



***St. Christopher Catholic School...
Where Faith and Excellence Flourish***

PARENT-STUDENT HANDBOOK 2023-24

St. Christopher School Philosophy:

“BUILDING ON A TRADITION OF EXCELLENCE”

Our program of Catholic education relies on the basis of proven success and innovative educational experiences. We develop in our students a strong foundation in their faith and the skills to become lifelong learners.

St. Christopher Catholic School

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ST. CHRISTOPHER CATHOLIC SCHOOL

MISSION STATEMENT

WE AS A CATHOLIC SCHOOL COMMUNITY:

BELIEVE -- that each student enrolled at St. Christopher School is a unique and important person and that every facet of his/her life -- spiritual, emotional, intellectual, social and physical should be developed.

SEEK -- to help each individual develop as a thinking, caring Christian who respects all life and has the desire and ability to contribute constructively to the betterment of our world.

REALIZE -- that the educational process goes beyond the school. Thus, the development of a shared commitment from the community, parents and school is a necessary ingredient in achieving these goals.

If children live with acceptance, they learn to love.

INTRODUCTION

FOREWORD:

This Student and Parent Handbook is provided to inform you of rules, policies, procedures, guidelines, and other information you may need or for which you are responsible during the school year. Answers to many frequently asked questions may be found herein, and we encourage you not only to carefully review the handbook but to keep it readily available for reference throughout the year. If you have questions or concerns that are not addressed in the handbook, you are encouraged to contact the teachers or administrators in the school. The administration reserves the right to modify its rules, policies, procedures, or guidelines as published in this Handbook. Modifications made during the school year will be publicized through notices sent home, the website, and other forms of communication.

- Effective collaboration and communication with families as partners in the education of their children is essential to the success of our school and its students.
- Catholic schools recognize parents and families as the primary educators of their children.
- The development of curriculum, design of instructional activities, and the use of assessment measures are focused on learning opportunities and feedback to assist student achievement.

WELCOME:

We are honored that you have entrusted your child's education and care to St. Christopher Catholic School. We look forward to serving your family and the community by providing each student with the opportunity to achieve excellence. Establishing high spiritual, academic, and behavioral expectations are important aspects of creating an environment of excellence for our school community. We accomplish this by requiring these expectations be met every day without exception, so it is crucial that students, parents, teachers, staff and administrators all know and understand what is expected. The expectations and responsibilities for both parents and students are spelled out in this handbook as a definitive guide regarding the policies and procedures that govern the school. It is a requirement that all members of the school community read the handbook so that all parties are aware of their responsibilities, the school's policies and procedures, and the consequences associated with not abiding by them.

SCHOOL POLICIES

UNIFORM POLICY:

Saint Christopher Catholic School has developed standards of dress that promote human dignity, cleanliness, and good health. **Parents, please follow this policy and check your children daily.** Adherence to every detail of the dress code is mandatory. Students are expected to arrive at school in dress code.

While the students of Saint Christopher Catholic School are in uniform, they are representatives of our school. Because our students take pride in themselves and their school, we expect our students to represent themselves and their school in a positive manner; therefore, while students are wearing the uniform in a public forum, they are to remain in dress code and are not to participate in any behavior that would disgrace our school. If a student is wearing any piece of the uniform, he/she is to be in full uniform, or he/she is subject to the same disciplinary consequences as during the school day.

Wearing a uniform is part of the Catholic tradition and is an integral part of focusing the students' attention on education. Coming to school in uniform is the expectation. Addressing dress code and personal appearance violations needlessly distracts from classroom instruction for your student and others in the classroom. Refusal to follow the dress code and personal appearance policy is an act of defiance, and therefore, students who refuse to follow them will incur the normal consequences for behavior, up to and including suspension and expulsion.

Boys and girls are required to wear uniforms. They are available from:

- Dennis Uniform Company dennisuniform.com

****At no point may anything be added to the uniform that is distracting to the learning environment. All students must be in full uniform upon entering the building and stay in full uniform until after dismissal. There will be a uniform check each morning in homeroom. Students not meeting uniform code will be asked to call home or make appropriate changes.**

PRE-K:

Students should wear comfortable school appropriate clothing.

Footwear:

- Rubber soles only. No open-toed shoes or strapless slip-on shoes or flip flops.
- Sneakers must be worn to school on P.E. day

BOYS: GRADES K-8

Hair: Hair must be above and not touch collar; must be above ears and eyes: must be able to see eyes. Nothing added to the hair that could be deemed as distracting to learning.

Pants: Must be navy blue. No jean, No jean style, No corduroys and No cargo pants.

Belt: Grades 5-8- must have a belt – solid black, blue or brown with basic buckle. (no “Bling”)

Shirts: **Please note: St. Christopher School emblem is the only acceptable symbol on any shirt.**

- White or navy blue polo shirt with logo
- Undershirts must be plain white, with no writing.
- All shirts must be completely buttoned and tucked in.
- Boys Grades 5-8 White buttoned-down shirt November-April

Sweaters: White or navy blue cardigan or St. Christopher style through Dennis Uniform Company

Vest (optional): Navy blue vest with logo through Dennis Uniform Company

Sweatshirts & Fleece: St. Christopher styles ONLY. No St. Christopher sport's sweatshirts are allowed to be worn with the school uniform.

Socks: Solid colors only in white, navy or black. Crew or ankle socks only (**MUST COVER ANKLE**) **“NO-SHOW SOCKS” ARE NOT ALLOWED.**

Ties: For grades 5-8 November-April. Purchased through Dennis Uniform Company

Footwear:

- Must be clean and presentable at all times. Rubber soles only.
- Laced shoes MUST be tied. No strapless slip-on shoes, no crocs.
- All students in grades 3-8 may wear dress shoes; top-siders, loafer, Oxford style or boat shoes
- Sneakers will be allowed

Shorts: Navy blue walking shorts. No cargo style. **Shorts allowed from the first day of school until October 31st and from May 1st until the last day of school.**

Miscellaneous: No tattoos, including fake tattoos.

GIRLS-GRADES K-8

Jumper/Skirt: Gr. K-4 uniform **jumper only (No skirts)** purchased through Dennis Uniform Company

- Gr. 5-8 uniform **skirt or skort**

Shorts: Navy blue walking shorts from the **first day of school until October 31st** and **from May 1st until the last day of school.**

All skirts must reach the knee.

Blouses:

Gr. K-4

- Plain white uniform or button-down collar.
- Plain navy blue or white polo when worn under the jumper.
- Polo in white or navy blue with logo when worn with pants or shorts.

Gr. 5-8

- Uniform style, button down
- Polo in **white or navy blue with logo.**

St. Chris emblem is the only acceptable symbol on any shirt.

All shirts must be completely buttoned and tucked in.

Pants:

- Dark navy blue chino slacks only. Leggings, stirrups, jeans, jean-style, corduroy, and cargo pants are not allowed. These can be worn in place of skirts or skorts from **November 1- April 30th.**

Sweater: White or navy blue cardigan or St. Christopher style through Dennis Uniform Company.

Vest (optional): Navy blue vest with logo through Dennis Uniform Company

Sweatshirts & Fleece: St. Chris styles **ONLY.** St. Chris sports sweatshirts are not allowed to be worn with a uniform.

Socks: Solid color-white or navy blue **KNEE SOCKS** or tights to be worn with jumpers or skirts. White ankle socks that cover the ankle bone may only be worn from the beginning of school until October 31st and from *May 1st* until the last day of school. **NO “NO-SHOW” OR CREW SOCKS ARE ALLOWED.**

Jewelry/Earrings: No necklaces may be worn that cannot lay under the shirt. No large and chunky necklaces or bracelets. *Stud style and small presentable earrings.* No more than 2 earrings per ear.

Belt: Girls who choose to wear a belt, must have one of a solid color – black, blue, brown, or white with basic buckle. No bling.

Footwear:

- Must be clean and presentable at all times. Rubber soles only.
- Shoes must have backs; no clogs, no crocs, no flip-flops. No heels higher than 1”.
- No open toed shoes. Laced shoes **MUST** be tied. Sneakers will be allowed.
- If boots (including Uggs) are worn to school, a change of shoes must be brought.

Make-up: NONE TO BE WORN IN SCHOOL. No colored lip gloss.

Nail Polish: No nail polish or artificial nails may be worn in school.

Hair: No bandanas. Headbands without extra adornments are allowed. **No feathers. No colorful, unnatural hair-dyes.**

Nothing added to the hair that could be deemed as distracting to learning.

ST. CHRISTOPHER SPORT TEAM SWEATSHIRTS/T-SHIRTS MAY NOT BE WORN AS A UNIFORM

PHYSICAL EDUCATION UNIFORM

ALL STUDENTS K-8

- St. Christopher School issued navy blue uniform shirt or plain navy blue tee shirt.
- Navy blue athletic shorts
- Sneakers with laces or Velcro. NO PLATFORM SNEAKERS.
- Plain white, black or navy blue socks NO “NO-SHOW” OR CREW SOCKS ARE ALLOWED.

Please Note:

Kindergarten through 2nd grade MUST wear their Phys. Ed. uniform to school on their scheduled Phys. Ed. days. They will remain in this uniform for the entire day.

NO JEWELRY OR WATCHES ARE TO BE WORN DURING PHYS. ED. CLASSES. THE SCHOOL IS NOT RESPONSIBLE FOR ANY LOST ITEMS.

DRESS DOWN DAY / FIELD TRIPS

Students are representing our school both on and off campus and therefore must comply with the school uniform policy. **All students will be expected to wear the proper school uniform on a field trip unless otherwise indicated by administration or faculty.**

Note: Bare/cold shoulder tops (tank, halter etc.) crop tops & hats are not allowed. No clogs, crocs, flip flops, open back shoes.

Students must still come prepared with normal P.E. uniform.

Dress down clothes will not be acceptable in physical education classes.

****Students not following the dress down/field trip dress code will be sent to the office to call home for appropriate clothes or given a school PE uniform to change into.**

COMMUNICATION

Wednesday Communication

In order to limit the number of announcements sent home with the students, an email will be sent out every Wednesday afternoon from the school office through School Messenger. Information related to a specific grade level may be sent home by homeroom teachers on a regular basis.

SCHOOL OFFICE HOURS:

Monday – Friday ~ 7:30 am – 3:30 pm
693-5604

SCHOOL TELEPHONE:

We make every effort to keep interruption of the instructional program to a minimum. Therefore, students and teachers will not be called to the phone during the school day.

The office phone is a business phone and students are permitted to use it only in case of an emergency. Forgotten homework, athletic equipment, etc. do not constitute emergencies. Arrangements for after-school visits with friends should be made at home.

The school office will call the student's home for missing lunch or eyeglasses. To develop responsibility, students may not call home for lunches, homework, gym clothes, changes in activities, etc., unless requested to do so by a teacher or the administration.

- If cell phones are brought to school, they must be turned off and collected by homeroom teachers each day. They are returned to students at the end of the day.
- See the page on Cell Phone/Electronic Devices policies listed in this handbook for further information.

REGISTRATION

Admission:

ST. CHRISTOPHER SCHOOL NON-DISCRIMINATION POLICY

Catholic schools in the Diocese of Buffalo shall not discriminate on the basis of race, sex, color, national and ethnic origin, age (in accordance with the law), and physical or learning disability, if with reasonable effort on the part of the school, the disabled person could be accommodated.

1. Pre-Kindergarten and Kindergarten registration will begin in December for the following September.

2. Current families who wish to enroll new students in Kindergarten need to complete an registration form. Kindergarteners may participate in a screening held in June. Any student who does not test as Kindergarten ready will have their deposit refunded.
3. Parents who wish to enroll new students in grades 1-8 should call the school office to set up a conference with the Principal.
4. Records from the previous school must be brought at the time of the conference.
5. **A new student who transfers into St. Christopher School will be on a 3-month probationary period.**
6. **Acceptance for the remainder of the year is given only if behavior and academics are at a level which is commensurate with our standards.**

Withdrawal:

It is expected that the office will be contacted in writing when withdrawing children from St. Christopher School. The education of a student is a partnership between the parents and the school. Just as the parents have the right to withdraw a child if desired, the school administration reserves the right to require the withdrawal of a student, if the administration determines that the partnership is irretrievably broken.

Student Withdrawal on Grounds of Parental/Guardian Behavior:

Normally a child is not to be deprived of a Catholic education or otherwise penalized for actions of parents. However, in the instance where parents/guardians detrimentally impact the school's ability to effectively serve its students, the parents/guardians may be requested to remove their student from the school for ANY of the following reasons:

- Refusal to cooperate with school personnel; or
- Refusal to adhere to diocesan or local policies and regulations; or
- Interference in matters of school administration or discipline

In all cases, reasonable effort to elicit the minimum requisite parental/guardian cooperation shall be made and documented. The principal must verify that parents/guardians cooperation shall be made and documented. The principal must verify that parents/guardians were informed to terminate the inappropriate behavior and begin cooperation with the school or this policy would be enforced. If such effort does not correct the situation, then after consultation with the Superintendent, the principal may require the parents/guardians to withdraw the child. Documentation signed by the principal and parents/guardians as well as any other information or evidence of consultation with the parents/guardians on the matter must be retained on file.

TUITION

Tuition Information: The annual tuition at St. Christopher Catholic School is determined after much prayer and consideration by the finance committee, administration and school board. Every effort made to keep the financial obligations of families reasonable while affording them a quality Catholic education from highly qualified teachers and staff. The cost per pupil to educate a child at St. Christopher School in 2023-2024 is approximately \$6,700. A generous parish contribution greatly reduces the actual per student tuition cost to the families in K-8 * All tuition payments will be arranged with F.A.C.T.S. tuition management program.

Registration forms cannot be processed without the accompanying enrollment/textbook fees.

<u>Enrollment/Textbook Fee</u>	<u>Program Fees</u>
Non-Refundable- separate from rate of tuition \$175.00 per student, due on or before September 1, 2023	Non-Refundable, due on or before September 1, 2023 Technology Fee- \$100.00 per student

**Families agree to reimburse St. Christopher School the fees of any collection agency, which may be based on a percentage at a maximum of 33% of the debt, and all costs and expenses, including reasonable attorney's fees we incur in such collection efforts.

Grades K- 8 ~ Parishioner Rate ~ Per Student

	Yearly	Monthly
1st Child	\$4,350.00	\$435.00
2nd Child	\$7,410.00	\$741.00
3rd Child	\$9,920.00	\$992.00
<i>Each additional child thereafter</i>	\$1,500.00	\$150.00

Non Parishioner Rate is \$5, 510 per K-8 student.

Pre- Kindergarten Full Day 3 and 4 Year Old Program Tuition

(Not eligible for tuition assistance)

	Yearly	Monthly
Per Child PreK 3	\$6,300.00	\$630.00
Per Child PreK 4	\$6,000.00	\$600.00

Tuition Discounts & Assistance

Families are encouraged to complete BISON Fund Applications

*Information is available in the school office, please note there may be limited availability.

\$150.00 discount per family on Pre-K Tuition, if a sibling is enrolled in Grades K-8	\$150.00 discount if tuition is paid in full by August 31, 2023
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TUITION PAYMENT POLICY

All families are required to register with FACTS Tuition management Program

1. The 10-month tuition payment period starts August 15th and ends May 15th.
2. Completed tuition contracts and fees must be paid in full at time of registration or by March 15th.
3. Tuition payments made on a monthly schedule will be processed through FACTS and automatically withdrawn.
4. No student may start school in September unless **all** financial obligations (tuition, fees, etc.) are current or you have met and made arrangements with the school bookkeeper.
5. Seriously past due accounts will be referred to the pastor for review and action.
6. Failure to cooperate in a timely fashion with Tuition Contract Payment Plans will result in:
 - a. Initiation of collection proceedings
 - b. Dismissal of the student(s) from the school

AFTERSCHOOL PROGRAM

Grades PreK 3 through 8

KIDS KARE at St. Christopher Catholic School!

We take pride in providing our students with a unique and memorable learning experience... Our excellent teachers will make sure that every child's learning needs are always met.

After School: 2:30-5:30 PM (See website for current pricing)

**Gymnasium activities, Arts and Crafts, Stream Activities, Playground Activities, Study Time
Snacks and Drinks**

Kids Kare Phone Number 716-364-5794

ATTENDANCE

SCHOOL HOURS

Pre-kindergarten – grade 8 ~ 7:15 A.M. - 2:30 P.M.

St. Christopher Catholic School has developed this Attendance Policy in accordance with New York State Education Law – Section 3205. This comprehensive attendance policy will help to uphold the philosophy of our school, as stated in the beginning of this handbook.

It is the responsibility of the parent/guardian to ensure their child attends school regularly. Regular attendance is essential to the academic success of your child. Parents should plan family vacations and doctor's appointments during regularly scheduled school holidays and breaks. Students are expected to be present for the entire time school is in session according to the school year. Attendance will be checked and recorded daily for all students. **Saint Christopher Catholic School requires that parents call the school office at 716-693-5604 by 8:00 am to report your child's absence.**

1. Objectives:

- A. To ensure the maintenance of an education record verifying the attendance of all children at instruction in accordance with Education Law 3205
- B. To establish a practical mechanism for St. Christopher Catholic School to provide accountability of all students throughout each school day
- C. To ensure sufficient pupil attendance at all scheduled periods of actual instruction or supervised student activities

2. Strategies to Meet Objectives:

- A. Use of a daily register of attendance (computerized or written)
- B. Use of a recording system in departmentalized grades
- C. Use of a recording system for excused or unexcused absence for a day or portion thereof
- D. Use of a recording system for tardiness or early departure
- E. Use of a recording system for each scheduled day of instruction
- F. Use of dates for entries and withdrawal of enrollment

3. When Attendance Will Be Recorded:

- A. In Homeroom each morning

4. Determination Of Which Absences Are Excused And Which Are Not:

Excused absence shall include:

- A. Sickness
- B. Sickness or death in family
- C. Required to be in court
- D. Approved high school or college visits
- E. Religious observance
- F. Attendance at health clinics
- G. Take your child to work day as per school policy

Unexcused absence shall include:

- A. Unlawful detention

- B. Truancy
- C. Suspension
- D. Vacations
- E. Competitive tournaments

5. Description of School Policy Regarding Attendance and Course Credit:

Schools within the Diocese of Buffalo Catholic Education system believe that student attendance in school increases student success. In order for each student to develop his/her personal talents and pursue academic success, foster responsibility and leadership, we encourage parental/guardian support in the educational success of children.

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, and have NOT met periodically with school administration, are in jeopardy of retention. It is the **parent/guardian's responsibility to notify school administration of an attendance concern and to request such a conference**

6. Description of Incentives/Sanctions to Be Used:

- A. Regular attendance determines participation in special occasion days or events.
- B. Regular attendance determines promotion.
- C. Excessive irregular attendance warrants notification of proper authorities.

7. Description of Notification of Parents/Guardians:

- A. Parents/guardians notify school for absence and/or tardiness **BY 8 A.M. DAILY**.
- B. School calls parents/guardians if parent/guardian has not called.
- C. Students who are tardy **MUST REPORT** to the Main office.
- D. A written excuse must be completed by the parent/guardian giving a specific reason for absence/tardiness within **3 days**.
- E. If an excuse is not received within **3 days**, the absence is recorded as **unexcused**.
- F. Unexcused absences/tardiness is recorded in the school register of attendance.

8. Description of the Development Process for Intervention Strategies:

Personnel will keep the administration aware of persistent attendance problems or patterns. The school notifies the parents of the problem and pattern. If the problem or pattern continues, the school administration will notify proper authorities.

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

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

10. Absences:

If a child is to make progress, he/she must attend classes regularly, as New York State requires. Only serious reasons of health or family emergencies should keep a child home. New York State indicates that the only legal absences are illness, death in the family, and necessary attendance in court. Other legal days of absence are emergency closings due to weather, sickness, etc. Children's absences for the purpose of family trips and/or competitive tournaments are illegal absences and so indicated in the attendance registers. All absences, legal or otherwise, require a written excuse, which shall be given to the homeroom teacher upon the return to school. All written excuses will contain:

- Name of the absent child
- Date(s) of the absence
- Reason for the absence

- Signature of the parent/guardian

LATE ARRIVAL/EARLY DISMISSAL:

Tardiness is disruptive to the learning environment and should not occur absent exceptional circumstances. Excessive tardiness or early dismissal may affect your financial assistance or re-enrollment for the next year.

Tardiness: Students who arrive after 7:45 a.m. must register their arrival in the school office, be signed in by a parent or guardian, and should submit a note explaining the exceptional circumstances. Students will then receive a late pass and *are to check in with their homeroom teacher before proceeding to class*. Excessive tardiness or tardiness without reasonable excuse may subject the student to appropriate disciplinary procedures at the discretion of the administration.

Early Dismissal Procedures: Every effort should be made to schedule appointments after school hours. In the event that this is not possible, a written request must be sent with the child on the morning of early dismissal. Students can only be picked up by a parent/guardian or an authorized adult. The person must report to the main office to sign out the student. The student will remain in class until the parent arrives at the school to pick up the child. Changes in dismissal must be made to the homeroom teacher each morning. If the child returns to school during the school day, he/she must be signed back into school in the office.

Ineligibility due to Absence: A student who is absent from school on a given day cannot participate in an extracurricular activity (sports, clubs, etc.) on that same day. A student must be in school for at least half of the school day in order to participate.

Family Vacations:

The school calendar provides for extended weekends throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child's learning process. Missed assignments are the student's responsibility. No assignments will be given in anticipation of the vacation. **Missed work will be provided upon the return of the student to school.**

EMERGENCY SCHOOL CLOSINGS

All emergency school closings will be announced on the following stations: , WGRZ, WKBW and WIVB. If the closing is due to inclement weather, etc., it is announced as Sweet Home Schools (St. Christopher is part of the Sweet Home School District). If the problem is specific to St. Christopher (heat, water etc.) the TV will announce "St. Christopher School, Tonawanda." When our school is closed, we will also send out a School Reach message to our families and post a notice to our Facebook page. If you are a resident of another district (Williamsville, Starpoint, etc.) and your district is closed, you will NOT have bus service and your child will need transportation to and from school.

St. Christopher School reserves the right to hold school even if Sweet Home Central School District is closed. Parents will be notified if this is to occur.

ARRIVAL AND DISMISSAL

A. Bus: For a safe and enjoyable ride to and from school, children should be reminded frequently about good behavior on the bus:

- ◆ Remain seated until the bus stops.
- ◆ Keep the aisles clear.
- ◆ Use quiet voices and appropriate language.
- ◆ Follow directions of the bus driver.
- ◆ Enter and leave the bus in an orderly manner.
- ◆ Keep hands and personal belongings away from open windows.

Certain musical instruments are allowed but must be placed on the student's lap or vertically on the floor between the seat rows and held between or alongside the student's legs.

NOTE: School districts do NOT allow students from other districts to ride on their buses.

B. Bicycles:

Bicycles should be parked in the bike racks and locked. The school is not responsible for bicycles that may be stolen or damaged.

C. FAMILY VEHICLE- AM- Morning Drop Off: 7:15 AM - 7:45 AM

- Pre-Kindergarten Students and siblings are to be dropped off at the Pre-Kindergarten doors. Families are to park in the center of the school parking lot.
- Kindergarten students and their siblings are to be dropped off at the main LINK doors. Families are to drive into the parking lot and drop their children by the Parish Center where a teacher will be waiting. Parents should remain in their vehicles.

D. DISMISSAL PROCEDURES:

Students will be dismissed in the following order;

- **BUS STUDENTS-** As called- Grades K-4 then Grades 5-8
ALL BUS STUDENTS EXIT FROM THE PRE-K DOORS
- **PICK-UPS/CAR RIDERS-**
 - Parents may enter and park in the school lot AFTER all buses have departed at approximately 2:30.
 - Pre-Kindergarten students will be dismissed at 2:15 from the Pre-K doors.
 - Pre-K families are asked to form a line outside the Pre-K doors along the Irvington side of the school building.
 - Students in grades K - 8 will be dismissed from the Main Office, the LINK door.
 - Families of students in grades 1 - 8 are asked to park in the lot and wait in the pick up line to get their child.
 - Students will not be released to anyone other than their parent/guardian unless the teacher or office received a note indicating permission by the child's parent/guardian.

If you must change your child's dismissal plan, please notify your child's teacher with a written note or a phone call to the office. Please DO NOT leave a message on the office phone or email the office as it may not be received in time. If no one is available to take your call, please call back.

DISMISSAL NOTES:

Written notes are needed for all students whose normal school day is being altered. This includes those who are arriving late, leaving before dismissal, or changing their bus procedure. If your child is going home with a friend, both parties must send in a note acknowledging the change. **ALL NOTES MUST INCLUDE THE STUDENT AND TEACHER NAME AT THE TOP WITH HOMEROOM NUMBER, THE DATE AND MUST BE SIGNED BY THE PARENT. (See Appendix)**

ST. CHRISTOPHER CATHOLIC SCHOOL FIELD TRIP POLICY

- Field trips are designed to correlate with teaching units and to achieve curricular goals.
- A field trip is a privilege and not a right.
- There are no "traditional" field trips. Class participation in a particular field trip over consecutive years does not mean that this trip has become a school tradition.
- Individual teachers, in consultation with the Administration, reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct.
- A written official permission slip, signed by the parent, is required before a child will be permitted to attend a field trip activity. Verbal permission cannot be accepted.
- A telephone call will NOT be accepted in lieu of the proper field trip permission slip. A FAX or email of the original permission slip, completed and signed by parent, is acceptable.
- Students who are participating in the field trip must ride the bus to and from the field trip with their class. Students not on the bus may not participate in the field trip and will be counted absent for the day.
- All monies collected for the field trip are non-refundable.
- Parents who are not "official" chaperones may not drive their car to a field trip destination with the plan of accompanying the class on the field trip. Our risk management insurance company insures the "official" chaperones. Participation by unofficial chaperones jeopardizes the protection for our students and all other "official" adults on the trip. This includes the 8th grade end of the year trip.
- Parents who chaperone a field trip may not bring preschool or school-age siblings on the field trip.
- Attendance for a field trip is considered a school activity and all students are expected to attend.
- Absence from a field trip is considered an absence from school.

Chaperones:

- -Will assist the teacher with supervision
- -Must be VIRTUS trained and up-to-date with required Bulletin readings.
- -Must have a completed Code of Conduct form on file in the office.
- -Field Trips are for educational purposes and as such the child:
- -May participate in a group experience without their parents
- -Will cooperate with adult chaperones

There will only be as many parents invited as are needed to provide adequate supervision. **Please do not show up for a field trip if you are not chaperoning the trip.**

SIBLINGS ARE NOT ALLOWED TO GO ALONG ON FIELD TRIPS!

VISITORS AND VOLUNTEERS

A. Volunteer Code of Conduct:

We require every parent who volunteers with children to complete a Virtus Training Program through the Diocese of Buffalo and remain current with monthly bulletins. A Virtus Workshop session schedule is available on www.virtus.org. The Code of Conduct form and the Uniform Volunteer Questionnaire form will be kept in the school office. Any parent without Virtus certification and a completed Code of Conduct form on file may not chaperone field trips, coach, help in the dining hall, or participate in any school program involving our students. **ALL PERSONS IN A SITUATION THAT THEY WILL BE ALONE WITH CHILDREN OR SUPERVISING MUST BE VIRTUS TRAINED! NO EXCEPTIONS.**
**St. Christopher Catholic School reserves the right to select our volunteers based on our own criteria.

B. Visitors:

In order to avoid unnecessary interruptions of the class schedule, and also to safeguard your child, all visitors **MUST** sign in at the office and receive a visitor pass BEFORE going to the classroom during school hours. Whenever a visitor is in the building, no matter who they are, they MUST sign in at the office and have a visitor's badge. If you see someone other than faculty/staff who does not have a badge, please send him or her immediately to the office. If they will not cooperate, please call the office. Parents **MAY NOT** visit with teachers during student arrival time between 7:30 and 7:45 am. When a parent desires to see a teacher, an appointment must be made either directly with the teacher or through the school office. Please do **NOT** call teachers at home or on their cell phones. No child may be released from school to accompany anyone unless you fax or send a note. Please use email to contact the teachers.

LOCKER POLICY GRS. 6- 8

Lockers are the property of St. Christopher Catholic School, therefore:

1. Only magnets may be used- NO stickers or permanent markings may be made.
2. St. Christopher School reserves the right to randomly unlock, open, search and inspect lockers. The student assigned to each locker will be responsible for the locker contents and condition at all times during the school year.
3. Nothing in violation of school rules (as stated in this handbook) may be kept in lockers.
4. Lockers are assigned to students. No changes are allowed.

LIBRARY

Students are encouraged to use the library for curricular enrichment and pleasure reading. The following rules are to be observed:

1. Borrowed books are to be returned on time and in good condition.
2. Overdue books will be considered lost and payment for replacement is necessary.
3. Damaged or lost books must be paid for by the student before any other materials may be checked out.

CODE OF CONDUCT/RIGHTS AND RESPONSIBILITIES

Parents as Essential Partners:

It is the responsibility as the parent of a St. Christopher student to:

1. Recognize that the education of their child(ren) is a joint responsibility of the parents and the school community.
2. Send their children ready to participate and learn, prepared with all the necessary materials.
3. Ensure their children attend school regularly and on time.
4. Ensure absences are excused and send in a dated comprehensive note for every absence or **tardiness**.
5. Insist their children be dressed and groomed in accordance with the **uniform code**, well rested and clean each day.
6. Help their children understand that rules are required to maintain a safe, orderly environment.
7. Know school rules and help their children understand them.
8. Convey to their children a supportive attitude toward education and the school.
9. Build good relationships with teachers, other parents, and their children's friends.
10. Help their children deal effectively with peer pressure.
11. Inform school officials of changes in the home situation that may affect student conduct or performance.
12. Provide a place for study and ensure homework assignments are completed.
13. **Label** all personal supplies, gym clothing, uniforms, and lunch boxes.
14. Communicate regularly with their child's teachers and schedule a conference when they are concerned about their child's work or health. Conferences are scheduled in the fall and throughout the year as deemed necessary by the teacher or the parent.
15. Pay all fees and tuition charges at required intervals.
16. Instill Christian values and proper attitudes toward authority, conduct and learning.
17. Parents are reminded that students are requested to NOT bring to school any items, which are not needed for instructional purposes. This list includes but is not limited to electronic devices, video games, smart watches and devices, weapons or any items, which may be used as a weapon. Laser pointers are NEVER allowed in school or on buses, as they are considered dangerous. Students who persist in bringing these items to school will be subject to disciplinary measures deemed appropriate by the administration.
18. Prevent students from selling items for personal profit at school or during school activities.

Student's Rights and Responsibilities

Student's Rights	Students' Responsibilities
1. To a quality education in the least restrictive environment.	1. To attend school every day unless they are legally excused and be in class, on time and prepared to learn.
2. To a classroom atmosphere that is conducive to learning.	2. To conduct themselves in a manner that contributes to the ability of the class to learn.
3. To be treated with respect by all members of the school community.	3. To treat themselves, others and property with respect and dress appropriately for school and school functions.
4. To competent instruction that deals with the individual needs of the learner.	4. To meet the goals and objectives of the curriculum and ask questions when they do not understand.
5. To feel secure in their personal safety and integrity.	5. To respect the rules, regulations, and procedures of the school, and to seek help in solving problems that might lead to disciplinary action.
6. To experience professional, ethical relationships with all staff.	6. To conduct themselves in an appropriate manner toward staff and contribute to a respectful school environment.
7. To express themselves in a socially acceptable manner.	7. To react to direction given by teachers, administrators, and other school personnel in a respectful, positive manner, and work to develop mechanisms to control their negative emotions.
8. To a program that will improve their physical well-being in the least restrictive environment.	8. To attend the classes and participate in the programs to the fullest level of their ability.
9. To a co-curricular and extracurricular program that is based on student interest.	9. To become involved to the fullest level of their interest and ability, to seek help in solving problems that might lead to disciplinary action, conduct themselves as representatives of the district when participating in or attending school- sponsored extracurricular events and to hold themselves to the highest standards of conduct, demeanor, and sportsmanship.
10. To be given a copy of the school rules and their consequences.	10. To familiarize themselves and abide by school rules, regulations and procedures, and all district policies, rules and regulations dealing with student conduct.
11. To a clean, well-maintained educational facility.	11. To contribute to maintaining a safe and orderly school environment that is conducive to learning and to show respect toward other persons and property.

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The Dignity for All Students Act (DASA)

Effective July 1, 2012 New York State signed into law The Dignity Act. This act is intended to give students an educational environment from discrimination and harassment. It protects against all forms of harassment.

The Dignity Act will prohibit activities that create a hostile environment at school and school-sponsored events. These activities include aggressive conduct, threats, intimidation or abuse that unreasonably and substantially interferes with another student's educational performance.

The Dignity Act creates a framework for promoting a more positive school culture through sensitivity training and classroom curricula on diversity.

Teachers are required to:

- Incorporate curricula on diversity and sensitivity into lessons on civility and citizenship.
- Be trained to recognize and respond effectively to harassment and bullying and implement strategies to prevent it.

Dignity Policy Statement:

Saint Christopher Catholic School endeavors to educate our students academically, spiritually, socially, emotionally, and physically. Our school community, comprised of students, employees, parents, parishioners and visitors, is expected to conduct themselves in a Christ-like manner demonstrating respect and dignity towards each other.

We are called to "Live as Jesus Did," striving to be co-workers with one another, supportive of each other, respectful towards one another and guardians of each other's dignity.

We will serve as models for our school community to develop compassion, tolerance, justice and respect for all life.

St. Christopher Catholic School will teach our students that diversity encompasses different God-given characteristics and attributes in each individual. Respect for others is fundamental to "who we are" as a Catholic Christian school.

Saint Christopher Catholic School has established expectations for student/parent/employee/coaches and visitor conduct on school property and at all school functions both on and off site. These expectations are based upon the principles set forth in our Student/Parent and Faculty Handbooks and as identified in our mission and philosophy statements and code of conduct. Behaviors not in accordance with these policies are strictly forbidden and will not be tolerated.

The Saint Christopher Catholic School community, in our role as responsible citizens, appreciates and understands our diverse society and is committed to excellence and the fair, just treatment of all.

Dignity Act Statutory Definitions:

School Property- means in or within any building, structure, athletic playing field, playground, parking lot, or land contained within the real property boundary line of Saint Christopher Catholic School.

Education Law 11[1]

School Function- means a school-sponsored extracurricular event or activity. Education Law 11[2]

School Bus- means every motor vehicle owned by a public or governmental agency or private school and operated for the transportation of pupils, children of pupils, teachers and other persons acting in a supervisory capacity, to or from school or school activities, or, privately owned and operated for compensation for the transportation of pupils, children of pupils, teachers and other persons acting in a supervisory capacity to or from school or school activities. *Vehicle and Traffic Law 142 and Education Law 11[1]*

Discrimination- is not specifically defined in the Dignity Act. However, it would include any form of discrimination against students prohibited by state or federal law. *Education Law 3201*

Harassment- means the creation of a hostile environment by conduct or by verbal threats, intimidation, or abuse that has or would have the effect of unreasonably and substantially interfering with a student's educational performance, opportunities, benefits, mental, emotional, or physical well-being; or conduct, verbal threats, intimidation, or abuse that reasonably causes or would reasonably be expected to cause a student to fear for his or her physical safety. *Education Law 11[7]*

Bullying-has been described as unwanted, aggressive behavior among school-aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Bullying can occur before and after school hours, in a school building or places like a playground or bus, while a child is traveling to or from school or on the Internet. Children who are bullied and those who bully others may have serious, lasting problems.

Bullying generally involves the following characteristics:

An Imbalance of Power: Children who bully use their power, such as physical strength, access to embarrassing information, or popularity - to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people.

The Intent to Cause Harm: The person bullying has a goal of causing harm.

Repetition: Bullying behaviors generally happen more than once or have the potential to happen more than once.

Examples of bullying include, but are not limited to:

Verbal: Name-calling, teasing, inappropriate sexual comments, taunting, and threatening to cause harm.

Social: Spreading rumors about someone, excluding others on purpose, telling other children not to be friends with someone, and embarrassing someone in public.

Physical: Hitting, punching, shoving, kicking, pinching, spitting, tripping, pushing, taking, or breaking someone's things, and making mean or rude hand gestures.

Hazing- The Penal Law defines hazing as a person intentionally or recklessly engaging in conduct during the course of another person's initiation into or affiliation with any organization, which creates a

substantial risk of physical injury to such other person or a third person and thereby causes such injury. (*Penal Law §120.16*)

Under the Penal Law, it is also considered hazing, even when physical injury does not occur, if a person intentionally or recklessly engaged in conduct during the course of another person's initiation into or affiliation with any organization, which created a substantial risk of physical injury to such other person or a third person. (*Penal Law §120.17*)

Cyberbullying- is a form of electronic aggression and both it and sexting are inappropriate and will not be tolerated on school grounds or at school-sponsored events or functions, using either school or personal information technology equipment. It is a form of bullying that occurs through the use of electronic technology, such as cell phones, computers and tablets. It can also involve the use of communication tools, such social media sites, text messages, chat and websites.

Examples of cyberbullying include, but are not limited to:

- Sending hurtful, rude, or mean text messages or emails to others.
- Spreading rumors or lies about others by text message or e-mail or posting on social networking sites.
- Creating or sharing pictures, websites, videos or social media profiles, including fake profiles that embarrass, humiliate, or make fun of others.

Cyberbullying is different from face-to-face bullying because messages, videos, pictures and/or images can, among other things, be:

- Sent 24 hours a day, 7 days a week, 365 days a year
- Distributed quickly to a very wide audience
- Sent anonymously

Reporting Violations of this Code of Conduct:

Any student, parent, coach, visitor, or staff member observing a student engaging in any inappropriate behavior on school property or at a school function, shall report this information immediately to the school.

Principal, and/or designee to ensure prompt and appropriate actions will be taken per this Code of Conduct.

BEHAVIOR STANDARDS

Saint Christopher Catholic School has developed standards of conduct that create an atmosphere conducive to learning. Each student is entitled to a classroom that provides a successful learning atmosphere. Each teacher sets goals and guidelines for an orderly, respectful, disciplined classroom. It is important that parents be knowledgeable and supportive of the code of conduct expected at St. Christopher Catholic School. The students will be taught to be responsible for their actions.

Acceptable student behavior demonstrates the following:

- respect for self, all members of the school community, and visitors,
- acceptance of responsibility for academic and moral learning,

- courtesy in speech and manner towards all adults and each other,
- regard for, and cooperation with, school and classroom policies,
- kindness in speech, action, and attitude,
- interested participation in school activities,
- proper safety habits and care of school property and facilities.

Courtesy: Courtesy and good manners are expected of all students at all times. The guiding principle for all conduct at St. Christopher Catholic School is: *“Just Do The Right Thing!” (JDRT)*.

Conduct in Hallways and Stairs: Students are expected to be polite and considerate of others in the building. Loud talking, shouting, running, littering or any other forms of disturbance are to be avoided. Walk in quiet, single file lines.

Basic Classroom Rules:

1. Respect for all who enter.
2. Follow directions of individual teachers.
3. Keep hands, feet, and objects to yourself.
4. Refrain from profanity and teasing.
5. No gum chewing.
6. No food or drink in the classroom unless given by the teacher.
7. No yelling or screaming.
8. Unless otherwise directed, one person talks at a time.
9. Walk in the classroom.

Afterschool: As the afterschool program is a continuation of the school day, the policies and procedures outlined here continue to be applicable. Any student violating such policies or refusing to comply with the request of the staff will be subject to the same disciplinary actions.

Personal Possessions: Students are expected to show respect for the personal possessions of others. The teacher’s desk and all classroom materials, other students’ lockers, desks, purses, book bags and their contents, are off limits.

School Property: The parent of a child who carelessly destroys or damages any furniture, equipment, buildings, or anyone’s personal property will be obligated to pay the full amount of repairs and labor or replacement cost. Textbooks rented by the student must have a proper book cover. No writing in rented textbooks is permitted. The student will pay a fine or replacement for damaged or lost texts before any final reports, transcripts, or diplomas are presented.

DISCIPLINE:

Discipline shall be considered an aspect of moral guidance, an outgrowth of self-discipline, and not simply a form of punishment. Saint Christopher Catholic Schools strives to establish guidelines which will encourage personal responsibility for individual student behavior. The program is in keeping with a Catholic Christian environment. It clearly identifies acceptable behavior and defines a system of consequences for both acceptable and unacceptable behavior. This set of rules shall be applied consistently. Communication will be maintained between school and home as established by the administration.

The best discipline is self-imposed, and students must learn to assume and accept responsibility for their own behavior, as well as the consequences for their misbehavior. St. Christopher faculty and staff who interact with students are expected to use disciplinary action only when necessary and to place emphasis on the student's ability to grow in self-discipline.

St. Christopher Catholic School recognizes the need to make its expectations for student conduct while on school property or engaged in a school function specific and clear. The rules of conduct listed below are intended to do that and focus on safety and respect for the rights and property of others. Students who will not accept responsibility for their own behavior and who violate these school rules will be required to accept the penalties for their conduct.

CLASSROOM BEHAVIOR PLANS:

Each teacher or grade level teacher will develop a behavior plan for his or her classroom which will be based on respect and behaviors contributing to the learning environment. These plans will include acceptable behaviors and consequences for inappropriate behaviors. Lack of homework, supplies, assignment notebooks, etc. will be included in the plans.

Classroom plans will be shared with parents at Open House or Parent Orientation.

Primary Grades: K-5:

In the event a primary student does not comply with the behavior standards and code of conduct expectations the following measures will be implemented:

1. The teacher speaks with the student and reminds them of the school expectations.
2. Parents will be notified by the teacher if inappropriate conduct continues, and a conference may be scheduled.
3. If consequence warrants, administration will be notified.
4. Conference scheduled with parents/guardians, staff and/or administration.

Detention: Grades 5-8

Detention may be issued for a breach of classroom and/or school rules. The day, date, and time of the detention are at the discretion of the administrator or designee who monitors the detention. **Detention takes precedence over appointments, practices, lessons, tutoring, ball games, etc.**

Gum: Students should not chew gum at any time that they are on school premises. This includes before school, during school, and after school. Disciplinary action will occur for students chewing gum during the course of the school day.

Slime: Students are not permitted to bring Slime to school.

DISCIPLINARY CONSEQUENCES

Occasionally removal from the group is necessary to protect a student and/or the learning environment of the school. This is necessary when a student:

1. Is in physical or psychological danger or puts another in danger.
2. Is irrational or unreasonable, or
3. Pushed beyond the limits of respect in speech or actions.

The following conduct may lead to serious disciplinary consequences:

1. An individual infraction of a major school rule
2. Disrespect of authority
3. Using inappropriate language or gestures
4. Repeated truancy
5. Repeated infractions of school rules
6. Engaging in physical rough housing including wrestling, pushing, shoving, etc.
7. Disruption of the learning environment
8. Theft, vandalism, and/or destruction of school property or the personal property of students, staff, or others
9. Harassment, threats, or physical acts against others
10. Disregarding rules of safety or good conduct on the school bus or grounds
11. Throwing snowballs on school property
12. Writing personal notes during school time. Notes will be destroyed, if offensive it will be sent to the principal and student may be required to show the note to a parent.
13. Out of school conduct which seriously detracts from the reputation of the school

Students who violate the student code of conduct will receive a Discipline Referral Form (DRF- as listed in the Appendix) noting their misconduct. Copies of each notice will be collected with the following actions taking place upon receiving **multiple notices**.

The student will be brought to the principal's office and a four step Discipline Cycle will be set into motion.

Step One

The student will be removed from the class and brought to the office. The teacher observing the behavior will call the parents to inform them of the behavior and that their child has been removed from class. A copy of the Discipline Referral Form will be sent home for parents to sign and return.

Step Two

If a second violation occurs, step one will be repeated and a conference will be held with the teacher observing the behavior, homeroom teacher, principal, parents, and student, which may result in a lunch or after school detention.

Step Three

Violation for the third time will result in a call to the parents to schedule a conference with the school counselor and administration whereupon a student behavior contract will be drawn up outlining the conditions for the child to remain in school. Violation of the contract will result in the consequences set forth which may include an in or out of school suspension. Length of suspension will be determined by the pastor and principal.

Step Four

A fourth violation will result in an automatic termination of education at St. Christopher Catholic School.

Off-Campus Conduct: Because students are perceived as representatives of their school, students have a responsibility to conduct themselves both in and out of school in manners consistent with values professed by the Church and in the Gospel of Christ. The school has a right to discipline a student whose out of

school conduct brings scandal to the school and church community or which seriously detracts from the reputation of the school. Guidelines established in the Discipline Policy will be followed. The administration of St. Christopher Catholic School reserves the right to discipline its students for off-campus behavior that is not in line with behavior expectations of its students during the course of the school day. This off campus behavior includes but is not limited to cyber-bullying.

Scholastic Integrity Policy

In keeping with the moral and educational philosophy of St. Christopher Catholic School, the honesty and integrity of each student is expected. Copying another person's work, plagiarism, cheating on tests and/or examinations, or any other forms of dishonesty in the performance of a student's academic requirements will not be tolerated. **Students may be subject to disciplinary action, up to and including suspension and possible expulsion from school.** Examples of academic misconduct may include but are not limited to;

- Lying to school personnel
- Stealing the property of others
- Defamation, which includes making false or unprivileged statements or representations about an individual or group of individuals that harm the reputation of the person or group by demeaning them.
- Any attempt to obtain credit for work done by another:
 1. **Plagiarism** - Using someone else's words or ideas without giving proper credit or without giving any credit at all – to the writer of the original. Whether plagiarism is intentional or unintentional, it is a serious offense. If a student plagiarizes, he/she will need to resubmit the assignment and receive a 15% penalty on the new work. Parents and the principal will be notified and other school discipline may result.
 2. **Forgery** – No student may sign the name of another person including, but not limited to parents, guardians, teachers and fellow students.

First offense: Meeting with principal and one day in-school suspension.

Second offense: 2 -3 day out of school suspension.

If behavior persists, student may face expulsion.

Cheating- If caught cheating on a test or quiz, the paper will be sent home for the parent to sign. If a replacement quiz or test is given, at the teacher's discretion, a 15% penalty will apply to the new grade.

3. **Copying-** including but not limited to homework and classwork. Graded assignments will be redone and will receive a 15% penalty.
4. **Assisting another student with any of the above actions.**

Dangerous Behavior

St. Christopher Catholic School believes that certain types of behavior simply cannot be tolerated. This behavior includes but is not limited to the following:

- Committing an act of physical aggression, such as hitting, kicking, punching, shoving, choking and scratching, upon another student, teacher, administrator or other school employee or attempting to do so.
- Threatening to harm self or others.
- Intentionally damaging or destroying the personal property of a student, teacher, administrator or school employee, including graffiti.
- Initiating a report warning of fire, bomb or other catastrophe without valid cause, misuse of 911, discharging a fire extinguisher.
- Starting fires
- Weapons possession
- Vandalism
- The possession, use or attempted use of drugs or alcohol
- The sale of drugs or alcohol
- Any other activities that potentially could cause harm to a member of the St. Christopher Catholic School community.

Recently, nationwide events have caused concern among educators, parents and students about certain types of violence and threats of violence. Accordingly, St. Christopher's is restating its prior position that any threat of violence (written, verbal, electronic or non-verbal) directed towards the welfare of students, faculty or staff will be subject to the full range of the disciplinary process, including reprimand, conflict resolution, parental contact, counseling, out of school suspension, legal action and/or expulsion.

It should also be noted that falsely accusing another of such threats of violence would be treated similarly. Actions, which threaten grave harm, may result in immediate suspension from school pending a hearing with the Principal and Pastor. If determined to be necessary, the Tonawanda Police will also be called. This applies to school days, after school care programs, field trips, sporting events and any other activities sponsored by our school.

NOTE:

- A student accused of a serious wrong can be put on home study pending an investigation or adjudication.
- A teacher accused of serious wrongdoing can be put on a leave of absence pending an investigation or adjudication.
- A volunteer accused of serious wrongdoing will be required to suspend volunteer activities pending an investigation or adjudication.

WEAPONS:

Weapons are not allowed on school property either in the building or on our grounds at any time. This also includes school buses and all school sponsored activities. A weapon is defined as any implement, which poses a threat to the safety of those around him/her which includes but is not limited to: guns, knives,

explosives or other incendiary devices and other dangerous instruments capable of causing physical injury or death. The Principal and Pastor will deal with any student who violates this policy. Consequences will be appropriate to the violation and discussed with the student and parent.

ALCOHOL, TOBACCO & DRUGS:

The use or possession of alcohol, tobacco (E-Cigarettes) and drugs, in any form, are not allowed on school property either in the building or on the grounds at any time. This also includes school buses and

school-sponsored activities. Any student who violates this policy will be dealt with as follows:

1. Parents will be called to the school.
2. Consultation with the school nurse.
3. Student will be sent home and placed on suspension.
4. Parent and student will be referred to the Sweet Home Family Support Center or a private counselor. A private counselor would be at the family's expense. Parent will contact the Family Support Center personnel to make an appointment for a meeting. Student **DOES NOT** return to school until step 4 is completed and a licensed counselor signs a St. Christopher's readmission form.
5. If the Family Support Center or a private counselor recommends treatment or further counseling, the student **MUST** attend the sessions recommended. If the parent/student refuses the recommended treatment or counseling sessions, the student withdraws from school or is expelled.
6. Any student who violates the school's drug and alcohol policy may be expelled at the discretion of the Pastor and/or Principal before the completion of the above steps.

Students coming to school or school functions having used tobacco, alcohol or drugs will be dealt with in the same manner.

Disciplinary Actions for Dangerous Behaviors

Each student has the responsibility to abide by all rules and regulations. Failure to assume these responsibilities will result in disciplinary actions being taken on behalf of the school community.

PROBATION:

Serious or continued misconduct may result in a student/parent/Administrator conference to discuss the nature and terms of the probation. This would include a definite time period in which the student should show evidence of conforming to the code of conduct.

SUSPENSION:

Suspension is a serious consequence implemented at the discretion of the Principal. Suspension is the temporary removal of a student from school or class to correct unacceptable behavior. No student may be suspended in excess of ten days for any one offense unless expulsion is recommended. No student may be suspended for more than 30 days in any one school year unless expulsion is recommended.

In School Suspension- Students who are given an in-school suspension will be required to report to school each day. A student may not be able to attend classes but would be in a designated area within the school and provided with study assignments to be done during the suspension.

Out of School Suspension- Students who receive an out-of-school suspension will not be allowed on the school grounds or at school events during the time of their suspension. Students must complete all classwork and tests from the days of suspension. The student would not attend school but would be provided with study assignments during this time.

IMMEDIATE SUSPENSION:

If the administration feels that a student's attendance at school has put anyone in danger, the student will be suspended immediately.

Sending a suspended student home during the school day:

When a student is suspended, the administrator will attempt to contact the parent/legal guardian to request that he/she pick up the student from school. If a parent/legal guardian cannot come for the student, or if the administrator cannot reach the parent/legal guardian, the student will be removed from the classroom and monitored in a designated area until the end of the school day.

Missed schoolwork:

Normally, students who have been suspended will need to make up school work missed following their return to school. In such cases, it shall be the responsibility of the student to make up the missed work within a reasonable time as specified by the teacher.

EXPULSION:

Expulsion is an extremely serious matter and will be implemented based upon individual circumstances as determined by the Principal and Pastor. Permanent dismissal or involuntary transfer of a student for disciplinary reasons may occur for reasons of crime, scandal, immorality or disruption, which constitutes a threat to the general welfare of the school family. Students who have been expelled will not be allowed to return to the school without prior permission from the principal for any occasion.

*If during attendance or after hours a student does anything to damage or endanger the reputation of St. Christopher Catholic School, the administration has the right to expel that student. This can be to protect the other students.

DUE PROCESS:

Students facing disciplinary action are entitled to fair procedures to determine if they are at fault. This includes, at a minimum, the right to know what they are accused of and the right to respond with their side of the situation. Parents and students have the right to meet and discuss decisions resulting in major disciplinary action such as suspension from school or transportation, or expulsion.

DINING HALL

Lunch Program: The Sweet Home School system supplies our dining hall with hot lunches every day of the week for grades Pre-K - 8. Monthly menus will be posted on the school website. Pre-paying for lunches is welcome, but there is no discount. Checks for lunches can be made payable to Sweet Home School Lunch. Milk and assorted extras are available at reasonable prices. Free and reduced lunches are available to those who qualify. Applications are sent home with students at the beginning of the year or may be obtained at the school office.

Out of respect for all students in the dining hall:

- NO pizza parties may be held at a table or tables. Small birthday celebration (cupcakes, doughnuts, etc.) is acceptable.
- Students who forget their lunch may order and charge their purchase from the dining hall. Payment must be brought in on the following day.
- Please refrain from delivering restaurant/take-out foods that may exclude others with food allergies at the lunch table.

Dining Hall Behavior Policy

Students are encouraged to:

- Take responsibility for the general upkeep of the dining hall. Students will keep their table and the floor around their eating area clean.
- Enter the dining hall when the monitor invites them in.
- Remain seated at assigned tables until asked to line up, throw away garbage or raise their hands for permission to leave their seat.
- Use good table manners and a soft, indoor voice as they talk with classmates seated near them.
- Use appropriate language in conversations with peers and adults.
- Students will be responsive and respectful to the requests and instructions of adults.
- Raise their hand when they need help. (i.e. spilled food, need to use the lavatory or go to the nurse)
- Follow directions in returning trays, disposing of trash, and leaving the dining hall.
- Place disposable items in the recycling containers and garbage cans when called to clean-up.
- Sign out with the monitor if they leave the dining hall.
- All students require a pass from a teacher to leave the dining hall to go to a classroom.
- Take responsibility for their behavior.

Additionally:

No disruptive or dangerous items will be permitted in the dining hall. The use of ANY electronic devices is prohibited in the dining hall.

All dining hall discipline problems will be reviewed and acted upon by the School Administration.

ELECTRONIC DEVICES: Cell Phones/Chromebooks

The following guidelines have been established at St. Christopher Catholic School to maintain an educational environment safe from disruption, while at the same time maintaining sensitivity to family communication needs.

All Students: In order to protect all students from cyberbullying, unwanted videography and photography, lewd internet sites, and disruptive or inappropriate messages and calls, use of devices including but not limited to cell phones, smart phones, video games, iPods, cameras or other personal electronic devices including Apple watches, fit bits or any device with texting/messaging capabilities is strictly prohibited

during the school day for all students. Students are prohibited from photographing or video-recording students or school personnel without their specific permission. Violation of this policy may result in suspension or expulsion at the discretion of the administration.

We understand the need for students to have access to a cell phone; therefore, we request you and your child familiarize yourselves with the policy listed below. Violation of the policy will result in confiscation of the phone, which will be returned only to a parent or guardian at the end of the school day.

- Students will be asked to turn cell phones/smart devices into their homeroom teacher at the start of each day. Homeroom teachers will put the cell phone in a labeled bag, and it will be locked up for the remainder of the day. At the end of the day, it is the student's responsibility to ask for their phone back.
- Students who do not turn cell phones/smart devices into their homeroom teacher at the beginning of the day and are found to have a cell phone in their possession will have their phone brought to the office.
- Students attending Afterschool, STREAM Academies, Sports or any other after school activity; the homeroom teacher will transfer your cell phone/smart device to the staff member or adult in charge who will then return it to the student at the completion of the afterschool event.
- Absolutely NO cell phone/smart device use in restrooms, locker rooms, hallways, dining hall, any unsupervised area or during emergency drills or actual emergency situations.
- Use of camera/video phones or text messaging on school property is absolutely forbidden at all times.
- No cell phones/smart devices on field trips unless specifically authorized by the principal or teacher/moderator.
- If St. Christopher Catholic School becomes aware of any pictures taken during school that are posted on the internet, there will be consequences at the discretion of the school administration.

Consequences:

1st Violation-misuse of your phone/smart device by yourself or others will result in confiscation. Confiscated devices can be picked up by a parent in the school office after 2:30 p.m. Absolutely no cell phones will be given back during the school day.

2nd Violation – consequence at the discretion of school administration

Sexting:

Students involved in possession or transmission of inappropriate photos on their cell phones or other electronic devices face suspension, expulsion or consequences from law enforcement.

Note: *Lost or stolen cell phones or other electronic devices and their accessories are not the responsibility of St. Christopher Catholic School.*

Computer/Chromebook and Internet Use Policy and Conduct

St. Christopher Catholic School is preparing students for the 21st Century by offering up to date computer resources to complement the curriculum. The internet is a valuable tool providing a vast number of resources at the click of a mouse. It is a general expectation that the school's resources are to be used in

a reasonable, efficient, ethical, moral and legal manner in accordance with the beliefs and policies of St. Christopher Catholic School.

Computer storage areas will be treated like student lockers. Administrators may review files and communications to maintain system integrity and ensure the students are using the system responsibly. Computer use will be monitored by teachers, but students are responsible for following the guidelines for appropriate use and bear the consequences for misuse. All students and parents are required to sign the school Computer Use Policy as listed in the appendix of this handbook. Failure to do so will result in the inability to use school computers, internet services, and personal devices.

Students will not engage in conduct that violates the school's Computer/Chromebook and Internet use policy, which is as follows:

- It is the student's responsibility to avoid abusive conduct which would include but is not limited to the altering of system software, placing of unlawful information, computer viruses, or harmful programs on or through the system, in either public or private files or messages.
- Students will not use the school's computer system to obtain, view, download, send, print, display or otherwise gain access to or transit materials that are unlawful, obscene, pornographic, abusive or violate copyright laws.
- Students will not use the school's computer system to harass, insult, or attack others.
- Students will use only authorized software on the school's computer system.
- Students will use all computer equipment for the purpose for which it is intended.
- Students will not tamper with terminals, associated equipment, or otherwise disable the system.
- Students will not change, copy, rename, delete, read, or otherwise access files or software that he/she did not create unless they have permission from their instructor.
- Students will not use a computer for anything other than course-related work without permission from the instructor.
- Student's will not access personal email, web pages, instant messages or enter chat rooms
- Students will not use the internet for transmission of materials in violation of local, state or federal regulations.
- Students will not access, display or send materials that are derogatory toward any race, religion, culture, ethnic group, gender or sexual orientation.
- Students will not download music.
- Students may not use obscene language on their computer, nor view internet sites that do.
- Students may not trespass in others' files, folders or works. If an individual password has been assigned, it is to be kept confidential and not shared with others.

St. Christopher Catholic School administration or staff has the right to spot check and/or remove any school issued device from a student anytime without prior notice. Unannounced spot checks will be conducted on a monthly basis or more frequently if deemed necessary.

CONSEQUENCES:

FIRST OFFENSE – Unless the student violates a significant policy, the first offense will result in a review of the school expectations as well as parent notification.

SECOND OFFENSE – Student will have technology access denied for a period of time to be determined by the administration and a parent conference will be scheduled.

THIRD OFFENSE – Referral to administration and consequences such as suspension and/or expulsion may be enforced.

Damages: The burden of costs for repair or replacement of a damaged school-owned device rests solely with the student and his or her parent or guardian.

Note: Law enforcement agencies will be involved when appropriate.

SOCIAL MEDIA: No parent, student, or employee of St. Christopher Catholic School and Parish should open a Facebook or other social media account under the name of the school, a particular grade or organization, team, etc. This includes groups, pages, blogs or any additional web-based postings. The only official St. Christopher Catholic School social media sites are created and monitored by approved staff in conjunction with school administration. Anyone who chooses to create such accounts may subject his/her children to separation from the school.

- A. **Blogs:** Engagement in online blogs such as, but not limited to, Instagram, Tik Tok, Snapchat, Twitter, Kik, What's App, Facebook, etc., may result in disciplinary actions if the content of the student's blog includes defamatory comments regarding the school, the faculty, other students, or the parish.
- B. **Posting:** Pictures on the Internet- For the safety and privacy of all St. Christopher students, families, faculty and staff, at NO time should pictures or videos be posted on the internet or any social networking site without written permission and consent from every person in the picture.
- C. **Bullying and Cyberbullying:** St. Christopher Catholic School is committed to providing a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats (seriously or in jest) face detention, suspension, and/or expulsion.

HEALTH & SAFETY

Communicable Diseases:

1. The faculty and staff at St. Christopher Catholic School strives each and every day to keep the school building a safe place for your children to work and learn. We are stressing the importance of hand washing and general infection control.
2. The school nurse will report significant cases of a communicable disease to parents. Parents with a question about communicable diseases should call the health office.

The "ILL" Student:

All ill students should be kept home so other children will not be exposed to an illness. Do not send your child to school with any of the following:

1. An undiagnosed skin rash.
2. Inflamed condition of one or **both** eyes.
3. Head lice or nits (eggs). No student is allowed to return to school with any nits in their hair.
4. A temperature of 100 degrees or more or any student who has not been fever free for 24 hours. Students will be sent home if any of the above appear during the school day.

Screenings /Evaluations:

Screening of students for speech, articulation or language deficiencies are provided. Evaluations of an individual student by speech therapist, psychologist or other professional require notification of custodial parent or guardian before any review can take place.

Immunization Records:

New York State Education Law demands that schools have a copy of your child's immunization record on file. This record is due at the time of admission to school.

If documentation is not received two weeks after the first day of school, your child will be **unable to attend classes** until the necessary documentation is provided. If you have any questions or need assistance please call the school nurse, Mrs. Hollander at 693-5604, ext 112.

Allergies:

St. Christopher Catholic School recognizes that an allergy is an important condition affecting many school children and positively welcomes all pupils with allergies. Our full-time school nurse provided by the Sweet Home School District provides training on allergies for those staff that come into contact with children with allergies. Training is updated as needed. Students with allergies should be documented with the school. The parent or guardian should provide a doctor's notice so that the school has it on file.

Parents of students with "life threatening" or serious medical problem such as an allergy that requires an epi pen, diabetes, seizure disorder, etc. must notify the school nurse before the first day of school to discuss any required medication, procedures, and medical forms necessary. St. Christopher Catholic School will maintain a system-wide procedure for addressing life threatening medical problems and maintain an Emergency Action Plan for any student whose parent/guardian and physician have informed the school in writing that the student has a potentially life-threatening issue. St. Christopher Catholic School will provide training and education for all St. Christopher faculty and staff at the beginning of every school year for possible emergency situations pertaining to the above.

HEALTH SERVICES

Mandated Reporting:

As of October 1, 2007, under New York State law, the staff of all public and private schools are mandated reporters of any suspected child abuse.

Physicals:

All students must have a sports physical done if participating in a school sport. Grades 6-8 may be done at school or with our personal health provider. A copy of the physical report must be forwarded to the school health office. Any other student must submit a form from their personal health care provider. An individual health record is on file in the nurse's office for each public and private school student in the Sweet Home Central School District. It includes the results of immunizations, the annual height/weight check and data on vision, hearing, scoliosis and other health history information.

Students in grades K, 1,3&7 and all new entrants are required by NYS Health Law to have a physical examination. This may be performed by the student's primary health care provider or by our school nurse practitioner or school physician. New entrants are encouraged to submit a physical examination report from their health care provider.

Students who will receive a school physical examination must have a physical examination permission form completed by their parent/guardian. This form will be sent home with their child in the beginning of the school year. All students must be properly immunized to register and attend school.

Medicine:

1. According to NYS Health Department Law, any medication to be administered must be brought to the school by an adult in the original bottle or container in which the medication was purchased or prescribed. It is necessary to receive **written permission from the PARENT AND THE HEALTH CARE PROVIDER before any medication will be given.** Notes should include permission for school personnel to administer the drug along with a statement of the reason, name of the drug, the amount and time to be given. This policy includes, but is not limited to, prescription medication, as well as over-the-counter medication such as cough drops, aspirin, ibuprofen, acetaminophen, nasal sprays and inhalers, eye and ear medications, sprays and ointments for the skin.
2. Students will not be permitted to carry or have medication in their possession unless designated a self-directed student for asthma and a medical note from the child's Health Care Provider and the parent is on file. Administration of medication two to three times a day can be scheduled at home as a parent's responsibility.
3. Verbal and/or telephone requests to administer medication are not acceptable for the protection of the student and the school.

STUDENT SAFETY & DRILLS

Emergency Information

Parents are asked at the beginning of each school year to fill out two Emergency Information Forms and return them promptly to the school office. These forms list the names of people to be contacted in case of student injury or sudden illness. Under the law, schools may give nothing more than first aid treatment. Immediate notification of parents may be necessary when hospitalization or emergency care is required. Parents are requested to notify the school immediately if there is a change in their address, telephone number, baby-sitter or person to contact in an emergency. This information is vital in the event of student illness, injury, or other emergency.

EMERGENCY INFORMATION FORMS ARE REQUIRED FOR THE OFFICE AND THE NURSE. PLEASE COMPLETE BOTH AS SOON AS YOU RECEIVE THEM.

Emergency Fire Drills:

New York State Law requires a minimum of 8 fire drills and 4 lockdown drills each school year. Directions are posted in every room of the building. Students are to follow directions and exit the building as quickly and quietly as possible.

Emergency Evacuation Drill

St. Christopher Catholic School participates in the annual early dismissal drill with the Sweet Home School district. All students will be released 10 minutes early. Parents will be notified prior to the date.

Non-Custodial Parents

Non-custodial parents may get school information, non-official copies of report cards and access to faculty- **UNLESS** there is a court order against such contact. To arrange for such communication, call the school office. All adults who volunteer in our school must be Virtus trained and sign the Code of Conduct.

CRISIS PLAN

St. Christopher Catholic School has implemented a "crisis plan" in case of a lockdown emergency. All teachers and staff are aware of the procedure to follow to keep your children safe. In the event of such an

emergency, circumstances permitting, the building will be evacuated and students will be moved to one of two secure designated locations.

Written Plan:

The school's emergency evacuation plan requires that a written statement from parents be kept on file, designating an alternative destination in the event that no one would be home when the child is dismissed.

Emergency Evacuation:

In the event of an emergency evacuation, students will be relocated to the Ellicott Creek Fire Hall.

Emergency Release Plan:

In the event that an emergency arises while the children are in school and an early dismissal is necessary, these procedures will be followed:

1. Parents/guardians will be notified.
2. The local radio stations will be notified of the emergency dismissal or the point of evacuation.
3. Students who do not ride the bus will be released to their parents or a parent-designated adult.
4. Children will be released and transported by the Transportation Department from their school district, only after their parent/guardian has been both notified and given permission for their child/children to ride the bus home.

EMERGENCY RESPONSE PROCEDURES:

Shelter in Place (Example: Drug dogs, medical emergency, flood)

- Remain in current location
- Clear halls/restrooms - Go to nearest occupied room
- Close doors and keep your doors the same as normal (ie. locked or unlocked)
- Ignore Bells
- Building access will be controlled at designated entry point(s) on an individual basis
- Record attendance and notify office of any extra or missing students
- Continue activity, no one exits room until SHELTER IN PLACE is cleared by Main Office
- Listen for specific information regarding emergency

Lockout (Example: outside threat to students and staff)

- Terminate all outside activities and return to building
- Lock all exterior doors and windows
- Building access will be controlled at designated entry point(s) on an individual basis
- Continue activities inside the building, including change of classes
- Listen for specific information regarding emergency
- DO NOT EVACUATE building if fire alarm sounds unless signs of fire are observed

LOCKDOWN (Imminent threat to life and safety)

- Stop all activities, be silent, and listen for directions
- Remain in current location
- Clear halls/restrooms- Go to nearest occupied room
- Tend to any injuries
- Lock doors
- Ignore bells

- Seat students out of view of door/window
- DO NOT cover window - Leave window blinds and lights as they are
- Record attendance
- DO NOT use classroom phones or cell phones (unless health/safety issue)
- DO NOT communicate through locked door
- DO NOT evacuate building if fire alarm sounds unless signs of fire are observed
- DO NOT respond to PA announcements
- LOCKDOWN WILL END ONLY WHEN YOU ARE PHYSICALLY RELEASED FROM YOUR ROOM BY EMERGENCY RESPONDERS OR ADMINISTRATORS

EVACUATION (Examples: Fire drill/alarm, gas leak)

- Listen for EVACUATION announcement (by PA or fire alarm)
- Stop all activities, be silent, and listen for directions
- Record attendance and notify office of any extra or missing students
- Exit in an orderly fashion to designated or nearest clear exit and assembly areas
- Listen for further directions at EVACUATION site
- Parents will be contacted and given directions by administration. No students should leave.

Medical Defibrillator Needed:

P.A.D.:

Public Access Defibrillators are located in the link near the elevator and near the Pre K classrooms. We have trained personnel during school hours. Practice drills will occasionally be held. These defibrillators are available to anyone using the campus at any time.

ACADEMICS

CURRICULUM:

EARLY CHILDHOOD PROGRAM: Pre-Kindergarten - 3 and 4-year old Classes.

Children are introduced to the school environment through classes in Religion, visual and auditory discrimination exercises, and readiness for Reading and Mathematics. Emphasis is placed on development of ;

- social interaction skills
- language
- creativity and imagination
- physical development
- self-concept, self-awareness and self-regulation
- scientific thinking, STREAM
- geography- awareness of their environment

Grades K-8:

Courses of study are in compliance with curriculum standards set by the Department of Education of the Diocese of Buffalo, and the Education Department of the State of New York. Subjects include:

Religion	Language Arts	Reading	Social Studies	Mathematics
Spanish	Science	Media	Art	Music
STREAM	Physical Education			

Homeroom: Many important factors are taken into consideration by the principal/teachers for the placement of a student in a homeroom for each school year. It is only for very extraordinary reasons that we will consider exceptions to this policy.

Religion - As a Catholic School, our primary purpose is to teach the doctrine of the Catholic faith and to nurture in our students how to live the gospel message in their daily life.

School masses are held weekly for all classes (K-8) as part of the school day. The sacramental program for First Penance is taught in Grade 2 and First Eucharist is taught in Grade 3.

In addition, all students at St. Christopher Catholic School are encouraged to make sacrifices/donations to mission projects, the parish Outreach program and the annual Catholic Charities Appeal.

All grades will have special area classes. (Art, Music, Physical Education, Media).

Foreign language-Spanish instruction is offered to all grades. Only students with a learning disability or an IEP may be exempt. These students may be provided with a quiet workplace as an alternative.

Accelerated Math:

For 7th Graders to be accelerated to Integrated Math 9 as 8th graders, students must:

- Achieve a 3.6 – 4 on the NY State Grade 7 test in the Spring.
- Maintain a 90% or higher average for their 7th grade overall average.
- Teacher recommendation and limited school absences.

Living Environment:

For the Living Environment course, the following will be considered:

- 7th grade overall average of 90% or higher
- Teacher recommendation and limited school absences

Media class gives students the opportunity for a unique learning experience, by which they develop library reference and research skills, reading and writing skills, cooperative learning skills, literature appreciation, media awareness, and computer skills. Students work with computers to develop basic computer literacy, word processing, keyboarding, graphic artistry, and computer research skills. Students are permitted to check out books at any time.

Vocal Music will be scheduled for all students Pre-K4 through Grade 8. When a class is performing in a school musical or concert, each member of that class is required to be present for the evening performance. Not attending will result in a lower grade for that trimester.

Art provides quality instruction in creative expression and design for students.

Cursive writing is introduced in Grades 2 and 3. All students are expected to use cursive writing for their written assignments.

PHYSICAL EDUCATION:

It is the policy of St. Christopher Catholic School that all students actively participate in physical education. Only a student who follows the exclusion policy will be excused from this class.

Exclusion Policy

A written note must be presented to the school if a student is unable to participate in the class on a given day. If a student is unable to attend PE classes for an extended period of time for reasons of health, a letter must be obtained from the physician. Any student with stitches may not take PE unless he has written approval to do so from a doctor.

HOMEWORK/ TESTING / REPORTING / RETENTION

HOMEWORK:

Homework is an extension of learning experiences in and continued beyond the classroom. Concepts taught in the classroom are reinforced by homework.

St. Christopher teachers follow the Diocesan Department of Catholic Education's guidelines for the amount of homework assigned per evening:

Grade 1 and 2	10 – 20 minutes
Grade 3 and 4	30-45 minutes
Grade 5 and 6	45-60 minutes
Grade 7 and 8	1 – 2 hours

NOTE: Due to the increased demand of the NYS learning standards and testing, homework and/or assignments may need to be given over weekends. In accordance with this learning process we will not accept homework faxed to the school office. Students are required to individually present their finished homework to the teachers on time.

Any assignments not completed and present in the class in which they are due will receive a Missing Homework Form indicating missed or late assignments. This written notification is to be signed by both the student and the parent.

Any graded materials sent home on a Missing Homework Form for missing or late assignments will receive a reduction in grade. This penalty will be indicated on the form. (e.g. A graded assignment will be penalized 10%. A non-graded homework assignment will be penalized part of the trimester's percentage for homework.)

Policy on Projects: Projects are an extension of curriculum done by the learner beyond class time. Work can be completed alone or in groups. Interdisciplinary designs will be assigned and assessed. Time limits, rubrics, scoring and due dates will be part of the project design.

Absences: Requesting Missed Work: Sometimes a child is absent for a day of school. We have received phone calls from the parents of absent students requesting that the teacher put together a packet of work to be sent home with a sibling, neighbor, or to be picked up by the parents themselves. We appreciate the effort on the part of parents to encourage their child to keep up with the rest of the class. However, if parents call in the morning for missed work, teachers don't always have enough time to get meaningful work together by the end of the day. As we expect teachers to be engaged with their students

all day long, there isn't much time for them during the school day to gather work for absent students. It works best for teachers to tend to this task after school when they have the time to carefully craft the work and write out explicit directions. Consequently, we ask that if a student is absent for only one day, **you don't request work**. Rather, the teacher will take responsibility to catch the child up the next day. If your child is absent for more than one day, please contact the teacher and allow ample time for work to be gathered. Middle School students should refer to Google Classroom for their assignments.

TEXTBOOKS:

Some textbooks are supplied free from the State of New York in all subjects except Religion. **ALL TEXTBOOKS MUST BE COVERED!!** Those students who lose a textbook will be charged the replacement cost of the book.

THERE ARE NO STICKY BOOK COVERS ALLOWED. IF A BOOK IS COVERED IN ANY TYPE OF STICKY MATERIAL, IT WILL BE SENT HOME TO BE RECOVERED.

If textbooks are abused and damaged, fees will be charged, and final grades withheld until payment is made.

TESTING:

Student assessment is essential to evaluating student progress. The testing and evaluation program at St. Christopher School includes teacher-made tests, quizzes, and unit tests. Progress monitoring will be conducted in reading and math throughout the year utilizing Renaissance Star 360.

New York State Testing Requirements:

<u>TEST</u>	<u>GRADE</u>	<u>DATE</u>
NYS ELA	3-8	April
NYS Math	3-8	April/May
NYS Science Written	5 & 8	June
Regents Algebra	8	June
Regents Living Environment	8	June

REPORTING:

The first and primary educators of children are their parents. St. Christopher Catholic School shall initiate meetings and programs which help establish a partnership with parents. The school shall try to involve the family as much as possible in the educational aims of the school. Communications with parents shall include, but not be limited to, progress reports, standardized testing results, teacher assessments, parent-teacher conferences and daily performance reports.

All Elementary Schools in the Diocese of Buffalo are required to report pupil progress to parents/guardians. These reports are issued for Grades K-8 three times a year, at the end of each thirteen-week marking period.

In addition, teachers will send interim reports to all families approximately halfway through each trimester with the average to date for each academic subject. Parents should be aware that the evaluation of student achievement is assessed through:

- Unit Tests
- Weekly Tests and Quizzes

- Performance and Projects
- Class Work/Homework Completion
- Class Participation
- Portfolio Assessment

GRADING:

Student Management System (E-school):

Teachers post grades, progress reports and report cards onto the Parent Portal of E-school.

This allows 24-hour access to parents of students in grades 5 - 8. In order to access the parent portal, call the school office for information.

Pre-Kindergarten:	Students at this level receive written Progress Reports three (3) times a year.
K-4:	Pupils receive Progress Reports three (3) times a year: Progress is indicated through the use of B, D, P
Grades 5 – 8:	Report Cards are issued three (3) times a year. Passing is achieved by maintaining marks of 70% and above. ➤ Students are graded with NUMBER GRADES in ALL subjects: As per Diocesan Policy; any mark 60 or above may be used on the report card. For any mark below 60 , a 60 is used to compute the final average. A letter will be sent home with the actual grade and the reason for the grade.

DIOCESAN GRADING SYSTEM- Gr. 5-8

Marking Scale:

- A = 100% - 93.0%**
B = 92.9%-85.0%
C = 84.9%- 78.0%
D = 77.9%- 70.0%
F = Below 70% (failure)

Conduct

- 1- Outstanding
- 2- Very Good
- 3- Good
- 4- Poor

Academic Probation:

A student whose academic performance indicates serious deficiencies may be placed on academic probation. Students on academic probation will be placed on a two-week improvement plan. At the end of the two-week

period, the student's academic progress will be assessed. Students whose average is an F will not be allowed to participate in any sport or academic competition until the grade has improved to a passing grade of D (70%) or higher.

End of the Year Academic Achievement/Retention:

When a student in grades 5-8 fails a core academic subject: (Reading, English Language Arts, Social Studies, Science, Math) every effort will be made with your public-school district to provide summer school or educational evaluation for the learner.

Students who fail 3 academic subjects will not be promoted or graduate. Anyone who fails 2 subjects will be required to attend summer school and/or be tutored and demonstrate growth before returning to our school.

Participation in the June graduation ceremonies and issuance of a St. Christopher Catholic School diploma depends upon satisfactory completion of core area subjects.

ACADEMIC HONORS:

Honor Roll: Honors Assemblies will be held to recognize students who have earned:

Honors with Distinction (95.0 – 100.00)

Honors (90.0 to 94.99) in grades 5-8.

Various other student successes will also be celebrated at these assemblies some examples include:

- **Cougar Courage**– awarded to one boy and girl in each homeroom who showed the most dedication and made the most drive to improve in each core subject.
- **Victorious Virtues** – awarded to one boy and girl in each homeroom who exhibits the virtues of faith, hope, and love in charity and service to others by actions, words, and example.
- **JDRT**- awarded to one boy and girl in each homeroom who exemplify appropriate conduct by *Just Doing the Right Thing*.
- **Student of the Month**- awarded to one boy and girl in each homeroom who exemplify monthly Character Traits.

STUDENT SUPPORT PROGRAMS

Psychological testing, speech, physical therapy, Title I, and remedial instruction are provided to assist each child in achieving his/her personal potential.

Reading/Math Resource:

Students with lower Reading/Math skills are enrolled in small group settings for the assistance of these skills with a remedial Reading/Math teacher.

St. Christopher Catholic School serves students with an I.E.P. in conjunction with the Sweet Home Public

School district CSE to supply all necessary assistance and therapy. We also provide in house accommodation plans to accommodate special needs or modifications for appropriately identified learning disabilities.

SST: Student Support Team

Teachers meet formally with the principal on a regular basis to discuss students who are at risk. The team assists in developing strategies and insights at the primary, intermediate and middle school levels that will be shared with the classroom teachers to assist the student. The meetings may result in scheduling conferences with parents, recommending testing, or monitoring the situation. The goal is to build on the strengths of the child and address the areas of concern so that he/she may be a productive student.

A process to examine academic needs of an individual can be initialized by a teacher or parent. Concerns over a student’s achievement should be up to the homeroom teacher and then an SST referral considered. Parents with questions regarding their children’s academic abilities need to speak with our principal.

Personnel at St. Christopher Catholic School provided by Sweet Home Central Public School District:

School Nurse 5 days per week
School Doctor/Nurse Practitioner . . . (Scheduled on request)

Parental authorization is required to admit a child for the following services:

School Counselor. Students may be referred by parents / teachers.
Speech Therapist Students may be referred for services by parents / teachers.
Resource Teacher Available for those students who qualify.
Occupational / Physical Therapy . . .In accordance with an IEP

SCHOOL RECORDS

Records / Permanent File:

Every student has an academic and a medical folder on file. Consistent with the provision of the Family Educational Rights and Privacy Act (FERPA) of 1974, official records, files and data directly related to their children are available to parents upon request to the principal. The principal will schedule an appointment with you to review the records requested. A request form for the parent to examine the records must be signed and kept on file in the school office. (Diocesan Guideline #6081). These records may not be released to anyone without written permission from a parent.

Custody:

If parents are divorced or separated, the school presumes that both parents have access to the child unless one parent can provide evidence that he or she has the sole right. Under the Buckley Amendment, a school may presume that either parent has access rights to the child's educational records, unless a court decree states the contrary.

A copy of the document providing such evidence must be kept on file in the school office.

--Non-Custodial Parent: In the absence of a court order to the contrary, St. Christopher Catholic School will provide the non-custodial parent access to a student’s academic records and other school-related information. If there is a court order denying access to the records and information, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

Student Records:

St. Christopher Catholic School adheres to the Buckley Amendment (Family Educational Rights and Privacy) regarding access to student records. Records of students transferring to other schools will only be sent through the U.S. Mail. No records will be given to parents to transport to the new school.

Parents requesting records/transcripts/recommendations must make a five school-day request to the School Office. All forms should be submitted to the St. Christopher School Office for distribution. Completed forms will be sent via the U.S. Mail. Special handling will require that all postal fees be paid by the parents. *PLEASE NOTE: No records will be sent to transferring schools of students whose financial commitment is in arrears.*

St. Christopher Catholic School shall keep an up-to-date cumulative record of each pupil from kindergarten through grade eight. The following records shall be kept for each student in the cumulative folder:

- Initial application/registration form
- Permanent/cumulative record cards
- Birth Certificate
- Achievement Test Scores
- Health/Immunization Records
- Report cards (current year and previous years)
- Transfer information and records (if appropriate)
- Baptismal and sacramental records
- Field trip permission slips
- Custody information

SPORTS/EXTRA CURRICULAR ACTIVITIES

SPORTS: St. Christopher Catholic School Sports Philosophy

The athletic department at St. Christopher Catholic School recognizes the importance of participation in athletics as a means to providing a well-rounded educational experience for our students. A sound athletic program improves the quality of student life, promotes school spirit, and helps attract students to the school.

The primary focus of the athletic program is to have our students learn new skills and develop their talents in a fun, competitive atmosphere. We acknowledge the desire to provide opportunities for as many students as possible to participate, while at the same time recognize the need to limit the size of teams in the interest of safety and fairness in playing time. There is also recognition that many of our students will continue their athletic endeavors in high school, and we have a responsibility to prepare them for that higher level of competition. We will always teach and support an atmosphere of good sportsmanship and respect for our opponents.

Policies for Participation:

1. Signed parental permission slip required.
2. Acceptable performance in academic classes.
3. Shows pride in Team.
 - Attends all meetings and practices.
 - Attends all games.
 - Appears in a clean and neat uniform
 - Shows good sportsmanship.
 - Cheers on one's teammates.
 - Shows respect for coordinators, coaches, officials, and opposing team members

4. A student who is absent from school on a given day cannot participate in an extracurricular activity (sports, clubs, etc.) on that same day. A student must be in school for at least half of the school day.
5. Uniforms should be returned in good condition ready for use by another person. Parents will be responsible for covering the cost of lost or damaged uniforms and equipment. All uniforms must be returned within one week of the end of the season.

ATHLETIC TEAMS

St. Christopher Catholic School offers various athletic programs. Teams are dependent on having enough players and coaches.

Junior Varsity: There will be a possibility of a 2nd team to satisfy demand as long as:

- Qualified coaches are available to coach the teams
- If more than one team is populated, they will be divided up by ability levels. Each team will then be put in a division or league, based on ability levels, which is appropriate and allows them to be both safe and competitive.

Varsity:

One team per sport

- Team rosters are limited, (for purposes of safety and fairness in playing time), by sport as follows:

Basketball 12 max

Baseball 12 max

Softball 13 max

Volleyball 12 max

Tryouts:

At least 2 days of tryouts and students will be notified in person or by phone.

Overall, students' playing time will be based on the student's commitment towards the team, behavior, and effort at practice and in games. All teams will always enter each game with the goal of winning, but the following parameters will apply:

Junior Varsity- Every effort will be made to provide playing time to each player in every game, although not necessarily equal time. Exceptions may be made for playoffs, tournament, or championship games.

Varsity- There is recognition that the level of competition is often higher for Varsity sports and playing time may not be available for all players in every game. However, coaches will make every reasonable effort to provide playing time for all players.

4th Grade – All players get equal playing time, with the rare exceptions of the final minutes of playoff or championship games, if applicable.

Coaches & Parents Meeting

All coaches must adhere to the Diocesan policies and as such will be subject to the following;

- Background Check
- Virtus Training and the ability to remain current with monthly bulletins
- Up to date with First Aid, Concussion and CPR training. Copies of certification must be on file in the main office

Coaches will be obligated to hold a parent meeting before the start of that sports season. The purpose of the meeting will be to explain the above policies and answer any questions parents may have.

*** If necessary, adjustments can be made by the school administration and sports committee**

The guidelines for participation in athletic activities are outlined in the sports policy, which is distributed to all potential participants. In addition, copies of the policy are available to any interested party and may be obtained in the school office.

****THERE IS NO GUM CHEWING ALLOWED IN THE GYM AT ALL TIMES**

SCHOOL STORE: The school store has items available for purchase such as school supplies, ties, gym shirts and shorts, sweatshirts and fleeces. Students can visit the store before school each day. Parents may make purchases during school office hours. The store is located in the hall area near the dining hall.

ASSEMBLIES: During the year, St. Christopher's faculty and staff provide the student body with informative and enjoyable additions to their regular classroom experiences. Through grade-level and whole-school assemblies, the students are exposed to new ideas in sports, drama, music, safety, character-building, and issues which affect young people today. Students are required to cooperate and behave in an appropriate manner at these gatherings.

BIRTHDAY TREATS/ SPECIAL OCCASIONS – FOOD:

After careful review of our school policies, and evaluation of research provided by our local health agencies we have designed a set of rules to protect students, staff and our families. It is our hope to limit the spread of any illness and yet maintain our valuable classroom and school traditions.

1. Parents shall only provide commercially prepared foods for sharing in a classroom. These include individually wrapped items or large sealed containers (i.e. pretzels sticks). All items must be sealed at delivery and will be handed out by faculty personnel only.
2. Parents with individual health allergy concerns should contact their homeroom teachers to clear appropriate exceptions.
3. Special curriculum-based activities/celebrations will be coordinated by the homeroom teacher and may include reasonable exceptions. This is a great opportunity to promote healthy snacks (i.e. fruits and vegetables) etc!! Thank you for your cooperation.

STUDENT GIFTS/INVITATIONS:

- Students should not exchange individual gifts at school. This gesture only creates hurt feelings among other students.
- Invitations for slumber parties or birthday parties should be sent to the homes of students via the U.S. Mail unless an invitation is being given to every student in the entire grade.
- Valentines may be distributed at school.

CLUBS AND COMMITMENTS

We offer many co-curricular and extra-curricular clubs, and opportunities for teams to compete at local, state and national levels. When teams reach competitive levels which require travel, every team member is required to participate so the team is not held back from the competition. Both parents' signatures will be required guaranteeing student's FULL participation except for a medical or family emergency. These steps are taken to protect team members in competition situations.

COMPLAINT/GRIEVANCE PROCEDURE:

The Diocese desires that problems be solved at the most direct level whenever possible. Parents or students should first attempt to resolve conflicts, concerns or complaints regarding classroom issues or other students with the teacher or other staff person involved. If the issue is not resolved, the parent or student should attempt to resolve the issue with the administration. If the issue remains unresolved, the parent or student may file a complaint with the Pastor first and then the Superintendent.

LOST AND FOUND:

All items lost or found should be reported or brought to the Main Office. Students should not bring large sums of money or valuables to school. The school cannot assume responsibility for personal loss. **PLEASE LABEL ALL BELONGINGS!**

ST. CHRISTOPHER CATHOLIC SCHOOL BOARD

The purpose of this board is to promote and advance the mission of this Catholic school for the education and instruction of students in assisting them to "reach the fullness of the Christian life." (See canon 794 §.1). In keeping with the principles of the Roman Catholic Church, this board ensures that this school fulfills its mission of forming the human person for our final end and for the common good. (See canon 795); the finances of the school remain healthy; and a course of education as prescribed by the DIOCESE OF BUFFALO and the applicable policies, rules, and regulations of the STATE OF NEW YORK.

The board is established with the canonical understanding that the Christian faithful have the right and duty to establish such a board which must be highly esteemed by the Church (see canon 796 §2). As such, the board, with specified power of governance, is a participatory, policy making body for the matters specifically identified herein pertaining to the board's authorized powers in respect to the school. All decisions of the board within its specified powers shall be binding upon the competent local ecclesiastical authority (aka "Chaplain") and school administrators and shall be in compliance with canon law (see canons 793-806), the letter and the intent of the policies, rules, and regulations of the Office of Catholic Schools of the DIOCESE OF BUFFALO, the applicable policies, rules, and regulations of the STATE OF NEW YORK, and those powers reserved to the Roman Catholic Bishop of the DIOCESE OF BUFFALO (the "Bishop").

HOME SCHOOL ASSOCIATION:

St. Christopher Catholic School has an active and growing Home School Association (H.S.A.). All parents are encouraged to join and become actively involved in the activities sponsored by the Home School Association. The main objectives of this group include organizing fundraisers, and creating a greater appreciation of Catholic Education.

NON-EXCLUSIONARY:

No student will be excluded from our school for health reasons or special circumstances if we can meet his/her academic and emotional needs.

****Right to Amend . . .***

St. Christopher Catholic School reserves the right to amend this Handbook. Notice of amendments will be sent to parents via email communication or weekly envelope.

APPENDIX

<div>ST. CHRISTOPHER SCHOOL 2660 Niagara Falls Blvd. Tonawanda, NY 14150 Phone: 716-693-5604</div> <div>HOME TO SCHOOL NOTE</div> <div>Teacher _____ Gr _____ Rm _____ Student _____ Today's Date: _____ <i>Please check (✓):</i> <input type="checkbox"/> Was ABSENT on: _____ because: _____ <input type="checkbox"/> Will be picked up today at DISMISSAL by: _____ <input type="checkbox"/> Will be picked up EARLY at: _____ o'clock by: _____ because: _____ <input type="checkbox"/> Was LATE today because: _____ arrived at school: _____ o'clock <input type="checkbox"/> Kids Kare or Other: _____ ➤ <i>Parent Signature:</i> _____ ➤ <i>Signature of Office Staff:</i> _____</div>	<div>ST. CHRISTOPHER SCHOOL 2660 Niagara Falls Blvd. Tonawanda, NY 14150 Phone: 716-693-5604</div> <div>HOME TO SCHOOL NOTE</div> <div>Teacher _____ Gr _____ Rm _____ Student _____ Today's Date: _____ <i>Please check (✓):</i> <input type="checkbox"/> Was ABSENT on: _____ because: _____ <input type="checkbox"/> Will be picked up today at DISMISSAL by: _____ <input type="checkbox"/> Will be picked up EARLY at: _____ o'clock by: _____ because: _____ <input type="checkbox"/> Was LATE today because: _____ arrived at school: _____ o'clock <input type="checkbox"/> Kids Kare or Other: _____ ➤ <i>Parent Signature:</i> _____ ➤ <i>Signature of Office Staff:</i> _____</div>
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St. Christopher Roman Catholic Church and School

Come...journey, follow and be inspired with us!

2660 Niagara Falls Boulevard
Tonawanda, New York 14150
Phone (716) 693-5604 Fax (716) 693-5127

DISCIPLINE REFERRAL FORM

Student Name John Doe

Grade _____

Staff Member _____

Date _____

Location:

Classroom Cafeteria Gym Hallway Church
Special event/assembly/ field trip Restroom Other _____

Conduct:

____ Inappropriate Language ____ Disrespectful Behavior ____ Gum ____ Unprepared for class
____ X Disruptive Behavior ____ Lying/Cheating ____ Property Damage ____ Missing Assignments
____ Forgery/Theft/Plagiarism ____ Fighting/physical aggression ____ Technology Violation *See below

Infractions: Dress Code

____ Shirt Un-tucked ____ Jewelry ____ Other
____ No Belt ____ Socks/Shoes ____ Make-up
____ No Tie ____ Skirt Length ____ Hair Length

Administrative Decision:

Time in office Parent contact Loss of privilege Detention
Conference with student/parent In-school suspension Out-of-school suspension Other _____

Administrative Signature:

Date: _____

Missing

Assignments:

Student Signature:

Date: _____

Parent Signature:

Date: _____



Profile of An Eighth Grade Catholic School Graduate

The Profile of the Diocese of Buffalo provides a benchmark of excellence for students who are nurtured and developed in our Catholic schools. The profile also challenges school leaders, teachers and parents to provide learning environments that prepare our students to strive for excellence, to seek truth and to work for justice in our world. Our schools are blessed with a rich tapestry of diversity and with students and parents who practice other faiths. We value the contributions of all and invite all children and families to our nurturing, faith-based school programs and academically challenging environments. The profile is designed to identify the desired spiritual, academic, leadership, service and citizenship characteristics of our eighth-grade graduates. We (Catholic school leaders, educators, parents, parishioners and stakeholders) are called to embrace these important qualities and to guide our youth in their development as:

- Young adults practicing faith, hope and love as fundamental virtues of life.
- Critical and moral thinkers.
- Confident leaders in answering the Gospel call by responding to the needs of others.
- Action oriented youth with an awareness of civic, health, environment and global issues.

The task is great and the commitment is worthwhile. Together our efforts are focused on nurturing our youth to become prepared for high school, college and the global workplace. Ultimately, we strive to guide our youth to become beacons of hope, instruments of peace, and ambassadors for Christ.

Christ Centered

The 8th grade graduate...

- Models Catholic Christian values, including respect and forgiveness for self and others.
- Forms a Christian conscience and evaluates moral choices within the context of the church's teachings
- Responds to the needs of others with a compassionate and empathetic spirit
- Builds a personal relationship with Christ through the regular practice of prayer and the Eucharist
- Practices his/her faith by worshiping on a weekly basis as part of an active faith community
- Takes responsibility for exploring and validating one's own faith
- Exhibits basic knowledge of Catholic beliefs, prayer, scripture and social justice teachings
- Who is of another faith tradition, knows and understands Catholic teaching and is also an active participant in his/her religious group



Academically Strong

The 8th grade graduate...

- Possesses skills to be academically competitive and successful in high school and beyond as demonstrated in the NYS Next Gen Learning Standards
- Develops creative, collaborative, media and information fluencies as presented in 21st Century Teaching and Learning Skills
- Demonstrates critical thinking skills for problem solving Possesses a strong foundation, mastery and competencies in all areas of study as outlined in the Diocese of Buffalo Curriculum
- Exhibits independent and creative thinking skills
- Strives for personal best
- Studies a problem to formulate a conclusion relevant to the situation (inductive and deductive reasoning)
- Conveys information in an effective and clear manner
- Uses technology/digital media as an educational tool, media device and communication tool
- Reads, comprehends, applies, analyzes and evaluates various text and materials
- Recognizes that learning continues beyond the classroom through various means and modes
- Works collaboratively and creatively with others

Christian Leadership

The 8th grade graduate...

- Acts with good judgment, encourages others and empowers others
- Sets a positive example and serves as a role model for younger students
- Collaborates with others to achieve a common goal
- Plans and perseveres to achieve short-term and long-term goals
- Demonstrates flexibility, respect and good listening skills
- Accepts challenges and takes appropriate risks that develop his/ her talents and abilities
- Demonstrates confidence, that is, faith in oneself and one's gifts
- Displays a positive attitude and a good sense of humor
- Demonstrates good sportsmanship
- Exhibits humility

Student Acceptable Computer Use Policy

The Internet is a global network of networks connecting many millions of computers. The Internet is an environment of independent, unregulated resources that can change on a daily basis. This resource is used similar to the way books, magazines, newspapers and videos are used in an educational setting. St. Christopher Catholic School is preparing students for the 21st Century by offering up to date computer resources to complement the curriculum. The Internet is a valuable tool offering a vast number of resources at the click of a mouse. It is a general expectation that the school resources are to be used in a reasonable, efficient, ethical, moral and legal manner in accordance with the beliefs and policies of St. Christopher Catholic School. Computer storage areas will be treated like student lockers. Administrators may review files and communications to maintain system integrity and ensure that students are using the system responsibly. Computer use will be monitored by a teacher, but students are responsible for following the guidelines for appropriate use and bear the consequences for misuse.

I will be responsible when using computer and network equipment and resources.

- I will use school resources for academic purposes only (no personal, political or commercial use).
- I will not waste or take supplies or equipment.
- I will not misuse, vandalize, or tamper with hardware, software, or security measures.
- I will not change settings, download or install software without permission.
- I understand that permission to use mobile devices to support learning is at the discretion of each teacher.
- I will use school resources in a way that does not disrupt others.
- I will only use mobile devices in school for educational purposes, not to make calls, chat, send texts, or “surf” the Internet.

I will respect the intellectual property of others.

- I will not violate copyright laws.
- I will not use the Internet for transmission of materials in violation of local, state, or federal regulations.
- I will not copy, change, use or read another user’s folders or files.
- I will not use mobile devices or computer equipment to access information during a quiz, test, or exam.
- I will not attempt to gain unauthorized access to systems, programs or accounts.

I will ensure the safety and privacy of myself and others.

- I will keep my passwords and account information secure
- I will not access, display, or send pornographic or offensive material.
- I will not harass, bully, hurt or threaten others.
- I will not use obscene language.
- I will not use chat or instant messaging on school computers.
- I will not reveal personal information, address, phone number of students, teachers, staff.
- I will not photograph, record, or share photos or recordings without the subject's knowledge and permission.
- I will notify school personnel if I encounter inappropriate material or a possible security issue.
- I will only access the Internet through the school’s filtered network, even when using mobile devices.
- I will not access, display, or send materials that are derogatory toward any race, religion, culture, ethnic group, gender or sexual orientation.

Violations will be referred to the principal for disciplinary action. Law enforcement agencies will be involved when appropriate. The student will not have computer privileges unless this form is signed by both student and parent.

Access is a privilege, not a right. Access implies responsibility.

I have read the policy and will conduct myself accordingly. _____

Student Signature

Date

I have read the policy and will support its implementation. _____

Parent Signature

Date

Dear Parents,

Throughout the school year faculty and staff at St. Christopher Catholic School will be creating video footage of the exciting activities and events showcasing learning projects and school life celebrations. We will also be posting pictures and events on our Friday Highlights Facebook page which will be managed by school/parish personnel.

Please complete the attached permission slip and return to our school office by September 15, 2023. If you have any questions or concerns do not hesitate to contact us. Thank you for your continued prayers, support, and cooperation.

Sincerely,

Mrs. Cronyn
Principal

PHOTO-VIDEO RELEASE SCHOOL YEAR 2023 - 2024

To whom it may concern,

I hereby give permission for my son/daughter _____ currently in grade _____ to be photographed or videotaped at St. Christopher Catholic School. I realize the photo may be published in the newspaper, a magazine, the school website, social media which may include Facebook, Instagram, or other marketing publications. The video may be used for informational or educational purposes regarding the programs or curriculum at St. Christopher Catholic School.

_____ **I do not** grant permission pertaining to the above *and will accept responsibility for explaining to my child(ren) why they will not be participating in school photos or videos.*

Signed: _____

Date: _____

PLEASE COMPLETE ONE FORM FOR EACH CHILD

Parent / Student Signature Page

I have read the **2023/2024** Parent/Student Handbook and agree to follow the school policies and procedures as stated.

Family Name _____
(Print Please)

_____ Parent signature	_____ Date
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_____ Parent signature	_____ Date
---------------------------	---------------

_____ Student signature	_____ Date
----------------------------	---------------

_____ Student signature	_____ Date
----------------------------	---------------

_____ Student signature	_____ Date
----------------------------	---------------

_____ Student signature	_____ Date
----------------------------	---------------

**Parents and students must all sign.*

SIGNED FORM DUE TO Mrs. Cronyn Principal – October 2, 2023