Peter & Paul School must have current immunizations

- *Birth Certificate

- *Baptismal Certificate (Catholic applicants only)

- *Report Cards

- *Record of IEP

Students applying for Admission in Grades 1-8 must present a copy of the current report card. These will be reviewed to determine whether the program at Saints Peter & Paul School will meet the educational needs of the students. An interview with the student is part of the admission process.

Testing in some academic areas may be held for new incoming students in Grades 3-8.

All new students will be given a trial period of not less than one trimester in which to adapt both socially and academically. If during this trial period there are any problems, a student may be asked to withdraw his/her attendance at Saints Peter & Paul School. The recommendation and decision of the school is final. Saints Peter & Paul School is limited in its human capital resources and will make **reasonable** accommodations for learning differences when possible. Saints Peter & Paul School reserves the right to determine whether a student can be appropriately accommodated.

Non-Catholic students whose parents accept the philosophy of Saints Peter & Paul School will be accepted on a space available basis. Non-Catholic students are expected to attend all religious observances.

Registration

Saints Peter & Paul will not admit any student who has an outstanding balance at another Diocesan school.

Registration for admission may be made online through our website at www.SSPPSchool.com or in

person.

A \$150.00 re-registration fee per student is due upon re-registration. This fee is non-applicable to the tuition and non-refundable.

Tuition

The tuition that individuals pay for education at Saints Peter & Paul School does not cover the entire cost of educating a child. Saints Peter & Paul School receives funding from three sources:

1. Tuition paid by the parents;
2. Fundraising and other activities (Pre-K, After School, Summer Camp); and
3. Parish contributions. As such, it is important that parents realize that their support for fundraising activities and Saints Peter & 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 Commitment to Parish Life (CPL) program at Saints Peter & Paul Church. It is important to remember that tuition alone does not cover the entire costs for educating your child. The CPL 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 the monthly sustained offertory commitment should be prayerfully decided upon by each member family.

Withdrawal from Saints Peter & Paul School

Families who withdraw a student and have paid tuition in full or FACTS payment plans will be charged a \$50.00 processing fee and a pro-rated tuition will be refunded as follows: before September 30th – 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 \$50.00 processing fee.

In families where parents do not reside together the custodial parent or guardian will be the party responsible for tuition payment.

Delinquent Tuition Accounts

If family tuition payments are not current by December 20th 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
- Require all fees and tuition are paid in full prior to 8th grade graduation
- 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 www.bisonfund.com to apply.

If other tuition assistance is needed for our current families, please contact our school principal for information regarding our parish tuition scholarship program, the *Angel Fund*. Other scholarship opportunities will be communicated to parents as they become available.

INSTRUCTIONAL PROGRAMS

Saints Peter & Paul School is a registered educational institution in New York State and adheres to the presentation of curricula that meet NYS standards.

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. Activities 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, Art, Gym

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 program.

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

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

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

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

Child should be three years old by December 1st to attend the 3- year-old program

–

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

**4 year-old program: Monday/Wednesday/Friday 8:30 am-3:00 pm

**4 year-old program: Monday-Friday 8:30 am – 3:00 pm

Child should be four years old by December 1st to attend the 4-year-old program.

Our class size is limited to 16 for the 3- year-old sessions and 18 for the 4-year-old sessions. We do this to provide optimal attention to all students.

The Montessori Children's House

Our Montessori Children's House is a certified Montessori program for children aged three

through 5 (turning six in their kindergarten year). With a credentialed Montessori staff, our multi-aged program provides a rich three-year curriculum of religion, mathematics, language arts and reading, geography, botany, zoology, practical life, grace and courtesy, and sensorial learning in a peaceful, self-paced environment. Children self-pace through the curriculum, master their work, and learn independence and accountability. The Catechesis of the Good Shepherd Program and Mass attendance are integral parts of the program.

Full day students (aged 4 and 5) attend from **7:42 am – 1:56 pm.**

Half-day students (aged 3 and 4) attend from **7:42 am – 11:30 am.**

For our Pre-K and Montessori programs, all children need to be potty trained.

Pull-ups or diapers are not allowed.

Classical Education in Grades PreK-5 Through 8

Our Classical Education program nurtures students through a time-tested approach that integrates faith, knowledge, and character formation. By grounding our Religion, History, Literature, and Art curricula in the classical tradition, we prepare students for lifelong learning and virtuous living inspired by great works of literature, history, philosophy, and theology. The focus of Classical Education is upon critical thinking, analysis, and understanding. As students mature, they are taught to think critically and make connections across subjects. They begin to question, analyze, and evaluate ideas, developing strong reasoning skills through structured discussions and writing. We develop confident, articulate, and thoughtful students through the Classical approach.

Classical Education Stages:

(Grammar Stage - K-6):

- Focus: Memorization, Recitation, and Foundational Knowledge.
- Young children excel at memorization, so we emphasize learning the “grammar” of subjects through engaging recitations, chants, and storytelling.
- Building blocks of language, math, history, and science are taught through joyful repetition and hands-on activities.

(Logic Stage - 7-8):

- Focus: Critical Thinking, Analysis, and Understanding.
- As students mature, they are taught to think critically and make connections across subjects.
- They begin to question, analyze, and evaluate ideas, developing strong reasoning skills through structured discussions and writing.

Language/Physical Education/Art/Music Programs/STREAM

Saints Peter & Paul School provides instruction in Latin to our students in grades K-8.

Physical education follows NYS guidelines for frequency and content.

Art classes parallel the historical era being studied and link with the classical education curriculum.

Music includes voice, history and theory.

Our STREAM (Science/Technology/Religion/Engineering/Arts/Math) program is integrated into the school day for all elementary students.

Hybrid Program

****Hybrid and À La Carte Enrollment Program, designed to support homeschooling families who seek a faithful, classical education in a flexible format. This program will allow students to attend classes on campus part-time—either two days per week (Hybrid) or for select individual courses (À La Carte)—while continuing their homeschool instruction at home.

Tuition is prorated based on the number of instructional days or courses taken, making this a cost-effective option for families seeking high-quality, mission-driven Catholic education. Hybrid students will complete additional assignments at home, with guidance from our teachers and support from their parents, who remain the primary homeschool educators. Hybrid students, like all SSPP students, must be up to date on New York State-required immunizations. Hybrid students also wear our school uniforms.

Special Services

For students with IEPs who have been registered through dual enrollment with the Williamsville Central School District, special services including occupational, physical and speech therapy may be offered onsite. Students with documented medical conditions may also be accommodated through the development of an accommodations plan if and when the school is able to provide such services.

Virtues Program

A Diocesan-wide Virtues program is implemented in each school, with monthly virtues practices and recognition of students who exemplify the month's virtue. A year-end Diocesan Mass and award recognition takes place for honored students and their families.

Before and After School Care

Saints Peter & Paul School offers before and after-school care for students from 7:15 am until 8:30 am and from 2:00 pm until 5:30 pm. Forms for registering are available through the office.

SACRAMENTS

At Saints Peter & Paul School each child will study the Catholic religion through the curriculum offered at each level. 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 (Montessori through Grade 8) attends Eucharistic liturgy on Mondays and Wednesdays at 8:00 am. 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. 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 liturgies, attend monthly para-liturgy 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.

OTHER SCHOOL ACTIVITIES

Student Council

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 vacated position.

Field Trips

Field trips and special visits and presentations are a wonderful educational opportunity at

all levels. Details are provided as the Field Trips are planned.

Sporting Teams/Leagues/Clubs

Saints Peter & Paul offers a variety of sports in which volunteer coaches are needed. Where SSPP team sizes are too small, we endeavor to combine with other schools within our community of Catholic schools to assure fun and sports for all.

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

If a student must leave 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) Students must be registered by the official sign-up days, and attend all practices unless previously excused by the coach.

5) Students must exhibit proper and respectful behavior in and out of school.

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

TEAMS (contingent on enrollment)

- Diocesan Bowling (Grades K-8)
- Girls Basketball (Diocesan League – Winter; Grades 3-8)
- Boys Basketball (Diocesan League – Winter; Grades 3-8)
- Boys Baseball (Diocesan League – Fall; Grades 5-8)
- Girls Volleyball (Diocesan League – Fall; Grades 5-8)
- Boys Volleyball (Diocesan League – Spring; Grades 5-8)
- Girls Softball (Diocesan League – Spring; Grades 7-8)
- Boys & Girls Catholic Schools Diocesan Track Meet – (May during school hours; Grades 3 thru 8) Saints Peter & Paul Outdoor Soccer League (April through June; Boy and Girls Grades K-8)

- Swim Team (Diocesan League - September through November; K-8)

The ability to host these programs is totally dependent upon the availability of volunteer coaches! 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 coaches notified. At the varsity level, the coaches determine 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 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.

STUDENT EVALUATION AND PROGRESSION

Homework

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

The following is recommended for homework:

Grades K, 1, 2: 10-30 minutes

Grades 3-4: 40 minutes

Grades 5-6: 60 minutes

Grades 7-8: 70-80 minutes (Additional time is required for students in advanced courses.)

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.

Additional time for reading and study is encouraged according to the individual needs of each student. Please provide an environment conducive to study, answer questions when needed, but do NOT do your child's homework.

It is the responsibility of the student to bring necessary materials between school and home. We discourage parents from 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 is not an end in itself, but has as its goal the assessment of student progress and the improvement of instruction. The Diocesan testing program encompasses teacher-made tests, Brigance screening for Kindergarten readiness, New York State Tests in English Language Arts and Math (Grades 3-8), NYS Science Tests (Grades 5 & 8), and periodic STAR testing to monitor progress.

These tests are designed to measure how well students are mastering the NYS 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 essential to success in today's world. They provide our teachers with data that informs and guides their instructional practice and helps 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, and to enable us to provide support and resources to the students who need them.

Report Cards/Grading

All report cards reflect the assessment of student class participation, homework, testing and projects. June examinations 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 Progress Reports will be posted to the Parent Portal midway through each trimester.

Passing grade for students is 70%.

High Honor Roll status will be awarded to students achieving an average of **94.5% or above**.

Honor Roll status will be awarded to students achieving an **89.5-94.4% average**.

Merit Roll status will be awarded to students with an average of **84.5 – 89.4%**

Classes held daily are assigned a greater weight when calculating trimester and final averages.

Trimester grades will be based upon the following:

60% tests & quizzes

30% homework & class work
10% class participation

Promotion and Standards

The principal, with the teacher, in consultation with parents or guardians, determines all grade level promotions and retentions. The final responsibility for retaining a student rests with the principal working in consultation with parents or guardians. 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 at grade level.

The Administration may further recommend tutoring or summer school classes as requirements for promotion when, after conferences with teachers and parents, it is believed that such action will better prepare the student academically for the next grade.

When the probability of retaining a student arises, the parents are notified in writing by the third trimester progress report. 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).

Diplomas/Awards

A Diocesan Diploma is a document stating that the student has satisfactorily completed all Diocesan and NYS requirements for 8th grade graduation. It entitles the holder to admission to all public high schools and is recognized by all private and Diocesan high schools.

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

Various awards are presented to grade 1-7 students at an awards assembly at the end of the school year. 8th grade students will be given their awards at their graduation. Annual awards include:

Spirit of Saints Peter & Paul Award

To the student who exemplifies the spirit of the mission of Saints Peter & Paul School. Criteria include:

- +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 (for a 6-8 student)

Criteria:

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

Award for Christian Values & Attitudes

Criteria:

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

Graduation Honors

The following awards are presented to 8th grade students at graduation:

- ***Bishop Trautman Award***
- ***NYS Comptroller's Achievement Award***
- ***Triple "C" Award (Character, Courage, and Commitment)***
- ***Phillips Scholarship (for those attending a Catholic High School)***
- ***Presidential Achievement Award***
- ***Principal's Award***

Moving Up Day

On the last day of school all children will be recognized as moving up to their next grade level.

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 Saints Peter & 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.

Literature and Arts Policy

At Saints Peter and Paul School, literature is a central pillar of our classical curriculum. As a K–8 program, we strive to be a Great Books school insofar as is developmentally appropriate, offering students adapted Great Books, age-appropriate classics, and enduring works of imaginative literature that have shaped Western civilization.

Because our curriculum is integrated with history, literature is selected to correspond with the historical era under study. Students encounter stories, poetry, and narratives alongside the people, events, and ideas that shaped them. Within this framework, the lives of the Saints are included as essential historical and literary figures, helping students see the unity of truth, goodness, and beauty across disciplines, and effect of heroic virtue throughout salvation history.

In accordance with our curricular commitments, we utilize a Protestant-based curriculum in certain areas. Therefore, we exercise careful discernment in selecting texts, particularly those that present historical or theological claims inaccurately, especially with regard to events such as the Reformation. Such texts may be omitted, adapted, or supplemented to ensure students receive a truthful and coherent formation.

Principles for the Teaching and Selection of Literature

1. Literature forms the imagination and the emotions

Students should read many wholesome works of imaginative literature. Literature speaks primarily to the imagination and the emotions and therefore plays a decisive role in forming these faculties rightly. When chosen well, literature inclines the student toward goodness, truth, and beauty.

2. Literature must be chosen with great care

Because literature has a profound influence on the heart, a school must exercise great prudence in what it requires students to read. Just as good literature elevates the soul, poor or disordered literature can have the opposite effect. Therefore, we maintain a high standard for all required texts, adhering to the principle to “do no harm.”

3. Imaginative literature is distinct from philosophy and theology

While literature may contain philosophical or theological themes, it is not primarily ordered toward abstract reasoning but toward the formation of the affections. Following Aristotle, literature serves to order the passions, cultivating proper emotional responses.

4. Texts should be widely recognized as excellent

Texts selected should be considered excellent by the judgment of the well-educated. This is the essence of our Great Books program. While absolute agreement is not always possible, we seek works that have stood the test of time and are broadly regarded as worthy of study.

5. Texts must be appropriate to the age and maturity of the student

Each work is selected with attention to the developmental stage of the student, including readability and moral maturity. Texts should be challenging but not discouraging, promoting growth without frustration.

6. Avoiding both mediocrity and overload

We avoid both inferior literature and works that are prematurely too complex. Our goal is to honor the intellect of the child while respecting natural stages of development.

7. Literature serves the unity of truth

Literature is taught in harmony with history, theology, and the broader curriculum. The inclusion of the saints provides models of virtue and deepens understanding of the Catholic narrative within history.

8.) Literature selected is compatible with the morals and precepts of the Catholic Church

Literature selected is compatible with the morals and precepts of the Catholic Church. All literature available to students, including materials in the school library, is likewise consistent with the teachings of the Magisterium.

The selection of literature in a classical school requires judgment and prudence. At Saints Peter and Paul School, we are committed to providing literature that is true, good, and beautiful, forming both the intellect and the heart.

Policy on the Use of Secular Materials and Programs

Instruction at Saints Peter and Paul School is guided by comprehensive academic standards informed by Catholic teaching. No single text or program determines instruction; rather, all materials serve the broader mission of forming students in truth, goodness, and beauty. Resources such as the Catholic Curriculum Standards and the Standards for Christian Anthropology support this work.

Whenever possible, the school gives priority to faithfully Catholic programs and materials. When such resources are unavailable or insufficient, secular materials may be considered. In these cases, careful evaluation is required to ensure alignment with the mission of Catholic education. All secular materials, regardless of quality, must be supplemented to provide a clear Catholic worldview.

The use of secular materials follows a defined process. The school first identifies and evaluates the need for a new program or resource, particularly in light of its impact on the Catholic mission. Next, available Catholic resources and best practices are reviewed. Only after these have been considered may secular options be explored.

All secular materials are evaluated to ensure they do not contradict Church teaching, cause confusion about the faith, or promote ideologies inconsistent with a Catholic understanding of the human person. Materials must not encourage relativism, deny the existence of objective truth, or undermine the integration of faith and reason. The school also considers whether the source of the material could cause scandal or imply cooperation with positions contrary to Church teaching.

In addition, practical considerations are taken into account. Programs should not place excessive demands on time, testing, or teacher formation that would detract from essential elements of Catholic education, including theology instruction and the cultivation of a strong Catholic culture. Materials must also be consistent with Catholic social teaching and must not suggest that human fulfillment or salvation can be achieved apart from God's grace.

If a program clearly contradicts Catholic teaching, it will not be used. If concerns are limited or indirect, the material may be used only with appropriate supplementation and guidance. If concerns are minimal or implicit, adjustments or omissions may be made as needed.

Even when a secular program is deemed acceptable, it will always be supplemented to ensure that students receive instruction grounded in a fully integrated Catholic worldview.

HOME SCHOOL ASSOCIATION

The purpose of the Home School Association is to foster a spirit of mutual cooperation between parents and the school in the task of providing ongoing support for their children's educational experience. The objectives of Saints Peter & Paul Home School Association are:

- to promote, actively support and financially assist Saints Peter & Paul School through fundraisers and events
- to encourage interaction among parents
- 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 to support the quality of education that each child deserves.

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

Membership dues of \$50.00 per family are included in the fees that are paid along with tuition.

These monies provide a start-up fund for each teacher to make direct purchases for the children and their classrooms.

Volunteers

The HSA runs all Saints Peter & Paul School fundraisers. Please share your time and talents with our children by participating in and working these activities. All volunteers sign a code of conduct and those who work directly with students must be ***Virtus*** trained. The HSA will be communicating regularly through Principal's Posts during the school year.

See our school calendar for scheduled fundraising events.

Parents as Partners

(1) Homeroom Parents

Homeroom parents are essential links in the communication between parents, teachers and the HSA. They also recruit volunteers for HSA 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 daily. Volunteers are needed every day in addition to regularly scheduled cafeteria monitors. A calendar of volunteers, based on availability, will be established at the beginning of the academic year.

Sweepstakes Tickets

As our major fundraiser, the Knights Royal Raffle Sweepstakes ticket sales help to keep tuition costs down. **Every family is expected to sell \$250.00 worth of sweepstakes tickets per school year. We ask for your commitment and participation in this major fundraiser. Thank you so much!**

TECHNOLOGY USE POLICY

Saints Peter & Paul School will provide access to and instruction in computer-based resources in the classroom and in the Computer Lab. 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. 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. Then, the administration will get involved. Parents should monitor their child(ren)'s use of personal technology to help their child(ren) grow.
- Parents should read and discuss Saints 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)), Saints Peter & Paul School has adopted Internet safety policies, and filters access to "inappropriate" materials online. The Diocese of Buffalo Technology Curriculum includes Digital Citizenship.

PARENT/STUDENT RESPONSIBILITIES

Attendance and 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 due to 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 fever-free for 24 hours.**

Parents are asked to call the school office by 8:00 A.M. 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 716-632-6146. 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 and the teacher(s) in advance. **Teachers are not required 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 20 days of school will meet with the school principal. If additional absences occur, the student is 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 to proper authorities. Additional information may be obtained by contacting the principal. **If your child is absent from school, they are ineligible for sporting events, clubs, activities, etc.**

If you wish to pick up your child's assignments and books, please notify the teacher. Please notify the office prior to 8:00 am when calling him/her in ill. 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 enter the building and sign your child out at the office upon early dismissal.

Arrival/Dismissal Times:

- **PreSchool Full Day** 8:30 am – 3:00 pm / **Half Day** 8:30 am – 11:30 am
- **Montessori and Elementary Full Day** 7:40 am-1:58 pm / **Montessori Half Day** 7:42 am-11:30 am
- **Montessori and all Elementary Students should arrive at school between 7:15 am and 7:35 am.** Those who are transporting by car are to be here no earlier than 7:15am. All students are expected to be on time. **Any child who arrives after 7:40am must report to the office to get a pass to enter class late.**

PK5-8: Please use the Drive through Drop Off/Pick Up Line for arrivals and dismissals, entering at Main Street and exiting toward Glen Avenue. ONLY MONTESSORI STUDENTS ENTER THROUGH THE FRONT DOOR. ALL OTHER STUDENTS MUST ENTER THROUGH THE PARKING LOT SIDE DOORS. A teacher will be at the doors to welcome your child(ren) in the morning. PARENTS ARE NOT ALLOWED TO ENTER THE BUILDING WITH YOUR CHILD OR WALK YOUR CHILD TO CLASS.

PARENTS ARE NOT TO COME IN TO THE BUILDING TO PICK UP FOR REGULAR DISMISSAL. A teacher will be at the door to guide children for pick up or buses at dismissal. To ensure dismissal moves quickly, please place your child's last name on a piece of paper on the dashboard of your vehicle.

ALL PRE-K STUDENTS: If your child is comfortable following the drop off/pick up procedures above, please adhere to that policy. We will make exceptions for PreK students in the first few weeks of school to accommodate students who are having trouble adjusting. There will be an aide at the side door to help with drop off and pick up.

Please Note: Montessori families should stop and let students out near the school's Main Entrance. The Montessori Aide will be present.

The school office is open from 7:00 AM until 3:00 PM each day. If you are picking up your child(ren) at dismissal time please do not arrive until 2:00 pm. You will be able to leave when all bussed students have left the building. For pick-ups, your child will be brought to your car. Pick up is the same as Drop Off, Entering from Main Street and exiting toward Glen Avenue. Students for pick up will be called after all of the buses have departed. Please refer to the enclosed map.



If your child is in Pre-K and arrives after 8:30am, your child's classroom will be notified and an aide will come to the door to retrieve your child. Parents do not come into the building to take their child to the classroom. Students who are chronically late to school could be ineligible for sporting events, clubs and activities. Any student more than 30 minutes late in the morning must bring a note from home stating reasons.

Excessive Tardiness is defined as three or more instances of lateness in a calendar month. Excessive tardiness is subject to a conference with the principal and corrective action. Any twelve (12) instances of lateness in a calendar year may be considered grounds for dismissal.

Any student not picked up by 2:15 will be placed in the After School Program and the family will be charged accordingly.

COMPREHENSIVE STUDENT ATTENDANCE POLICY

Overall Objectives

Attendance at school is necessary so that every child may reach his/her full academic potential. Saints 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. Saints Peter & Paul School offers the following Comprehensive Student Attendance Policy which encourages all of its students to meet these objectives:

- That all Saints Peter & Paul students will successfully progress from grades kindergarten through eight 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 Saints 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 Saints Peter & Paul School will maintain an accurate and complete record of student attendance via eSchoolData. This is to include every PreK-8 student's attendance, absence, tardiness and early departures.
- That parents are asked to call in before 8:00 a.m. 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, haircut, 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 eSchoolData through the main office, along with the reason for such.

- Teachers will report the above by 7:45 a.m. daily or as soon as possible.

Students in grades K-4 who move to specials (art, music, PE, library, and STREAM) will have their presence or absence recorded at the beginning of each special in eSchoolData.

- Students in grades 5-8 who pass from class to class should have their absence or

presence recorded in eSchoolData daily in each class. Classes which are a double period need only take attendance at the beginning of the class.

- All absence for a partial or full school day should be recorded in eSchoolData as excused (AE) or unexcused (AU) in accordance with the standards specified in this policy.
- All tardiness or early departure should be recorded in eSchoolData 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, heating 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 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 attendance at school and in the work place, good attendance shall be recognized 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 a 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 his/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 television stations 2, 4 and 7. Saints Peter & Paul School is included when an announcement is made about the Williamsville Central Schools.

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 on 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 an alternate site. In most cases, students would be transported to the church building, and teachers would work with students until regular dismissal. Television stations will be informed of either decision and/or emails will be sent to families.

BACKPACKS

Students in grades six, seven and eight will be permitted to carry their backpacks from class to class. Students will 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 five, 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.

We ask for students in grades 3-5 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 parents to keep up with daily homework assignments and test dates. In addition, Google Classroom will be used to report daily homework for children in grades 3-8. Please check the planner & Google Classroom (grades 3-8) 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.

SCHOOL ATTIRE AND DRESS CODE

All Saints Peter & Paul students wear a uniform. This includes our pre-K and Montessori. Uniform dress must be worn from the first day of school in Sept. to the end of the year. Following is the dress code in effect at Saints Peter & 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. Saints Peter & Paul Logo sweatshirts are permitted.
- (4.) Stockings or socks, which can be cuffed, must be worn with shoes or sneakers. White or navy tights are also allowed. **Sneakers or shoes are permitted. Platform shoes or platform sneakers are NOT allowed.** All students must wear socks. **Leggings may only be worn for warmth under skirts.**
- (5.) Girls may wear skirts, skorts, jumpers, uniform dresses or dress pants all year long.
- (6.) Striped, bright colors, polka dots, etc. on undergarments will 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 15th and from May 15th 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. Saints Peter & Paul Logo sweatshirts are permitted.
- (4.) Socks must be worn with shoes or sneakers. All socks must cover the ankle.
- (5) Navy blue dress shorts of a modest length may be worn from September through

October 15th and from May 15th until the end of school. A belt must be worn with a white or navy tucked in uniform shirt.

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

(7) 8th grade boys may wear a plain white button down shirt and a tie, neatly tucked into uniform navy blue slacks.

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

ALL:

(1.) One day per month will be designated as “Jeans Day or Comfy Day” Students may wear neat, clean blue jeans, sweat pants, sneakers and/or 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. Students may still wear their school uniform on these days.

(2.) Exotic or extreme hairstyles, as determined by the principal, are not permitted at Saints Peter & Paul. Parents will be notified and expected to cooperate with the school’s dress code. **Dyed hair, hair extensions, glitter, scarves, or feathers are not allowed on girls or boys.** It is inappropriate for an elementary school child. Parents will be notified that the student must immediately discontinue dying his/her hair and attempt to remedy the color.

(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.** Hoop earrings are not allowed, nor are earrings in multiple piercings, or evidence of facial piercings. 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 grade 8 sweatshirt daily from October 15 through May 15.

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

PE (K-2)

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

PE (3-8)

STUDENTS WILL WEAR PE CLOTHES ONLY ON PE DAYS. The PE 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 the entire mid-section and shorts are required to be of a respectable length. Students out of uniform will have the PE grade on the report card reflect this. Logo tees and shorts are available from the school store on our website.

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, Walmart, Target, Old Navy, J.C. Penney, Flynn O'Hara, and Land's End and French Toast.

STUDENTS ARE NOT PERMITTED TO WEAR:

- *flip-flop sandals
- *high top sneakers (except on Jeans or Comfy days)
- *open back shoes, platform shoes or sneakers
- *tank tops, halter tops, spaghetti straps, or bare shoulder tops, low-cut tops
- *T-shirts with inappropriate writing
- *tennis shoes that convert to roller skates
- *biker shorts
- *sweat pants (except on Jeans Days)
- *shorts
- *pajama pants (except on Jeans or Comfy days)
- *yoga pants/leggings
- *make-up, hats or head scarves/wraps
- *short skirts or dresses, or extremely tight clothing

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 AND CODE OF CONDUCT

CODE OF CONDUCT

Realizing that self-discipline is learned gradually only when one respects oneself, Saints Peter & Paul dedicates itself to encouraging a healthy knowledge and the 4 R's: RESPECT FOR SELF, RESPECT FOR OTHERS, RESPECT FOR THE ENVIRONMENT, AND RESPONSIBILITY FOR ONE'S ACTIONS.

To realize these goals students are expected to:

(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 bullying, 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. It provides an opportunity to practice grace and courtesy toward others.
- (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 reputation and the school's reputation.
- (12) Respect fellow students, teachers, staff, and administration.

BULLYING AND 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.

Anti-Bullying and Anti-Harassment Policy:

The [NYS “Jack Reid Law: Protect All Students Act”](#) was signed into law by Governor Hochul on October 23, 2025. This bill protects all elementary, middle school and high school students in New York from harassment and bullying by other students. Our school has the following policies in place that meet the requirements of this law.

Anti-Bullying and Harassment Statement

Our school strives to provide a safe environment for all individuals. All students and employees are to be treated with dignity and respect. Bullying or harassment of any kind will not be tolerated on school property or at school functions.

Anti-Bullying and Prevention Programming

Our school maintains an environment that reflects the values of dignity, respect, and the inherent worth of every person created in the image and likeness of God. In accordance with the *Jack Reid Law: Protect All Students Act*, our school has implemented an anti-bullying and harassment policy that applies to all students. We also have an **anti-bullying and prevention program** designed to:

- Promote awareness among staff, students, and families.
- Provide training and resources for recognizing, reporting, and responding to bullying and harassment.
- Establish a safe and inclusive environment that supports the ongoing mission of preventing and eliminating bullying behavior.
- Offer ongoing opportunities for education and restorative practices.

Annual staff training is provided to recognize, report, and respond to student bullying and harassment.

Definition of Bullying

- **Bullying** is defined as repeated or systematic abuse and/or harassment of another student or group of students that involves a real or perceived power imbalance. A student is being bullied when they are exposed repeatedly and over time to negative actions by one or more students.

Definition of Harassment

- **Harassment** is the creation of a hostile environment by conduct or by threats, intimidation or abuse, including cyberbullying, that (a) has or would have the effect of unreasonably and substantially interfering with a student's educational performance, opportunities or benefits, or mental, emotional or physical well-being; (b) reasonably causes or would reasonably be expected to cause a student to fear for their physical safety; (c) reasonably causes or would reasonably be expected to cause physical injury or emotional harm to a student; or (d)

occurs off school property and creates, or would foreseeably create, a risk of substantial disruption within the school environment, where it is foreseeable that the conduct, threats, intimidation or abuse might reach school property. For purposes of this definition, the term "threats, intimidation or abuse" shall include verbal and non-verbal actions.

Bullying and harassment include **physical, emotional, social, or cyber** forms of harm, such as:

- Physical: intentional harm to another student's body or property
- Emotional: intentional harm to another student's emotional well-being
- Social: intentional harm to another student's group acceptance or relationships
- Cyber: bullying or harassment that occurs through any form of electronic communication

Examples of behavior that may constitute bullying or harassment when they meet the definitions (repeated, power imbalance, harmful impact; would reasonably be expected to cause a student to fear for their physical safety, or cause physical injury or emotional harm) may include, but are not limited to: teasing, using derogatory nicknames or slurs, spreading rumors or demeaning stories, social exclusion, intentional destruction of property, or sharing demeaning content online.

- Note: Age-appropriate conflict, isolated incidents, or mutual disagreements do not automatically constitute bullying or harassment; these will be addressed through appropriate behavioral or restorative responses.

Definition of Retaliation

- Inappropriate behavior toward any individual who in good faith reports bullying or harassment or assists in any investigation of suspected bullying or harassment.

How to Report Incidents of Suspected Bullying and/or Harassment

All reports of bullying or harassment will be taken seriously and addressed promptly.

- Any student who believes they are a target of bullying and/or harassment or has witnessed another student they believe is being bullied or harassed by another student or students should immediately tell any school employee about the incident(s) either verbally, by email, or in writing.
- Parents who have heard reports of student bullying or harassment from their child or have witnessed incidents that could be student bullying or harassment should report the incidents to any school employee verbally or in writing as soon as they are made aware of the incident.
- Any suspected incidents of student bullying and/or harassment shared with or witnessed by a school employee will be shared with the [principal, head of school, principal's/head of school's designee] by the end of the next school day.

Investigation Process

- Upon receiving a report of suspected student bullying, harassment, or retaliation, the principal will investigate the incident promptly by interviewing all parties separately.

- The parents of all students involved will be notified.
- If it is determined that student bullying or harassment has occurred, the child who bullied or harassed another student is subject to consequences as the school deems appropriate. The principal will take immediate steps and appropriate follow-up action reasonably calculated to ensure that any confirmed bullying and/or harassment conduct will stop and ensure the safety of the student or students, including retaliation against any individual who in good faith reports such bullying or assists in the investigation.
- The principal shall notify the targeted student and his/her parent/guardian of the outcome of the investigation in an age-appropriate manner.
 - 1) If bullying/harassment occurred, any specific consequences given to the student(s) who bullied or harassed the targeted student will not be shared.
- Parents should be advised to contact the appropriate law enforcement agency, if warranted. If determined necessary, the principal should contact law enforcement.
- Referral to counseling should be made for all parties if deemed necessary.
- The principal] must follow up to see that the offending conduct has stopped.
- All students will be notified that retaliation against anyone who makes a report will not be tolerated and those that retaliate will be subject to disciplinary actions.
- Any proven bullying or harassment incidents will be reported to the Superintendent's office, including any escalation to law enforcement.

Documentation of Suspected Incidents

- Any school employee who witnesses or receives a report of suspected student harassment or bullying, either verbally or in writing, will submit a written report of the incident to the [principal, head of school, principal's/head of school's designee].
- Documentation of all reported incidents, investigations, and responses related to suspected bullying or harassment will be created by the [principal, head of school, principal's/head of school's designee].

False Reports:

- Any student who falsely reports bullying or harassment may be subject to disciplinary action, which may include suspension or expulsion, and, if warranted, referral to local authorities.

DISCIPLINE

- Saints Peter & Paul's administration and faculty pledge themselves to the value of restorative justice 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.

- Discipline begins at the classroom level. The school principal may become involved in discipline matters in cases of truancy, consistent tardiness, consistent disregard of school, classmates, or classroom regulations, moral problems, and destruction of school property. In cases of serious and consistently inappropriate behavior, the principal will meet with the student, the teacher and any witnesses, and contact parents. An Incident Report will be completed and sent home for parental review and signatures. The principal may further outline 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 Saints Peter & Paul Family.
- The school principal will suspend "in-house" any child who is consistently insubordinate and/or disorderly and any child who bullies, harasses, harms, endangers, or threatens the health, safety, and morals of himself/herself or of others. Illicit use of drugs or damage to property will also trigger suspension or expulsion. Parents will be notified in writing or by phone at least the day before the in-house suspension would be served, and may be required to meet with the principal. An in-house suspension will be supervised by a substitute teacher paid for by that student's parents.
- A child may be expelled by the principal in conjunction with the pastor 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 when the student's behavior presents a danger to himself, his fellow students, or the faculty and staff.

DETENTION

Lunch detention may be assigned to middle school students (grades 6-8) if a student has failed to complete 3 or more homework assignments in a trimester, or if unruly dining hall behavior warrants it. If your child is to serve detention, we will notify you personally by phone, as well as sending home via email a behavior notification. Lunch detention will be determined by both the teacher and the principal, at their discretion. 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 and eat in silence and reflect upon their infraction until the end of the lunch and recess period.

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 and Department of Catholic Schools** will be notified immediately. 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. An Incident Report will be completed.
- 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 required.
- A letter of explanation to all parents may be sent home as soon as possible.

WEAPONS

Saints Peter & Paul will not tolerate the possession of any dangerous or potentially dangerous weapons in 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 Saints Peter & 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 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, prescription drugs, non-prescription 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, including, but not limited to contacting local law enforcement.

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 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, beepers, ipods, ipads, Apple watches, tablets 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 at school. Each Homeroom teacher will collect phones, smart watches, etc. and each student will put their turned off device in the basket that will be brought to the office each morning and picked up each afternoon at dismissal. **A violation will result in the cell phone being kept for the remainder of the week and returned to the parent at week's end.**

SCHOOL PROPERTY

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 Saints Peter & 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.**

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 buses 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 2:00 P.M., 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 eSchoolData 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.

Family Folder System

In an effort to keep all parents/guardians informed, the school will be submitting information to families via the Family Folder. The Family Folder will go home at least once a month on Thursdays. Parents/guardians are asked to sign and return the folder the next day. There may be some weeks when there will be no information sent home. When necessary, if you need a notice to go home, please have it in the office by **Monday at noon or earlier if possible to go home in the family folders.**

Newsletter

A weekly newsletter from the principal is sent out via email while classes are in session.

Photographs and Videos

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 the Amherst Police Department regarding how to conduct these drills in a safe manner for students and faculty. 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.
- 2) If you are running an activity, you must acquire a code from the parish or school 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 the 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 9:00 PM unless special permission is given by the parish office or school office.

LOCKERS

Lockers are the property of Saints 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 if necessary. **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 school 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

Please have your student bring their lunch to school if they do not plan to access the hot lunch program. 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 to heat lunches. Please have your student let the Homeroom Teacher know at the end of each week if they will be ordering lunches for the following week. A lunch count is then provided to the Cafeteria. Should your child forget their lunch, a lunch can be provided for them. We are very close to approval of a free breakfast and lunch program. Menus will be sent home on a weekly basis. If it is not approved, we will send out instructions for paying for lunches. All students will eat in the Cafeteria. Please notify the school if any students have a food allergy. Students will be asked to stay in their seats to eat lunch and to dispose of any trash in the garbage cans that will be provided.

NO soda or pop is to be brought to school by students.

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.

Food Allergies

“Peanut Safe” tables are provided at one end of the cafeteria. Photos and data on each child with severe allergies are kept in the cafeteria kitchen, the nurse’s office, and the main office. Teachers and aides are also advised of allergies. **Saints Peter & Paul School 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

- **A school nurse is onsite on a part-time basis.** The function of the school nurse 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. When a school nurse is not available, first aid is provided through the school office.
- **2026-27 School Year New York State Immunization Requirements**
All children must be age-appropriately immunized to attend school in New York State. The number of doses depends on the schedule recommended by the Advisory Committee on Immunization Practices (ACIP). Intervals between doses of vaccine must be in accordance with the “[ACIP-Recommended Child and Adolescent Immunization Schedule](#).” Doses received before the minimum age or intervals shown on the schedule are not valid and do not count toward the number of doses listed below.
- **Use and storage of prescription and non-prescription medicines** In all cases, any medicine must be accompanied by a doctor’s note and directions for administration, and the original container in which the medicine must be kept. Only a nurse or office staff may administer medicines.
- **Food and other allergies must be documented on medical records** and every effort will be made to protect the health and safety of an allergic student, by providing information confidentially to administration, teachers, and the lunchroom supervisor. A “peanut free” table will be provided for use at lunch time.

School Records

School and Attendance records are maintained and will be transferred to other schools upon receipt of a written and signed request from the school to which a student transfers. All fiscal responsibilities toward Saints Peter & Paul School must be satisfied prior to the transfer of records.

Child Custody

Where specific conditions of custody or restraining orders exist, Saints Peter & Paul School requires documentation to assure compliance with the law. Custodial parents or guardians must also document any other party who may pick up the student in the case of emergency.

Emergency Contact Information

Parents and guardians are required to complete an Emergency Contact Information form for each student, identifying those individuals who may pick up the student if the parent or guardian is unable to do so.

RIGHT TO REVISE

The Administration of Saints Peter and Paul School reserves the right to amend and alter this document at any time.