



# *St. Christopher Catholic School*

*Where Faith and Excellence Flourish*

## **PARENT-STUDENT HANDBOOK**

### **2025-2026**

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## ST. CHRISTOPHER CATHOLIC SCHOOL

### **MISSION STATEMENT**

At St. Christopher School, we strive to surround our students with a Catholic faith that is centered on dignity, respect and compassion for all God's people. We believe that all students should be nurtured in their talents, provided with high quality instruction and, in the spirit of St. Christopher, lifted up when they fall and helped through their challenges. We endeavor to build generations of life-long learners who will better our society by living their lives in a way that promotes the teachings of Jesus.

### **BELIEFS**

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. We 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. We 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.

### **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.

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. It should be noted that this document supersedes any previous Parent/Student Handbook.

## **UNIFORM POLICY**

Saint Christopher Catholic School has developed standards of dress that promote human dignity, modesty, 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 each 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.

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.

**\*\*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 PE day

## **BOYS: GRADES K-8**

**Hair:** Hair must be above and not touch the collar; must be above ears and eyes: must be able to see eyes. No colorful, unnatural hair dyes.. If a male student chooses to keep their hair longer than the required length, it must be pulled back into a ponytail or bun in order to meet the uniform code. Nothing can be added to the hair that could be deemed as distracting to learning. No extreme hairstyles including mullets, mohawks, shaved words or pictures allowed. The definition of an extreme hairstyle will be left to the discretion of the principal.

**Pants:** Must be navy blue. No jeans, jean style, corduroys or 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 short or long-sleeved buttoned-down shirt with the uniform tie 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 sports' 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. Ties must always be worn even with a sweatshirt or fleece.

**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 always allowed

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

**Miscellaneous:** No tattoos, including fake tattoos, no earrings.

## **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**. All skirts must be no shorter than 2 inches above the knee.

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

### **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, white-buttoned down long or short sleeved shirt
- Polo in **white or navy blue with logo**.
- All shirts must be completely buttoned and tucked in

### **Pants:**

- **Dark navy blue chino slacks only. Leggings, jeggings, 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 31<sup>st</sup> and from *May 1<sup>st</sup>* 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:** **No makeup is allowed 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. No extreme hairstyles including mullets, mohawks, shaved words or pictures allowed. The definition of an extreme hairstyle will be left to the discretion of the principal. Nothing should be added to the hair that could be deemed as distracting to learning.

## **PHYSICAL EDUCATION UNIFORM**

### **ALL STUDENTS K-8**

- St. Christopher School issued navy blue uniform shirt available for purchase in the office.
- Navy blue athletic shorts no shorter than 2 inches above the knee
- Sneakers with laces or Velcro.
- No jewelry or watches are to be worn during PE class. The school is not responsible for any lost items.

### **Please Note:**

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

### **Field Trips**

Students represent 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.**

If the uniform is not worn on a field trip the following applies: bare shoulder tops (tank, halter etc.), strapless, crop tops and spaghetti straps are not allowed. No clogs, crocs, flip flops, open back shoes or heels over 1 inch. No sweatpants, trackpants, leggings for girls in grades 4-8, torn, ripped or shredded jeans/pants.

### **Dress Down Days**

While dress down days are not to be expected, when they occur the following applies: all students will wear uniform bottoms with the designated dress down top. Girls in grades K-4 can wear the dress down top over their jumpers or they can wear shorts during early fall and spring.

**Dress down clothes will not be acceptable in physical education classes. Students are expected to bring their PE uniform to school on dress down days.**

\*\*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.

## **Parent Communication**

To limit the number of announcements sent home with the students, an email will be sent out every **Wednesday afternoon** from the school office. Information related to a specific grade level may be sent home by homeroom teachers on a regular basis. Please check your emails regularly for important updates.

## **SCHOOL OFFICE HOURS:**

Monday – Friday: 7:15 am – 3:15 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.

## **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.

## **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.

**NEW: All currently enrolled students are considered returning for the following year unless we receive the Enrollment Termination Form signed by a parent or legal guardian. Registration fees will automatically be added to each family's FACTS account in February with a due date of March 1st.**

Parents who wish to enroll new students in grades 1-8 should call the school office to set up a conference with the principal. Records from the previous school must be brought at the time of the conference. **A new student who transfers into St. Christopher School will be on a 3-month probationary period. 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/guardian's 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 pastor, 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**

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 has been 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 2025-2026 is approximately \$6,000. A generous parish contribution greatly reduces the actual per student tuition cost to the families in K-8

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

| <b><u>Enrollment/Textbook Fee</u></b>                                 | <b><u>Technology Fees</u></b>  |
|---|--|
| Non-Refundable- separate from rate of tuition<br>\$175.00 per student | Non-Refundable, due on or before September 1, 2025<br>\$100.00 per student |

## **2025-2026 Tuition:**

### **Grades K-8**

|                   | <b>Yearly</b>   | <b>Monthly</b> |
|-------------------|-----------------|----------------|
| <b>1 Child</b>    | <b>\$4,990</b>  | <b>\$499</b>   |
| <b>2 Children</b> | <b>\$9,080</b>  | <b>\$908</b>   |
| <b>3 Children</b> | <b>\$12,720</b> | <b>\$1272</b>  |
| <b>4 or more</b>  | <b>\$15,960</b> | <b>\$1596</b>  |

### **Pre- Kindergarten Full Day 3 and 4 Year Old Program Tuition** (Not eligible for tuition assistance)

|                         | <b>Yearly</b>  | <b>Monthly</b> |
|-------------------------|----------------|----------------|
| <b>Per Child PreK 3</b> |                |                |
| <b>5 days</b>           | <b>\$6,800</b> | <b>\$680</b>   |
| <b>3 days</b>           | <b>\$4,080</b> | <b>\$408</b>   |
| <b>Per Child PreK 4</b> |                |                |
| <b>5 days</b>           | <b>\$6,500</b> | <b>\$650</b>   |
| <b>4 days</b>           | <b>\$3,900</b> | <b>\$390</b>   |

### **Tuition Discounts & Assistance**

Limited financial assistance is offered by St. Christopher School. All families seeking assistance must complete the Grant and Aid application through FACTS. We ask that all families seeking financial aid through St. Christopher's apply for the Bison Fund first. Financial aid applications must be completed by June 15<sup>th</sup>.

|   |   |
|---|---|
| \$150.00 discount per family on<br>Pre-K Tuition, if a sibling is<br>enrolled in Grades K-8 | \$150.00 discount if tuition<br>is paid in full by<br>August 31, 2025 |
|---|---|

### **TUITION PAYMENT POLICY**

#### **All families are required to register with FACTS Tuition management Program**

The 10-month tuition payment period starts August 15<sup>th</sup> and ends May 15th. Completed tuition contracts and fees must be paid in full at time of registration or by March 15<sup>th</sup>. Tuition payments made on a monthly schedule will be processed through FACTS and automatically withdrawn. 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. Seriously past due accounts will be referred to the pastor for review and action. Failure to cooperate in a timely fashion with Tuition Contract Payment

Plans will result in initiation of collection proceedings and dismissal of the student(s) from the school. All fees incurred by St. Christopher School from the debt collection process will be the responsibility of the family.

## **Kids Kare**

Kids Kare is our staff led aftercare program, held on site from 2:30pm – 5:30pm. This service is available for all students, Pre-K3 - 8th grade. Children can complete homework and enjoy time with friends playing games, working on crafts, and other fun activities. In the warmer weather, the children enjoy time outdoors and on the playground. Afternoon snack is provided.

Kids Kare payments are processed monthly, based on daily sign out documentation and processed by the FACTS payment system.

*Late Fee – Any pickup after 5:30pm results in a \$1.00 per minute late fee. Registration must be completed prior to the first day of attendance.*

**Kids Kare Phone Number 716-364-5794**

## **ATTENDANCE**

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.**

Attendance will be taken by the homeroom teacher each morning.

**Excused absence shall include** sickness, sickness or death in family, required to be in court, approved high school or college visits, religious observance, attendance at health clinics, take your child to work day as per school policy

**Unexcused absence shall include** unlawful detention, truancy, suspension, vacations, and competitive tournaments

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. In the absence of parent communication, the school administration will request a meeting.

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 the name of the absent child, the date/dates of absence, the reason for the absence and the signature of a parent or guardian.

**Tardiness:** Students who arrive after 7:40am must 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**

Parents will be notified via text message, email and through our school Facebook page if the school will be closed for any reason.

**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 text message and/or email 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**

### **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 through the PreK doors**

#### **Pick Ups and Car Riders**

- Parents may enter and park in the school lot **after** all buses have departed at approximately 2:40pm.
- Pre-Kindergarten students will be dismissed at 2:20pm 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 LINK doors (door 1). Parents/guardians must pick their child up at the door.
- Families of students in grades 1 - 8 are asked to park in the lot and wait in the pickup line to get their child.
- Students will not be released to anyone other than their parent/guardian unless the teacher or office receives 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. Please also Do NOT email your child's teacher as the teacher may not have a chance to check their emails before dismissal.**

#### **DISMISSAL NOTES:**

Written notes are needed for all students whose normal school day is being altered. This includes those who arrive late, leave before dismissal, or change 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 fax or email of the original permission slip, completed and signed by a 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.

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**

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](http://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 who will be supervising children must be Virtus trained.

\*\*St. Christopher Catholic School reserves the right to select our volunteers based on our own criteria.

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.

## **LOCKER POLICY GRS. 5- 8**

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

- Only magnets may be used- NO stickers or permanent markings may be made.
- St. Christopher School reserves the right to randomly 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.
- Nothing in violation of school rules (as stated in this handbook) may be kept in lockers.
- 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:

- Borrowed books are to be returned on time and in good condition.
- Overdue books will incur a charge of 10 cents per day.
- 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 as required by the tuition agreement.
16. Instill Christian values and proper attitudes toward authority, conduct and learning.
17. Parents are reminded that students are requested NOT to 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 EXPECTATIONS**

**Students take responsibility for their own learning.** They arrive to school and class on time, prepared, demonstrating a serious and responsible attitude in daily work. All class work and homework are carefully and thoughtfully completed on time.

**Students settle differences with one another in a peaceful manner.** They respect the property of others and their personal space. They do not take things that do not belong to them and they never physically or verbally fight with other children.

**Students immediately follow the directions of adults in charge.** They look at the speaker and do not talk back or disrespect teachers or adults in charge. They always use proper tone when addressing adults including substitutes, lunchroom monitors, and volunteers.

**Students are sensitive to the needs and feelings of others.** They use appropriate language at all times. They never bully or tease other children verbally, physically, or in writing of any kind either on paper, in text, or in cyberspace.

**Students are expected to move safely through the school.** They do not play in the bathrooms or hallways and never run in the lunchroom, hallways, or on the stairways.

## **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 free from discrimination, intimidation, taunting, harassment and bullying on school property, school buses and school sponsored events. It protects against all forms of harassment.

St. Christopher School follows the guidelines outlined in the Dignity Act. Students who choose to violate the policies in the Act will be subject to discipline per the Code of Conduct or as determined by administration.

St. Christopher School follows diocesan policies as they relate to bullying and harassment. The policy is outlined below:

### **Anti-Bullying and Prevention Programming**

St. Christopher School maintains an environment that reflects the values of dignity, respect, and the inherent worth of every person created in the image and likeness of God. In accordance with the *Jack Reid Law: Protect All Students Act*, Catholic schools are required to adopt and implement a written,

plain-language, age-appropriate anti-bullying and harassment policy that applies to all students. designed to:

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

Annual staff training is required on recognizing, reporting, and responding to bullying and harassment.

### **Anti-Bullying and Harassment Statement**

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

#### **Definitions:**

- **Bullying** is defined as repeated or systematic abuse and/or harassment of another person or group that involves a real or perceived power imbalance. A person is being bullied when they are exposed repeatedly and over time to negative actions by one or more persons.
- **Harassment** is the creation of a hostile environment by conduct or by threats, intimidation or abuse, including cyberbullying, that (a) has or would have the effect of unreasonably and substantially interfering with a student's educational performance, opportunities or benefits, or mental, emotional or physical well-being; (b) reasonably causes or would reasonably be expected to cause a student to fear for their physical safety; (c) reasonably causes or would reasonably be expected to cause physical injury or emotional harm to a student; or (d) occurs off school property and creates, or would foreseeably create, a risk of substantial disruption within the school environment, where it is foreseeable that the conduct, threats, intimidation or abuse might reach school property. For purposes of this definition, the term "threats, intimidation or abuse" shall include verbal and non-verbal actions.

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

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

Examples may include, but are not limited to: teasing, using derogatory nicknames or slurs, spreading rumors or demeaning stories, social exclusion, intentional destruction of property, or sharing demeaning content online.

### **570.3 Procedures for Reporting and Responding to Bullying or Harassment**

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

#### **Reporting:**

- Any student who believes they are being bullied or harassed should immediately tell a teacher, counselor, or administrator. Student concerns may be relayed to a school employee verbally, by email, or in writing.
- Parents or guardians may also report suspected incidents directly to a school employee.
- School employees who witness bullying/harassment or receive an oral/written report must orally notify the principal (or designee) no later than one school day after the report/knowledge. This employee must then file a written report with the principal (or designee) no later than two school days after the oral report.

#### **Investigation:**

- Upon receiving a report of bullying, harassment, or retaliation, the principal (or designee) will promptly initiate a timely and thorough investigation.
- Both the reporting student and the alleged offender will be interviewed separately, and all relevant facts will be reviewed.
  - Other students or school employees may also be interviewed.
- The principal (or designee) will also review video footage, online content, voicemails, or text messages, if available.
- The principal will communicate the outcome of the investigation to the affected student(s) and their parents in an age-appropriate manner, respecting confidentiality requirements. This may be done in person, in writing, or in an email.

#### **Protection and Enforcement:**

- Appropriate actions will be taken to protect the victim's safety and to ensure that the bullying or harassment stops.
- Retaliation against any person who reports or participates in an investigation is strictly prohibited.
- Documentation of all reported incidents, investigations, and responses must be maintained by the school.
- Counseling and student support services will be made available to victims, witnesses, and students who engage in bullying behavior to promote restoration and community well-being.

#### **Consequences:**

The principal (or designee) will take immediate steps and provide appropriate follow-up action reasonably calculated to ensure that such conduct has stopped and ensure the safety of the student or students, including retaliation against any individual who in good faith reports such bullying or assists in the investigation.

Disciplinary actions will be consistent with Catholic values and the school's code of conduct. Possible consequences may include:

- Parent meetings and behavior modification plans
- Counseling or restorative interventions
- In-school or out-of-school suspension
- Isolation from peers or restricted privileges

- Expulsion in severe or repeated cases

### **False Reports:**

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

### **Hateful Speech and Inclusion Statement**

Catholic schools are committed to fostering an inclusive community in which all individuals are treated with dignity, integrity, and respect. Harassment, hateful speech, or discrimination of any kind interferes with this mission and will not be tolerated.

Harassment is conduct that creates a hostile environment, interferes with a student's educational performance or well-being, causes fear for safety, or risks substantial disruption, including off-property behavior if it foreseeably reaches school property. Harassment may be verbal, physical, visual, online, or sexual in nature, and may be based on, but not limited to, a person's race, ethnicity, culture, religion, age, gender, physical appearance, socioeconomic status, sexual orientation, academic ability, disability, or language.

All allegations will be reviewed and investigated promptly, confidentially, and thoroughly. Counseling and support services will be made available to both victims and perpetrators as part of a restorative approach to healing and accountability.

### **CODE OF CONDUCT**

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 toward all members of the St. Chris community
- interested participation in school activities,
- proper safety habits and care of school property and facilities.

**Courtesy:** Courtesy and good manners are always expected of all students. The guiding principle for all conduct at St. Christopher Catholic School is: "Treat others as you would like others to treat you."

**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. Students are to be mindful of adults moving about the building and allow adults to pass in front of student 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, lunch boxes 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 set of expectations for the classroom which will be based on respect and behaviors contributing to the learning environment. Classroom expectations 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 or the Code of Conduct 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 the student may be required to show the note to a parent.

13. Out of school conduct, either in person or online, 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 an 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 seriously detracts from the reputation of the school and/or church community. 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 negatively impacts the day-to-day educational environment. This off campus behavior includes but is not limited to cyber-bullying that leads to gossip, whispering and/or negative comments about a student/group of students during the school day.

## **ACADEMIC HONESTY 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 25% 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. Any student who forges a signature may be required to serve after-school detention.
  3. **Cheating** – If a student is caught cheating on a test or quiz, the paper will be sent home for parent/guardian signature. If a replacement test or quiz is given at the teacher's discretion, a 25% penalty will apply to the new grade.
  4. **Copying** - including but not limited to homework and classwork. Graded assignments will be redone and will receive a 25% penalty.
  5. Assisting another student with any of the above actions will also result in disciplinary action.

**Please note:** The use of generative AI programs such as, but not limited to, ChatGPT by students on graded assignments is prohibited. The use of AI on graded assignments by the student will be treated as an academic honesty violation.

## **DANGEROUS BEHAVIOR**

St. Christopher Catholic School believes that certain types of behavior 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/police 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 counseling services 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. If the student or family refuses to make an appointment the student withdraws from the school or is expelled.
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 will 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:**

Students who have been suspended will need to make up schoolwork 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/or 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.

\*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 done 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. Free and reduced lunches are available to all students. Snacks will only be available for purchase (cash only) on Fridays.

**NOTE: Our school is nut free. Please do not send in any products that contain nuts. Please check all items in your child's lunchbox.**

## **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 disposing of trash and leaving the dining hall.
- Place disposable items in the recycling containers and garbage cans when called to clean-up.
- All students require a pass from a teacher to leave the dining hall to go to a classroom and must sign out with the dining hall coordinator before leaving.
- 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, Fitbits or any device with texting/messaging capabilities is strictly prohibited during the school day or at after school functions and activities 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 or in their locker 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 always forbidden.
- 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.

**2<sup>nd</sup> Violation** – consequence at the discretion of school administration which may include in-school suspension

### **Sexting:**

Students involved in possession or transmission of inappropriate photos on their cell phones or other electronic devices face suspension, expulsion and/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 21<sup>st</sup> 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 and internet services.

### **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 transmit 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 use the Google Education Suite to communicate with other classmates during school hours unless given direct permission by the teacher.
- 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's 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.

**Please note: Parents and guardians are responsible for teaching their children how to use all social media platforms, group texting and any other online sites which allow students to communicate with one another, in an appropriate manner. School administration will only get involved when what has taken place outside of school hours negatively impacts the St. Christopher educational environment. If this occurs, administration reserves the right to follow the disciplinary actions outlined in the Code of Conduct.**

## **HEALTH & SAFETY**

### **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 PreK, K, 1, 3, 5, 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 and a medical note from the child's Health Care Provider and the parent is on file.
3. Verbal and/or telephone requests to administer medication are not acceptable for the protection of the student and the school.

#### **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.
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 as to not expose other children. 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. A temperature of 100 degrees or more. Students must be fever free for 24 hours without the aid of medication. 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 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.

## **STUDENT SAFETY & DRILLS**

### **Emergency Information**

Parents are asked at the beginning of each school year to fill out two Emergency Information Forms, one for the office and one for the nurse 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 another emergency.

### **Emergency 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. According to a new amendment from NYS Board of Regents, parents will now receive a one week notification before any lockdown drill takes place.

### **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.

## **CRISIS PLAN**

St. Christopher Catholic School has implemented a “crisis plan” in case of an emergency. All teachers and staff are aware of the procedures to follow to keep your children safe. In the event of an emergency which requires the building to be evacuated, the students will be relocated to the church or Ellicott Creek Fire Hall

### **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 Release Plan:**

If 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.

#### **P.A.D.:**

Public Access Defibrillators are located in the link near the elevator, near the Pre K classrooms and in the nurse's office. 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**

### **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:**

The 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:

| <b>Religion</b> | <b>Language Arts</b> | <b>Reading</b> | <b>Music</b> | <b>Physical Education</b> |
|-----------------|----------------------|----------------|--------------|---------------------------|
| <b>Spanish</b>  | <b>Science</b>       | <b>Math</b>    | <b>Art</b>   | <b>Social Studies</b>     |

**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 PreK-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.

**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 7<sup>th</sup> Graders to be accelerated to Integrated Math 9 as 8<sup>th</sup> 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:

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

**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.

**PE:** 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. 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. Due to the increased demand of the NYS learning standards and testing, homework and/or assignments may need to be given over weekends.

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.)

**Absences: Requesting Missed Work:** If a student is absent for only one day, missed work may be set home with a sibling if the teacher has time to prepare the materials. 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 with non-adhesive book covers.** Those students who lose a textbook will be charged the replacement cost of the book. If textbooks are abused and damaged, fees will be charged, and final grades withheld until payment is made.

### **TESTING:**

All students in grades 3-8 will participate in NYS Math and ELA testing. Student in grades 5-8 will participate in NYS Science testing.

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

In addition, teachers will send progress reports to all first through eighth grade families approximately halfway through each trimester.

### **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. Students in grades K-4 receive standards-based report cards indicating their progress on required skills.

#### **Academic Probation:**

A student whose academic performance indicates serious deficiencies or a failing grade (<70%) 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 below 70% will not be allowed to participate in any sport or academic competition until the grade has improved to a passing grade of 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.

## **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**

The Special Education Coordinator and classroom 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 should be considered. Parents with questions regarding their children's academic abilities should speak first with their child's teacher.

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**

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. Records of students transferring to other schools will be sent directly to the new school. No records will be given to parents to transport.

Parents requesting records/transcripts/recommendations must make a request to the School Office. All forms should be submitted to the St. Christopher School Office for distribution. ***PLEASE NOTE: No records will be sent to transferring schools of students whose financial commitment is in arrears.***

**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. St. Christopher Catholic School adheres to the Buckley Amendment (Family Educational Rights and Privacy) regarding access to student records.

**SPORTS/EXTRA CURRICULAR ACTIVITIES**

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:**

A permission slip signed by a parent or guardian is required before a student can participate in a sport or extracurricular activity. In order for a student to continue to participate they must have acceptable performance in all academic classes, regularly attend practices, games and meetings, show good sportsmanship for one's teammates and the opponent, and show respect for all coaches, officials and players. Uniforms must be kept in good, clean condition.

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.

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.

**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.

**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 the 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!**

**\*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

**ST. CHRISTOPHER SCHOOL**  
2660 Niagara Falls Blvd.  
Tonawanda, NY 14150      Phone: 716-693-5604

**HOME TO SCHOOL NOTE**

Teacher \_\_\_\_\_ Gr \_\_\_\_\_ Rm \_\_\_\_\_

Student \_\_\_\_\_

Today's Date: \_\_\_\_\_

*Please check (✓):*

Was **ABSENT** on: \_\_\_\_\_  
because: \_\_\_\_\_

Will be picked up today at **DISMISSAL** by:  
\_\_\_\_\_

Will be picked up **EARLY** at: \_\_\_\_\_ o'clock by:  
because: \_\_\_\_\_

Was **LATE** today because: \_\_\_\_\_  
arrived at school: \_\_\_\_\_ o'clock

Kids Kare or Other: \_\_\_\_\_

➤ *Parent Signature:* \_\_\_\_\_

➤ *Signature of Office Staff:* \_\_\_\_\_

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Student \_\_\_\_\_

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Will be picked up today at **DISMISSAL** by:  
\_\_\_\_\_

Will be picked up **EARLY** at: \_\_\_\_\_ o'clock by:  
because: \_\_\_\_\_

Was **LATE** today because: \_\_\_\_\_  
arrived at school: \_\_\_\_\_ o'clock

Kids Kare or Other: \_\_\_\_\_

➤ *Parent Signature:* \_\_\_\_\_

➤ *Signature of Office Staff:* \_\_\_\_\_

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because: \_\_\_\_\_

Will be picked up today at **DISMISSAL** by:  
\_\_\_\_\_

Will be picked up **EARLY** at: \_\_\_\_\_ o'clock by:  
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arrived at school: \_\_\_\_\_ o'clock

Kids Kare or Other: \_\_\_\_\_

➤ *Parent Signature:* \_\_\_\_\_

➤ *Signature of Office Staff:* \_\_\_\_\_

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Teacher \_\_\_\_\_ Gr \_\_\_\_\_ Rm \_\_\_\_\_

Student \_\_\_\_\_

Today's Date: \_\_\_\_\_

*Please check (✓):*

Was **ABSENT** on: \_\_\_\_\_  
because: \_\_\_\_\_

Will be picked up today at **DISMISSAL** by:  
\_\_\_\_\_

Will be picked up **EARLY** at: \_\_\_\_\_ o'clock by:  
because: \_\_\_\_\_

Was **LATE** today because: \_\_\_\_\_  
arrived at school: \_\_\_\_\_ o'clock

Kids Kare or Other: \_\_\_\_\_

➤ *Parent Signature:* \_\_\_\_\_

➤ *Signature of Office Staff:* \_\_\_\_\_



*St. Christopher Roman Catholic Church and School*

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

2660 Niagara Falls Boulevard  
Tonawanda, New York 14150  
(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   | <input type="checkbox"/> Disrespectful Behavior       | <input type="checkbox"/> Gum                  | <input type="checkbox"/> Unprepared for class |
| X Disruptive Behavior    | <input type="checkbox"/> Lying/Cheating               | <input type="checkbox"/> Property Damage      | <input type="checkbox"/> Missing Assignments  |
| Forgery/Theft/Plagiarism | <input type="checkbox"/> Fighting/physical aggression | <input type="checkbox"/> Technology Violation | *See below                                    |

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**Infractions: Dress Code**

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

### Administrative Decision:

| 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:

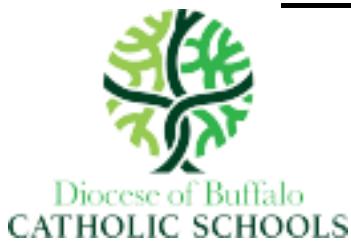
© 2013 Pearson Education, Inc.

**Student Signature:** \_\_\_\_\_

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

**Parent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



## Profile of An Eighth Grade Catholic School Graduate

The *Eighth Grade Catholic School Graduate 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 schools to provide learning environments that prepare our students to strive for excellence, to seek truth and to work for justice in our world

### Christ-Centered

- 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
- Builds a personal relationship with Christ through the regular practice of prayer and the Eucharist
- Responds to the needs of others with a compassionate and empathetic spirit

### Academically Strong

- Possesses skills to be academically competitive and successful in high school and beyond
- Develops creative, collaborative, media and information fluencies
- Exhibits independent and creative thinking skills
- Conveys information in an effective and clear manner
- Works collaboratively and creatively with others
- Demonstrates critical thinking for problem solving
- Plans and perseveres to achieve short-term and long-term goals

### Christian Leader

- 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
- Assumes responsibility and acts appropriately
- Develops an ongoing awareness of the proper and ethical treatment of others and his/her surroundings

### Responsible Citizen

- Gives back to society through community service
- Views the environment as a gift from God and accepts his/her role as a steward of God's creation
- Takes an interest in social and global awareness issues as reflected in the Seven Principles of Catholic Social Teaching

## **Student Acceptable Computer Use Policy**

St. Christopher Catholic School is preparing students for the 21<sup>st</sup> Century by offering up to date computer resources to complement the curriculum. The Internet is a valuable tool offering a vast number of resources at the click of a mouse. It is a general expectation that the 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 will use school resources in a way that does not disrupt others.

### **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 or use the Google Education Suite to communicate with classmates during school hours without teacher permission.
- 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.

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

I have read the policy and will conduct myself accordingly.\_\_\_\_\_

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*Student Signature*

*Date*

I have read the policy and will support its implementation. \_\_\_\_\_

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*Parent Signature*

*Date*

## **Parent / Student Signature Page**

I have read the **2025/2026** Parent/Student Handbook and agree to follow the school policies and procedures as stated.

**Family Name** \_\_\_\_\_  
*(Print Please)*

Parent signature

Date

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 – September 20, 2025**