



PARENT/STUDENT
HANDBOOK

2011-2012

St. Amelia School

2999 Eggert Road, Tonawanda, New York 14150

Phone: 716-836-2230 FAX: 716-832-9700

www.stameliaschool.org

CHILDREN LEARN WHAT THEY LIVE

If a child lives with criticism, he learns to condemn.

If a child lives with hostility, he learns to fight.

If a child lives with fear, he learns to be apprehensive.

If a child lives with pity, he learns to be sorry for himself.

If a child lives with jealousy, he learns to feel guilty.

If a child lives with encouragement, he learns to be confident.

If a child lives with tolerance, he learns to be patient.

If a child lives with praise, he learns to be appreciative.

If a child lives with acceptance, he learns love.

If a child lives with approval, he learns to like himself.

If a child lives with recognition, he learns to have a goal.

If a child lives with fairness, he learns what justice is.

If a child lives with honesty, he learns what trust is.

If a child lives with security, he learns to have faith in himself.

*If a child lives with friendliness,
he learns that a world is a nice place in which to live.*

... Dorothy Law Nolte

Ladder to a Positive Life...

- **Principles:**
I know right from wrong and I will lead my life taking a stand for what I believe in.
- **Acceptance:**
I accept others for who they are and they accept me as I am.
- **Respect:**
I listen and treat others as I want to be treated.
- **Self-Esteem:**
I feel good about myself because I do the right things.
- **Integrity:**
When I say I am going to do something I do it.
- **Perspectives:**
I put a positive view on everything that happens in my life.
- **Commitment:**
When I follow through with what I'm doing, I can make my dreams come true.
- **Possibilities:**
Everyday I have the opportunity and the ability to achieve my goals.

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Saint Amelia Catholic School

Inspiring Spiritual and Academic Excellence Every Day.



Principal's Message

Dear Parents and Students,

“What greater work is there than training the mind and forming the habits of the young?”

St. John Chrysostom

Welcome to St. Amelia School! In choosing St. Amelia School, you have demonstrated a commitment to the values and philosophy of a Catholic education.

The Parent/Student Handbook reflects the policies of St. Amelia School for the 2011-2012 school year. Please read this document carefully and sign the attached agreement.

This agreement states that you intend to abide by the policies of St. Amelia School during the 2011-2012 school year.

The faculty and staff of your school look forward to working with you to promote academic excellence and spiritual development in the context of the teachings of the Catholic Church.

Together let us pray that God, who has begun this good work in us, may carry it through to completion.

God bless you,

James Mule`

Mr. James Mule`
Principal

Saint Amelia . . . A "Five Star" Catholic Elementary School

- ★ *Rated "excellent" by the Council on Private Education*
- ★ *New York State School of Excellence*
- ★ *United States National School of Excellence*
- ★ *National School of Character*
- ★ *Middle States Accredited*

St. Amelia School

St. Amelia School on the campus of St. Amelia Church in Tonawanda, NY is a Pre-Kindergarten (3 year old, 1/2 day, and 4 year old, full day or 1/2 day pre-Kindergarten class is offered, in addition to Kindergarten) through 8th grade Catholic Elementary and Middle School under the Diocese of Buffalo Schools Office.

The curriculum stresses academic achievement within a Christian community where the child feels that he/she is loved and respected by his/her peers as well as the teacher. Vatican II texts are used so that our theology is in compliance with the bishops of the world. United with each other in meaningful liturgy and prayer, the students can further come to an understanding of the Christian life. At St. Amelia, we are attempting to "teach as Jesus did."

The Diocesan curriculum guidelines, consistent with the State of New York guidelines, are followed for the teaching of all secular subject areas. The curriculum is marked by current content and fresh approaches to methodology. There is emphasis on principles rather than fact, on learning through problem solving rather than by precept. We strive to offer a program which makes use of many sources of reading material, a wide variety of audio-visual and technology tools and a multi-text approach to the content areas.

Diocesan Schools Mission Statement

Bold Leadership in Service to Christ

The Catholic Schools in the Diocese of Buffalo are Christ-centered learning communities which nurture academic excellence, Christian character and service to others. Our mission is to educate individuals to reach their full potential in an atmosphere rooted in Catholic tradition and Gospel values.

Goal 1:

To partner with Catholic elementary and secondary schools in providing faith-based education, academic excellence and service to the community.

Objectives

- To promote strong Catholic identity by integrating faith and gospel values into all programming.
- To increase teacher/administrative effectiveness by offering high quality professional development.
- To identify opportunities for schools to reach their communities by sharing resources - time, talents, facilities.

Goal 2:

To empower stakeholders To Teach as Jesus Did through open communication, professional development, and school-to-school partnerships.

Objectives

- To provide opportunities for collaboration among schools by hosting Executive Council and continuing regional colloquium meetings.
- To ensure access and equity by coordinating public and private funding and programming.
- To ensure a fourth integrated approach according to scripture, by offering training opportunities.

St. Amelia Parish Mission Statement

*“I give you a new commandment: Love one another just as I have loved you.
It is by your love for one another that everyone will recognize you as my disciples.”*
John 13: 34-35

St. Amelia Parish is dedicated to the person and mission of Jesus Christ.

*Following His command and example, we as witnesses to His Gospel have the responsibility
to reach out through prayer, ministry, service, and love to all people.*

We invite all to join us in fulfilling the living words of Christ to
“Go, then, to all peoples everywhere and make them my disciples.”

About Saint Amelia School

PHILOSOPHY STATEMENT

*As an integral part of the parish community, St. Amelia School is dedicated to the goal of
providing a quality Catholic Education.*

*Following the Guidelines established by the State of New York and the Diocese of Buffalo, we
provide programs which foster spiritual, physical and academic growth.*

*Striving to develop a community where compassion and concern for the individual are central, we
acknowledge and respect the uniqueness of each child, and endeavor, in a loving and trusting
atmosphere, to instill the true spirit of Jesus in every student.*

*Mindful that the primary responsibility for education rests in the home, we share in this process
and consider open communication between home and school essential to the growth of each
child.*

Philosophy

The St. Amelia School advantage is reflected in the philosophy that permeates the total education program and lives of the faculty and students. This philosophy challenges students to improve the world by living gospel values and sharing Christ's message of salvation. They grow to understand the roots of their faith and their responsibilities as Christians.

- Students explore their faith through classes and activities in scripture, sacraments, church, and morality
- Catholic schools stress the value of self-discipline and commitment
- Faculty and staff are role models who share their faith, their talents, and their time
- While not all students who come to the Catholic schools are Catholic, all share experiences of faith and values
- Catholic schools encourage each student to accept the challenges of being a Christian in tomorrow's world

Values, which promote understanding and service to the elderly and the handicapped, the poor and the ill, are an important part of the Catholic Schools Experience. As a faith community, we emphasize those values, which encourage students to accept others rather

than exclude them, to understand the difference between right and wrong, and to commit themselves to serve God by serving others.

It is the consensus of the faculty that every human being has a right to pursue knowledge corresponding with his/her dignity and God-given ability, regardless of background or sex. In the early years, education is often of the utmost importance because through education and guidance the children of today become the Catholic citizens of tomorrow.

MISSION STATEMENT

The mission of St. Amelia School is to provide a quality Catholic education that instills in students the spirit of Jesus Christ in a positive, caring environment, and which allows students to achieve excellence and become responsible citizen in our community.

Guidelines for a GREAT Environment: It is the mission of St. Amelia School to create an environment that gives all children the opportunity to achieve their fullest personal and academic potential in order to become productive and responsible citizens. Every student should have the opportunity to achieve this potential in a safe, caring environment. For this reason, the St. Amelia School staff has adopted a common set of *Standards to Live By . . .* to help create a positive learning environment for your children.

We believe that good schools are child centered, and we plan to promote “**Guidelines for a GREAT Environment**” by positive activities that reinforce these standards and rules.

Standards to Live By:

1. Respect – No Put Downs
2. Active Listening (eyes, mind, heart)
3. Trust
4. Truth
5. Personal Best

CHARACTER EDUCATION

Character education has been part of the rich history of Catholic education; it is part of our heritage. Character Education is a priority at St. Amelia School. Teaching our students to become persons of character has become an extension of our curriculum. It is our goal to bring Character Education to the forefront in our school. During the school year we will focus on several different virtues as we prepare your child to become a responsible citizen in our community.

We believe that character education begins in the home and is nurtured carefully in the school. We feel we have developed a program which will influence positive character development of the students. Our main focus is a strong emphasis on *Character Education*, making our students into responsible and respectful citizens in our world.

Character Traits . . . HONOR CODE:

- Be **RESPECTFUL** – *Persons and Property*
- Be a **RESPONSIBLE** Person

- Be **HONEST** with God, Others, and Yourself
- Be the **BEST** that You Can Be

Character Education Pledge

*I am responsible for all my actions and behavior today.
I will listen, do my work, and learn.
I will respect the feelings, property, and rights of others.
I will be a good citizen by doing what is right.*

SCHOOL BOARD

The St. Amelia School Board consists of the pastor, the principal, an officer of the Home School Association, parishioners, and several parents of St. Amelia School students. The role of the Board is advisory and to make recommendations in the areas of planning, finance, public relations, and curriculum.

Admissions / Tuition

St. Amelia School does not discriminate on the basis of race, sex, color, national and ethnic origin or handicapping conditions (if, with reasonable effort on the part of the school, the disabled student(s) can be accommodated). The school is subsidized by the parish and gives preference in admission to Catholic students who are members of St. Amelia Parish. The mission of the Catholic school is an extension of the overall evangelical mission of the Catholic Church. All Christians and non-Christians are welcome when openings exist.

Nondiscriminatory Policy:

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

As openings become available, the following priorities will be used to accept students to St. Amelia School:

1. Members of St. Amelia Parish
2. Members of other parishes
3. Non-Catholic students

REGISTRATION

Registration for St. Amelia School will take place each winter. Priority of acceptance into the school will be determined by the following criteria:

1. The family has one or more children presently attending the school.
2. The family is a registered and supporting member of St. Amelia Parish.
3. The family is a registered member of another Catholic parish in the area.
4. Other families.

If the maximum classroom or school enrollment is attained, a formal waiting list will be established at the school office and classroom vacancies will be filled according to the criteria stated above depending upon the date the family's name was placed on the waiting list.

The following records need to be presented at the time of registration:

- Birth Certificate
- Baptismal Certificate (Catholic applicants only)
- Immunization Record and Health Forms
- Records from previous school attended
- **A non-refundable registration fee is also required.
- Verification of active parish affiliation/stewardship
+ Use of weekly envelopes or automatic deposit
- Report Cards
- Standardized Test Results
- Record of IEP
- Completed Time Talent Treasure Form submitted with information that would support the status of "registered steward" of St. Amelia Church.

Students applying for Admission in Grades 1-8 must present a copy of the current report card and standardized test results. These will be reviewed to determine whether the program at St. Amelia School will meet the educational needs of the students. An interview with the student is part of the admission process. Testing in some academic areas may be held for new incoming students in Grades 3-8.

All new students will be given a trial period in which to prove himself/herself both socially and academically. If during this trial period there are any problems, a student may be asked to withdraw his/her attendance at St. Amelia School.

Non-Catholic students whose parents accept the philosophy of St. Amelia School will be accepted on a space available basis.

➤ ***Pre-Kindergarten and Kindergarten:***

By December 1 of the year they are enrolling, child must be the age of:
three (3) years old for Pre-K 3 class
four (4) years old for Pre-K 4 class
five (5) years old for Kindergarten

➤ ***Students in grades 3-8:***

- will provide a copy of the latest report card.
- students and parents will interview with the principal and teacher.

Screening tests may be administered to students entering St. Amelia School for the first time to insure proper grade placement. It is important that the student be placed at the instructional level that allows the student to experience success rather than frustration.

Transfer of Students:

Notice of withdrawal of a student should be made by the parent in writing to the Principal in advance of the withdrawal date. This enables the school to prepare necessary information and settle accounts. **No student records will be forwarded to another school until Business Office accounts have been settled.** (See previous section on Student Records for transcript information.)

Bingo Policy:

Parent involvement and support of their child's school can offer a multitude of benefits to both child and parent. The revenue generated by the Bingo program helps to subsidize the expenses incurred in running the school. Without these funds, it would be cost prohibitive for St. Amelia School to remain open.

- All families who have children in Kindergarten through Grade 8 will be required to have at least one parent work Bingo on a regular basis. All parents/families must complete a minimum of three years of participation in our Bingo Program. A Bingo Registration Form with the Family Service Options is to be filled out at the time of registration.
- All new registrants will be advised of this mandatory participation upon registration, and they also will be required to fulfill the commitment.

***Families have the opportunity not to participate in the Family Service Agreement
-- contact the office for more information.***

Fundraising Agreement:

The following Fundraising Agreement Policy was voted upon and passed at the November 2001 meeting of the St. Amelia Home School Association. All school families will be required to sell:

- \$300 worth of raffle tickets from the HSA, or
- \$600 worth of Easter Candy, or
- A combination equaling a family credit of \$300.

***Families have the opportunity not to participate in the fundraising obligation
-- contact the office for more information.***

Re-Registration:

Re-registration of the current student body normally occurs in January. All financial obligations and volunteer service requirements for the school year must be current in order to re-register.

Withdrawal:

It is expected that the office will be contacted in writing when withdrawing children from St. Amelia 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.

TUITION INFORMATION

We appreciate the sacrifices you make so that your children can have a Catholic education. The objective at St. Amelia School is to offer your children the best education possible, in keeping with our school philosophy.

Every student's tuition is subsidized by the Parish collections and fund raising. Parish contributions and tuition paid by parents do not cover the total cost per student. Fundraising helps to subsidize the total cost for each student and most especially to make up the difference to those students who are the second and third child, etc.

The stated tuition and education fees at St. Amelia School for the given year do not cover the total cost for the education of a given student at St. Amelia School. The cost of education is paid for in the following ways:

1. Tuition
2. Weekly contribution to the Church is encouraged.
3. Participation in the school's fund-raising program.

To qualify for *Parishioner Rate*, family must be:

- (a) practicing Catholics and attending weekly Mass;
- (b) registered in St. Amelia Parish, or a Catholic Church in the Diocese of Buffalo without a parish school, for at least 6 months prior to school registration;
- (c) contributing regularly through the use of Church envelopes.

Tuition and Fees

Enrollment/Re-Enrollment:

- The \$150.00 Enrollment Fee for new students must be submitted with the application. The Book Fee for new students is due upon acceptance to the school.
- Returning students must reserve their spot by paying the re-enrollment fee.
- All Enrollment Fees are NON-REFUNDABLE.
- There will be a \$25 returned check fee for all checks made payable to St. Amelia School that do not clear the bank.

Tuition Payment Options: *(Please read carefully as our payment options have changed.)*

- Pay in full by May 15, 2011, or
- Enroll in the FACTS® Tuition Management Service. Payments begin in July 2011

FACTS® Tuition Management Service Overview:

- There is an annual non-refundable \$38 administrative fee for enrollment in the FACTS® program per family. This fee will be added to your tuition collected by FACTS® – please do not make this payment to the school.
- Pay tuition over 10 months via personal check, money order, or automatic deduction.
- Your enrollment form to FACTS® must be returned with your registration.
- All families not selecting the FACTS® tuition plan will be expected to make one direct payment to St. Amelia School for the entire amount of tuition no later than May 15, 2011. You may drop off your payment to the school office or the Parish Rectory.

A RETURN FEE OF \$25.00 WILL BE ASSESSED TO YOUR ACCOUNT FOR ANY RETURNED TUITION PAYMENT.

Financial Aid:

In order to request tuition assistance, you must have been an active participating and contributing parishioner for at least six (6) months PRIOR to registering your child(ren) for school. ALL REQUESTS FOR TUITION ASSISTANCE MUST BE MADE IN WRITING BY JUNE 1. To contact the Tuition Board, please call the school office, 836-2230. FINANCIAL AID FORMS are available ON-LINE at www.stameliaschool.org or at the school office.

PLEASE NOTE: *If a change in your family's circumstances occurs during the year, please immediately contact the Tuition Board by calling the school office.*

Please address all Tuition questions to the school accounting office at 836-2230.

TUITION RATES

Grades K – 8: Tuition Rates ~ 2011 - 2012 School Year

	<i>Enrollment Fee</i>	<i>Parishioner</i>		<i>Non Parishioner</i>	
		<i>Yearly</i>	<i>Monthly</i>	<i>Yearly</i>	<i>Monthly</i>
1st Child	\$150	\$2420	\$227	\$3440	\$329
2nd Child	\$150	\$3675	\$352.50	\$4680	\$453
3rd Child	\$150	\$4850	\$470	\$5900	\$575

Pre-Kindergarten: Tuition Rates ~ 2011- 2012 School Year

	<i>Enrollment Fee</i>	<i>Parishioner</i>		<i>Non Parishioner</i>	
		<i>Yearly</i>	<i>Monthly</i>	<i>Yearly</i>	<i>Monthly</i>
Pre-K 3	\$150	\$1180	\$103	\$1390	\$124
Pre-K 4 Half Day	\$150	\$1390	\$124	\$1710	\$156
Pre-K 4 Full Day	\$150	\$3000	\$285	\$3300	\$315

Enrollment Fee: \$150.00 per family, *due at the time of registration - Non-Refundable*

Book Fee: \$ 60.00 per child, due by **MAY 15, 2011** - *Non-Refundable*
\$ 75.00 per child, if paid **AFTER** May 15, 2011 - *Non-Refundable*

Graduation Fee: \$ 50.00

Book Fee:

Covers registration materials, rental of hard-cover textbooks, consumable workbooks, classroom supplies, assignment books, art materials, physical education equipment (playground balls, jump ropes, etc. for use by classrooms during recess times), Science lab fees for consumable materials; DOES NOT COVER FIELD TRIPS, BEFORE/AFTER SCHOOL CARE, ATHLETIC PROGRAMS (basketball, volleyball, soccer, etc.) or other after school activities.

Attendance

The School Day ~ Grades K - 8:

7:30 a.m. . . . Bell to Enter**

7:45 a.m. . . . Bell to Pray

****Breakfast Program, 7:15-7:40 a.m.,** is offered in the school cafeteria during this time each day. (Pre-K 4 students must be accompanied by a parent or guardian.)

2:10 p.m. . . . Dismissal begins with preference given to those students who ride buses. Students who walk or are picked up by parents are not released until all school buses have left the parking lot. Parents who drive their children home from school should arrive PROMPTLY at dismissal time.

2:30 p.m. . . . Students who are not picked up by this time will be sent to our After-School Program, and be charged the appropriate fee.

The School Day ~ Pre-Kindergarten:

Pre-K 3 yr. old classes -3 days, M/W/F <ul style="list-style-type: none">• Morning 7:50 a.m. - 10:30 a.m.• Afternoon 11:20 a.m. - 2:00 p.m.	Pre-K 4 yr. old classes - 5 days, M - F <ul style="list-style-type: none">• Morning - 7:50 a.m. - 10:30 a.m.• Afternoon - 11:20 a.m. - 2:00 p.m.• Full-day - 7:50 a.m. - 2:00 p.m.
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We also ask that you drop off and pick up your children at the assigned exit doors and not at the classroom doors.

ARRIVAL AT SCHOOL

Parents are urged not to send their children to school before 7:25 a.m., unless participating in the Breakfast Program, since no supervision is provided before this time. Parents are asked to say their good-byes to children outside the building and refrain from entering the school hallways.

Students may enter school at the main entrance on Eggert Road or at the St. Amelia Drive door and walk to their respective line-up area. Staff members will be on duty at 7:30 a.m. to monitor the children. Students arriving in their homeroom after 7:45 a.m. are considered tardy. After 8:00 a.m. students must be signed in at the school office by an accompanying adult and a tardy pass is to be filled out and given to the homeroom teacher upon arrival at school.

DISMISSAL PROCEDURES

Please Note: If your child will be going home differently than what he/she normally does --car or bus rider, walker, After-School Program, etc.--a note needs to be handed in to the teacher at the start of the day.

➤ Early Dismissal:

If a parent wishes a child to be dismissed early at any time, a written request (on standardized form provided by school) stating the reason must be presented to the classroom teacher at the start of the day. The child must be picked up at the school office by the parent or someone specifically designated by the parent and signed-out at the school office.

➤ End of the Day Dismissal:

Students in Gr. K-8 are dismissed from their classrooms at 2:10 p.m. and Pre-K students dismissed according to their program times.

- Bus riders are dismissed first. After all the buses have left the parking lot, all other students (car riders and walkers) are released.
--In the interest of safety and orderly dismissal, parents should not request that car riders be dismissed before the bus riders.
- Students participating in extra-curricular activities report to their dismissal area until released to the club advisor /coach.
- At 2:30 p.m. students not picked up will be taken to the After-School Program by the supervising teacher.
- Students may use the *courtesy telephone*, located in the McHugh Center, ONLY with permission.

PARENTS / VISITORS in SCHOOL BUILDING

To insure a smooth running and safe school, anyone entering the building for any reason must report to the office and sign in. They must obtain a VISITOR'S BADGE if they are going to visit in a classroom. You may not use the St. Amelia Drive door at anytime during the school day to enter the building. All school personnel/teachers do not know all the parents, therefore, it is impossible to determine if an adult in the school building is a parent or stranger. Your child's safety is our first priority.

- All parents / visitors MUST report to the school office upon entry into the school. Forgotten items dropped off (lunches, assignments, messages, etc.) are left in the school office and we will be sure they are properly delivered. Teachers and students are not to be disturbed during the school day. Parents should not disturb the teachers and students by going to the classroom directly.
- Teachers have many duties before, during, and after the school day, and must care for all students. Please do not accompany your children to their classrooms. If you need to meet with your child's teacher, please send a note in with your child to arrange an appointment, or leave a message at the school office.

AFTER SCHOOL PROGRAM

Any student in our Pre-K 4 Full-Day Program through Grade 6 is eligible to attend the After School Program. Students will be supervised in various indoor and outdoor activities (weather permitting). Crafts, computers, videos, rest time, snack time, story time, homework time will also be part of the program. Students may attend the After School Program following regular school dismissal at 2:10 p.m. until 5:30 p.m. and on early dismissal days when faculty meetings are scheduled.

- There is NO After School Program on days we are not in session and on certain half-days.
- A calendar with the days the After School Program is not in session will be sent home.
- A payment schedule is available in the school office.

NOTE: Families with past-due balances will not be permitted to participate until account is current.

ATTENDANCE and ABSENCE

A student's academic success depends greatly on regular and punctual attendance at school. Frequent absence from regular classroom experiences hinders the continuity of the learning experience. St. Amelia School has developed our attendance policy in accordance with New York State Education Law Section 3205. Students who miss 20 days of school or who are tardy on 20 occasions, and have not met with school administration, are in jeopardy of retention. At a conference with the school administration and teachers, alternative educational plans will be determined. Frequent absences and / or irregular attendance may render a student ineligible to re-register for the following year.

➤ ***“Home-To-School Note”:***

This standardized form, provided by the school, is to be used for the following:

1. **Absentee Excuse** - New York State law requires a WRITTEN EXCUSE each time a child is absent from school. These must be kept on file in the school for a period of two years. As established previously, for filing purposes, St. Amelia School REQUIRES THE USE OF A STANDARDIZED FORM FOR THIS PURPOSE! A written excuse, **dated** and signed by the parent or guardian (on the standardized form), is required the day of the pupil's return following the absence.
2. **Late Pass** - Students who arrive after 8:00 a.m. must be signed in by a parent or guardian at the school office. The standardized form must also be filled out and given to the child's homeroom teacher upon arrival.

Tardiness: Students who report after 7:45 a.m. must use the Main Entrance on Eggert Road and will be recorded as tardy.

3. **Early Dismissal** - Students must be signed out at the school office if they are released early from school. Please fill out the standardized form, stating the reason they are leaving early, and send in to your child's teacher at the start of the day. If students return before the end of the school day, they are to be signed in by a parent/guardian and a late pass must be filled out and given to the homeroom teacher.

Please Note: Medical and dental appointments should be made after school hours or on days off, if possible.

Reporting Absences:

If a student is absent, parents are required to call the school office at 836-2230 between 7:00 and 9:00 a.m. to report the absence. After three days a doctor's excuse is required. **Homework requests should also be made at this time.

Absence During the School Day:

Students needing medical appointments during school hours require a written note by the parent. Parents are required to sign out their child. If the child returns to school during the same 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 extra-curricular activity (sports, clubs, etc.) on that same day. A student must be in school for at least half of the school day. Details outlined in the Athletic Handbook.

Vacations:

Students removed from school for vacations are illegally absent from school. Parents are to notify the school of the vacation, in writing, at least one week in advance. Teachers are not required to prepare work for a student prior to illegal absences. The family assumes responsibility for the educational needs of the child while on vacation. It is not recommended that students be taken out of school for vacation purposes.

ABSENTEE SUMMARY

When a student is absent from school, a parent should call the office by 9:00 AM each day of the absence. If the office does not receive a call, a parent will be contacted. This policy is for the protection of the St. Amelia School students.

Students should be fever free for 24 hours before returning to school. Students who are sent home during the school day with a fever will not be allowed to return to school the next day as this would not allow for the 24 hour protection of the entire school community.

A written statement giving reasons for the absence or tardiness **must** be brought to the student's teacher upon the student's return. These notes/letters will be retained in the office for two years. Should absence for any reason other than illness seem imperative, parents are requested to consult with the Principal and present a written reason for the absence.

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.

Students who are absent due to illness have one day for each day of absence to make up the missed assignments, quizzes or tests. For example, a student who was absent three days would be given three school days to complete the missed work.

When a student is absent **due to illness**, a parent may call the school office before 9:00 AM to arrange for homework assignments. Homework assignments may be picked up at the school office after 2:30 PM.

For short absences, students should make arrangement with classmates regarding assignments. Students may also receive missed assignments from their teacher when they return to school.

Teachers are not required to give make-up tests or assignments for absences due to vacations. No assignment will be given in anticipation of the vacation.

Arrangements for regular classroom tests missed because of an absence are to be made with the individual teachers. These tests must be taken within one week of the original test date.

Excessive absence (20) days or the equivalent of 20 days including tardies, can be cause for a student to be retained in the current grade for another year.

Cafeteria

Lunch Program:

The school cafeteria provides daily two choices of hot lunch, Type A and Type B, at a reasonable price. Students are required to take three (3) out of the five (5) menu items. The lunch program is partially government subsidized, and includes the availability of a reduced price or free lunch for those who qualify according to government eligibility criteria. Application forms are made available in the August Newsletter or through the school office.

- If your income changes during the school year, contact the school office for a form.

Breakfast Program:

The school cafeteria also offers a breakfast program each day, 7:15 - 7:40 a.m., at a reasonable price.

- Monthly lunch and breakfast menus are sent home in the school newsletter.

RULES OF CONDUCT FOR CAFETERIA

Students are encouraged to:

- remain seated at assigned tables
- use good table manners and a soft, indoor voice
- be considerate to their classmates and other children
- give immediate attention to monitors/ volunteers when the bell rings
- be respectful and follow directions of the monitors/volunteers at all times
- report to monitors/volunteers when a need to leave the cafeteria arises
- use the cafeteria bathrooms with permission from monitors/volunteers
- throw garbage away when leaving with your teacher to return to the classroom
- follow directions in returning trays, disposing of trash, and leaving the cafeteria
- take the responsibility for their behavior

*All discipline problems will be reviewed by and acted upon by the
Lunch Program Coordinator and School Administration.*

Academics

CURRICULUM

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

Religion	Language Arts	Reading	Social Studies	Science
Mathematics	Foreign Language	Health	Computer	Art
Music	Physical Education	Library		

Presently, the academic program offered at St. Amelia School exceeds the new Regents Regulations in their Action Plan for the State of New York.

PROGRAM OVERVIEW

Class Structure: A quality educational program is provided beginning with an Early Childhood Program (Pre-K), and Kindergarten through 8th grade. Grades 6 through 8 have completely

departmentalized classes. This allows the maximum quality by taking advantage of the fields of expertise of each teacher.

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

- **Religion Program:** As a Catholic School, our primary emphasis is to teach the doctrine of the Catholic faith and to influence the students to perceive religion as highly important in their daily life. Therefore, we respond to the fourfold dimension of Catholic Education: *message, community, service* and *worship*.

- **Spiritual Life:** St. Amelia School is a Catholic elementary school in which the faculty and students are committed to growing in their faith. Formal teaching through religion classes is important, but it is the faith witness of each individual that makes our school Christ-centered. Prayer, community, and service are the mission of all who are part of St. Amelia School. The Sacramental Program for First Penance is taught in Grade 2 and Eucharist in Grade 3.

All students must participate in all curriculum areas. Non-Catholics must participate in all Religion classes and exercises with the exception of the reception of the Sacraments. Liturgies, prayer services, penance services, and seasonal religious observances are part of the spiritual life of the students. Religion classes are taught in every grade each day for the required time allotment.

- The **Multimedia Center** gives students in Grades K-8 the opportunity for a unique learning experience, by which they develop library reference and research skills, reading and writing skills, cooperative learning skills, literature appreciation, media awareness, and computer skills. Students work with computers to develop basic computer literacy, word processing, keyboarding, graphic artistry, and computer research skills.
- **Spanish** and **French** are presently the Foreign Languages taught in Grades 6-8.
- An exploratory course in **Latin** is offered to our Grade 5 students.
- A rich **Music** program, offered in Gr. K-8 include theory, appreciation, vocal instruction and liturgical music.
- As part of our **Performing Arts Program, Dance** and **Drama** classes are taken for one semester each year by students in Grades 6, 7, and 8.
--Students in Grades K-5 also participate in Dance classes.
- A full-time **Art** instructor provides quality instruction in creative expression and design, for students in Grades K-8.
- **Physical Education . . .** The early childhood level (Gr. K & 1) concentrates on a child's eye-hand coordination, ball handling skills, and finding success in physical movement. The primary level (Gr. 2-5) and junior high (Gr. 6-8) concentrates on sport skills. These skills are learned, practiced in lead-up games, and then played in regular games. These regular games are modified to fit the skill level of each class. Most importantly, good sportsmanship, physical fitness, personal improvement of skill level, and full participation in class activities is stressed.
-- Special gym uniform shirts are given to each student at the beginning of the school year and are to be worn on gym days.

ACADEMIC INFORMATION

Mathematics:

Mathematics Skills, Pre-Algebra, and Algebra I. Students in Grade 8 Algebra take the New York Board of Regents End of Course Algebra Test in June.

In order to allow teachers to meet students' individual needs in mathematics instruction, students in Grades 6-8 are placed into math groups. Students in Grades 3 through 8 take the New York State Assessment.

Grade 6: All 6th grade math groups will complete the same curriculum. Each group may work at a different pace or be given different homework assignments or enrichment as needed.

Grade 7: At the end of Grade 6, students will be placed into instructional math groups according to their score on a placement test, their final math average, New York State Math Assessments based on these criteria, students will be placed in either 7th Grade or Pre-Algebra.

Grade 8: At the end of Grade 7, students in 7th Grade Pre-Algebra will be eligible to take 8th Grade Algebra if the following criteria have been met:

- Final average of at least 93% in 7th Grade Pre-Algebra
- Students should score a 4 on the NYS Math Assessment

Recommendation from teacher indicating the student has demonstrated a strong work ethic, consistently completed homework, and displays the ability to master Algebra course material.

Upon meeting the criteria listed above, students will be placed in 8th Grade Algebra in their eighth grade year. This placement is probationary and contingent upon ongoing acceptable performance in the Algebra class. This is a high school level course taken for high school credit.

Students not eligible to take 8th Grade Algebra according to the criteria outlined above will be placed in 8th Grade Math.

Academic Probation:

A student whose academic performance indicates serious deficiencies may be placed on academic probation. Students on academic probation will be placed on a two week improvement plan. At the end of the two week period, the student's academic progress will be assessed. Students whose average is an F will not be allowed to participate in any sport or academic competition until the grade has improved to a passing grade of D (70% or higher).

Testing:

- Students will not be permitted to retake a quiz or a test in order to improve their academic standing.
- Students in Grades 3-8 take the New York Assessment in English Language Arts and Mathematics.
- Middle School students (Grades 6-8) may be given a **maximum of three quizzes or tests per day**.
- All students will be involved in Final Exams (Assessments) to assess the cumulative knowledge of subject matter taught during the academic year.

EARLY CHILDHOOD PROGRAM: *Pre-Kindergarten Classes*

- **A World to Discover at Four** . . . The Pre-Kindergarten 4-year old classes are conducted **5 days a week**, with a choice of **full day**, 8:00 a.m. - 2:00 p.m. or **morning** or **afternoon** sessions, for 2½ hours a day. The 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 and special skills and an awareness of their environment.

➤ **It's Great to be Me at Three** . . . The **Pre-Kindergarten 3-year old** classes are conducted 2½ hours a day, **3 days a week (Monday, Wednesday and Friday)**, with a choice of morning or afternoon session. The program offers to each child creativity of self-expression in art, singing and story time. Motor skills are developed through free play, gym and outdoor activities. Learning to work and play with others, and Religion classes which help the children develop an awareness of the presence of God, also are included.

SPECIAL PROGRAMS

Psychological testing, speech, physical therapy and remedial instruction are provided to assist each child in achieving his/her personal potential. Advanced placement classes and participation in the school district's gifted and talented program are provided.

Child Study Team:

With mainstreaming becoming more and more a fact of everyday life, it has become necessary for all schools, including ours, to adjust our curriculum for Students with Special Needs.

Students with Special Needs are those students diagnosed as:

- Learning Disabled,* --*Attention Deficit Disorders,* --*Advanced, etc.*
- Emotionally Disturbed,* --*Slow Learners,*

It will be our policy to develop an IEP (*Individualized Education Plan*) for each of these students. This will be kept in his/her file, and will be reviewed quarterly at special planned meetings held here at our school. Parents will attend a meeting when a *Plan* is developed. Parents, Classroom Teacher and Special Service Coordinator or Resource Room Teacher and Principal will meet as a team to develop the *Plan*.

Gifted and Talented Program:

St. Amelia School participates in the Ken / Ton Gifted and Talented Program. A Building Evaluation Team reviews referrals of possible candidates. Usually the teachers refer students, however, occasionally a parent may request a referral. Students in Grades 3-4-5 attend the GT Program.

Among the students who might be included in the GT Program are those:

- whose learning of new concepts comes very easily;
- who develop and pursue novel, interesting topics in conversation and in written work;
- who have special abilities and interests beyond the rest of the class;
- who enjoy learning.

Although some students who work diligently and do well in a class may have one or more of the traits noted above, others may not and may be struggling to do what the more able students do. These students may not be ready to meet the challenges the GT Program is designed to give the MOST able children.

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.

Personnel at St. Amelia School provided by Kenmore-Town of Tonawanda 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 Psychologist** 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.

ACADEMIC POLICIES

Class Preparation:

Each teacher will specify the particular supplies for the class. All students should have their own supplies for daily use. Parents are encouraged to make periodic checks on the state of supplies for their child.

- Students should come to school fully prepared with proper books, needed supplies (pens and pencils), and all assignments and homework completed. Children may not use the telephone for forgotten items.

Please Note: The school office call student's home for forgotten lunch or eyeglasses.

Student Assignment Book . . . AGENDA:

All students in Grades 2-8 are issued an assignment book (agenda). It will be the responsibility of each student to bring the book to class and record assignments daily. There is also room in the assignment book for communication from parent to teacher or teacher to parent. Help your child use their book daily as a tool for success.

Assessments:

Assessment is essential to evaluating student progress. The testing program at St. Amelia School includes teacher-constructed tests, statewide pupil and program evaluation tests, and national standardized tests. The monthly newsletter and school calendar will indicate when nationwide and standardized testing are scheduled. Results of these tests are used to evaluate student performance, assess program effectiveness, and prescribe educational programs.

- Unit tests are usually administered as each unit of the curricula is completed.
- June exams / assessments are administered at the end of the year.
The material tested reflects the required curriculum taught in each unit (Sept. - June).
- Grades 3 through 8 are included in this testing program.

Progress Reports:

Progress Reports are sent home with the students in Grades 2-8 about five weeks prior to the distribution of report cards. The basic purpose is to keep the parents informed of the student's progress or lack of progress.

Report Cards:

- Report cards are distributed four times during the year: **November, January, April, June.**
- Conferences are scheduled by appointment in November and a Student-Led Conference in June.
If the parent or guardian wishes to see the teacher at any other time, please write a note or call the school for an appointment (836-2230).
- **Report Cards are issued as follows . . .**

Pre-Kindergarten : January and June
Kindergarten : Second, Third and Fourth Quarter
Grades 1-8: Quarterly, approximately every ten weeks

NOTE: Report cards do not have to be returned. However, the Report Card ENVELOPE must be signed by parent and returned to the teacher the following day.

GRADING

Pre-Kindergarten:	Students at this level receive written Progress Reports at the end of the first and second semesters.
Kindergarten:	Pupils receive Progress Reports three (3) times a year: <i>at end of the second, third and fourth quarters.</i> Progress is indicated through the use of G, S, I, N .
Grades 1 and 2:	Report cards are issued four (4) times a year. Progress is indicated through the use of A, B, C, D, and F .
Grades 3 – 8:	Report Cards are issued quarterly. Passing is achieved by maintaining marks of 70% and above. ➤ Students are graded with NUMBER GRADES in ALL subjects: <i>Religion, Reading, Language Arts, Spelling, Math, Social Studies, Science, Art, Computer, Music, Physical Education, Foreign Language (Gr. 5-8) and Health (Gr. 7 & 8).</i> Any mark 60 or above may be used on the report card. For any mark below 60 , a 60 is used to compute the final average. A letter will be sent home with the actual grade and the reason for the grade.

Please Note:

- Students’ final averages are to be determined by dividing the total number of marks by nine (9) since there are no January exams. (Double the four (4) quarter marks and add the June exam.)
- A “**B**” average must be maintained in Art, Music, Computer, and Physical Education in order for student to be eligible for First or Second Honors.
- **Grades 3-8:** Students take June exams / assessments in all major subject areas.

<p>➤ <u>DIOCESAN GRADING SYSTEM- Gr. 3-8</u></p> <p><i>Marking Scale:</i></p> <p>A = 100% - 93.0% B = 92.9 - 85.0 C = 84.9 - 78.0 D = 77.9 - 70.0 F = Below 70% (failure)</p>	<p>➤ <u>CRITERIA FOR HONORS – Grades 4-8:</u></p> <p style="text-align: right;"><i>First Honors = 95.0 - 100 %</i></p> <p style="text-align: right;"><i>Second Honors = 90.0 - 94.9 %</i></p> <p style="text-align: right;"><i>Commendable Achievement = 85.0 - 89.9 %</i></p>
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AWARDS: QUARTERLY

- “*Principal’s Pride in Learning Award*”-- given to students who work hard and do their best.
- “*What Would Jesus Do? WWJD Award*”-- given to students who show Christian Attitude.

AWARDS: END OF YEAR

- *Spirit of St. Amelia Award*
 Pre-K through Grade 2: One boy and one girl in each homeroom.
 Grades 3 and 4: One student per homeroom.

Grades 5 through 8: One award per grade.

*Student exemplifies the spirit of the mission of St. Amelia School.

Criteria:

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

• ***Pope John Paul II Award for Excellence in Religion***

Grades 2-8 (one per Homeroom)

Criteria:

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

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

Grades 6-8 (one per grade)

Criteria:

- +Commitment to service outside of school above and beyond the classroom
- +*Light the World* projects

• ***St. Cecelia Award for Excellence in Music***

Grades 2-5 (one per grade)

Criteria:

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

• ***St. Genesius of Rome Award for Excellence in Dance and Drama***

Grades Kindergarten Grade 8 (one per grade)

Criteria:

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

• ***St. Francis of Assisi Award for Excellence in Science***

Grades 2 – 8 (one per grade)

Criteria:

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

• ***St. Thomas More Award for Excellence in Social Studies***

Grades 2 – 8 (one per grade)

Criteria:

- +Displays effort and cooperation in class

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

- ***St. Thomas Aquinas Award for Excellence in Math***

Grades 2 through 4: (one per homeroom)

Grades 5 through 8: (one per grade)

Criteria:

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

- ***St. Paul Award for Excellence in Language Arts***

Grades 2 through 5: (one per homeroom)

Grades 5 through 8: (one per grade)

Criteria:

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

- ***St. Sebastian Award for Excellence in Physical Education***

Grades 3 – 8 (one per grade)

Criteria:

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

- ***St. Joseph Award for Excellence in Art***

Grades 3 – 8 (one per grade)

Criteria:

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

- ***St. Clare Award for Excellence in Computer***

Grades 3 – 8 (one per grade)

Criteria:

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

- ***Our Lady of Guadalupe Award for Excellence in Spanish***

Grades 6 – 8 (one per grade)

Criteria:

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

- +Exhibits interest in Spanish
- +Active participation in class
- +Goes above and beyond what is expected in the curriculum

- ***St. Joan of Arc Award for Excellence in French***

Grades 6 – 8 (one per grade)

Criteria:

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

- ***St. Augustine Award for Excellence in Latin***

Grades 5 (one per homeroom)

Criteria:

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

- ***St. John the Baptist de La Salle Educator Award – nominated by peers***

Criteria:

- +Spiritual Leadership
- +Educational Excellence
- +Current Pedagogy
- +Educating the whole child intellectually, socially, and spiritually
- +Creates an instructional environment that supports diverse learning styles
- +Uses multiple instructional strategies
- +Collegial relationship with peers
- +Implements technology
- +School and community involvement
- +Continued professional development

PROMOTION POLICY

Students who have successfully met the State and Diocesan grade level requirements will be promoted. Promotion is so indicated on the student report card in June. Although the principal consults with teachers and parents, the final responsibility for retaining a student rests with the principal.

RETENTION

Most students will be able to follow the school's regular program of sequential learning. However, testing, diagnosis and actual performance may indicate that some students cannot complete a year's work in that time. Therefore, it may become necessary to retain a student for an additional year in a particular grade. Should that be the case, the stated criteria for retention will be followed. When grade requirements are not satisfied, and when the teacher and principal agree that the student will benefit by repeating that grade, the student will be retained.

Criteria for Retention:

The student has failed to pass the major subjects at each grade level. The list below indicates the specific failure(s) on each grade level that could result in retention.

KINDERGARTEN: Failure to achieve competence in:

- Recognition of the upper and lower case letters of the alphabet.
- Visual and auditory discrimination of objects and sound.
- Gross and fine motor coordination.
- Rote counting
- Maturation level.

GRADE 1: Failure in READING

GRADE 2: Failure in READING and MATH

GRADES 3 - 8: Failure to achieve an OVERALL AVERAGE of 70%

GRADUATION REQUIREMENTS

The requirement for a diocesan diploma is an average of 70% in the subjects tested. A diocesan diploma is a document stating that the student has satisfactorily completed all diocesan requirements for graduation and is eligible for admission to high school.

SCHOOL HEADING

The heading (no abbreviations) used for all written work at St. Amelia School is:

Student Name _____ **Subject** _____
Grade _____ **Date** _____

HOMEWORK

Purpose:

Homework contributes to the development of independence and responsibility on the part of the student. Students are given homework based upon their ability and the educational program to which they are assigned.

Students of St. Amelia School will be assigned homework as a means of encouraging independent study, establishing good work habits, and reinforcing basic subject skills. Not all homework assignments may be written, but could be in the form of study or review for a test, or research for projects or book reports.

Homework is a constructive tool in the teaching-learning process. Daily homework assignments range from 10 minutes in the Primary Level to 90 minutes at the Junior High Level. The amount, length, and type of homework will vary according to the individual needs of your child. If your child is spending unusual amounts of time on homework each night, they may be experiencing some difficulty, and it would be advisable to contact the teacher.

Homework is a necessary part of the school program. It is designed to be a constructive tool in the teaching-learning process. Some general objectives of a constructive homework program include the following:

1. Development of independent work-study habits.
2. Reinforcement of learning that has taken place in school.
3. Relationship of school learning to out-of-school interests.

Homework will be assigned reasonably and consistently. Carefully planned assignments on the part of the teacher will help the students understand the positive role of homework in their total education.

Particularly in the Junior High grades (6-7-8), parents know of long-term assignments or projects and help the students to work on them in advance of the final deadline. Occasionally, students in other grades may have long-term assignments.

Formal home-study is assigned to help students become self-reliant and self-directed. Assignments are designed to reinforce daily lessons, to supplement and enrich class work, and to prepare for certain lessons through various experiences.

Since each student has different capabilities and interests, it would be difficult to denote the specific amount of time to be spent on an assignment. If a problem arises, the teacher should be contacted.

**Homework may be assigned to students Monday through Thursday.
Homework will not be assigned to students on Friday evening.
No tests or quizzes will be given on Mondays or the first day of school of the week.
No projects will be due on Monday or the first day of school of the week.**
However, students enrolled in Algebra may expect weekend homework.

Homework due to Vacations/Planned Absences:

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.

Teachers are not required to give make-up tests or assignments for absences due to vacations. No assignment will be given in anticipation of the vacation.
There will be no exceptions to this policy. Please do not ask the teacher to make an exception or offer payment for homework given in advance of an absence.

Homework Policy Due to Illness:

Students will be allowed one day for each day of absence due to illness. For example, a student who was absent three days should be given three school days to complete the missed work.

It is the parent's responsibility to see that all homework assignments are completed. Detention will be given for incomplete or missing homework. Assignment books (AGENDAS): are given to students in Gr. 2-8. and are to be checked by a parent every day.

Homework Policy . . . For Grades 3-8:

Homework is expected to be handed in on the day it is due. Circumstances occur occasionally which may prevent a student from completing an assignment. A note from the parent to the teacher indicating the unusual circumstances is necessary. **If assignment is not completed by the due date / class period, the student must stay after school to complete the assignment.**

➤ **Make-Up Work:** Legal absences often bring about the need for make-up work/staying after school for extra help. The student is responsible to complete the

assigned tasks. Teachers are usually available for 1/2 hour after school to see any student on an individual basis if the request is made in advance.

LOCKERS

Each student is assigned a locker in which to store clothing and textbooks. In order to maintain a quiet atmosphere for class, students are allowed to go to their lockers only at specified times. The school reserves the right to inspect lockers at any time. Lockers may not be decorated inside or out. Student schedules and pencil holders facilitate learning and may be posted on the interior of a student's locker door.

Students in Grades 6 – 8 are issued a school-owned combination lock to use to protect their personal items during the evening and on the weekends. The school maintains a universal key and reserves the right to open student lockers at anytime without probable or reasonable cause. The locks are the property of St. Amelia School. Students will be responsible for replacement of any lost lock. A lock that is not locked on a student's locker during the school day will be taken from the locker. The student must come to the office to retrieve his/her lock. A \$5.00 fine is charged after the second infraction.

CARE OF BOOKS / SUPPLIES

Books are a vital tool to a child's learning and the care of books loaned for student use is an important responsibility for every child. Books are to be properly covered at all times and book bags are to be used to protect books from damage/loss.

Students are responsible to the school for the proper care of textbooks and library books and must pay for lost or damaged books. Students are required to pay fines for damaged books according to the amount of damage. In cases where the damage is so extensive as to render the book unusable, the full price will be collected since it will no longer be in use. Each student shall return all books issued to him/her when leaving the school, or at the end of the school year. Failure to return or pay for damages shall result in withholding report cards.

Students who lose a textbook, workbook or library book, must pay the replacement cost of the book plus shipping in order to receive a new copy.

LIBRARY

The school has a well-equipped automated library and media center. Students are encouraged to use the library for curricular enrichment and pleasure reading. The following rules are to be observed:

1. Borrowed books are to be returned on time and in good condition.
2. A fine of one canned good per day is required for overdue books with a maximum fine of ten cans. (Canned goods are donated to local food banks). Books damaged or lost must be paid for by the student before any other materials may be checked out. Students who have lost or damaged books do not receive progress reports or quarterly report cards until their account is cleared.

LOST AND FOUND

Any items found in the school building or on the school grounds should be given to the school receptionist to be placed in the Lost and Found basket. **Items placed in the Lost and Found remain there for 30 days. After 30 days, items are donated to charity.**

Uniforms

Uniforms and Dress Code:

All students must be in uniform every day. There will be out-of-uniform days which will be announced during the course of the school year (a dress code for such days is included in this section). If there is a time when the prescribed uniform cannot for some legitimate reason be worn, a note from the parent/guardian must be written to the Principal. Students who are out of uniform without this excuse will be sent to the office and the parent will be called to bring the proper clothing. **There is a special uniform for Physical Education classes, also to be purchased through our uniform company.**

The uniform for St. Amelia School is listed on our website. St. Amelia School sweatshirts, which can be worn with both the P.E. uniform and the school uniform.

Please Note: **Kindergarten & Pre-K students do not wear uniforms.**

Dress Code:

Students should take pride in their appearance and are expected to be dressed and groomed neatly. Being in uniform at St. Amelia School means a uniform that is clean and pressed, with polished shoes at all times. The school uniform is to be worn at all times – including the arrival at school as well as departure from school.

St. Amelia School has an established uniform policy, and registration of a child requires compliance to the uniform code. It is the parents' responsibility to insure the proper dress of their children when they attend. If a student arrives out of uniform, his or her parents will be informed. If it happens again the next day, he or she will not be admitted to class unless accompanied by a note with a reasonable explanation; otherwise, the proper articles of clothing must be delivered to school.

GIRLS' UNIFORM

BOYS' UNIFORM

<p><u>Grades 1-5:</u></p> <p>Plaid uniform jumper White blouse (peter pan collar) or turtleneck, or polo shirt with LOGO (long or short sleeve) White or navy socks or tights</p> <p><u>Grades 6-8:</u></p> <p>Navy blue uniform kilt, knee length White oxford-style button down blouse (long or short sleeve) Navy blue criss-cross tie</p>	<p><u>Grades 1-5:</u></p> <p>Navy blue uniform pants, worn with belt White polo shirt with LOGO or turtleneck (long or short sleeve)</p> <p><u>Grades 6-8:</u></p> <p>Navy blue uniform pants, worn with belt White oxford-style button down shirt (long or short sleeve)</p>
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Navy or white knee socks / anklets or natural pantyhose	Blue and gold striped uniform tie
ALL STUDENTS – Gr. 1-8: <u><i>Fall / Summer Uniform Option</i></u> (during daylight saving time ONLY) Navy blue uniform shorts White polo shirt with school LOGO (no turtlenecks)	

Physical Education Uniform:

All students from K-8 are required to wear the official gym uniform on their gym day

Navy blue mesh uniform shorts with school logo or sweatpants

--All shorts should be fingertip length.

St. Amelia T-shirt - Special gym uniform shirts are given to each student at the beginning of the school year and are to be worn on gym days (also available in school office.)

Regulation sneakers must also be worn with socks.

-- **High top sneakers, roller skate sneakers, and sneakers with zippers instead of laces are not allowed.**

Please Note:

-- ***Shoes:*** black, brown or navy top-sider (NO clogs, boots, sandals, platform shoes or sneakers).

-- ***Uniform sweater or St. Amelia fleece may be worn over uniforms.***

-- ***Shirts/Blouses should be tucked in.***

-- ***Trousers/slacks/shorts must be worn at waist level.***

-- ***Socks*** should be navy blue or white. School socks may be crew length or ankle socks.

-- ***Skirts should be no shorter than three inches above the knee.***

-- ***Jewelry is not considered part of the school uniform.***

▪ GIRLS may wear a watch, and one small pair, post-style earrings.

▪ BOYS may wear a watch, NO earrings.

-- ***Hair:*** All students' hair should be neat and clean, not lightened, bleached or dyed, NO extraordinary hairdos.

Boys' hair cannot touch their eyebrows, or the collar of their shirt or cover their ears.

It must be neat, clean and trimmed at all times.

-- ***Make-up or nail polish are not to be worn in school.***

UNIFORM GUIDELINES

- **Dress shoes should be one solid color:** dark navy, black, or **dark** brown. Oxford style, saddle shoes, loafers, top-siders are acceptable.

Top-siders should not be two-tone in color (For example: brown and tan). The sole of the top-sider may be beige/tan. No sandals, no open-back shoes, or any type of shoe which resembles a tennis shoe, no boots or hi-top shoes, no black and white saddle oxfords, no ballet slippers, and no shoes with a heel over 2 inches (measured from the back exterior of the shoe) are permitted. NO WALLABEE® SHOES/BOOTS/UGGS® MAY BE WORN. Shoes with laces must be tied at all times.

- **All students:** hair should be neat with bangs above the eyebrows.

Boy's hair should be above and not touch the shirt collar and trimmed around the ears. Scrunchies, hair clips, rubber bands, pony tail holders, etc. must be in the hair, **not worn on wrists**. No beads or scarves should be worn in the hair.

Extreme hair coloring is not permitted.

- No cosmetics, lip gloss, colored chap stick, nail polish, or artificial nails may be worn. No visible tattoos of any kind. No Hologram contact lenses.
- No body piercing except pierced ears.
 - Girls may wear **one pair of earrings not larger than a dime and without hoops**.
 - Boys may not wear earrings of any type.
 - Jewelry** should be limited to one watch, one ring and simple crosses or holy medals on a narrow silver or gold chain.
- Watches with a beeping device should be disconnected during the school day. Watches that beep will be taken away and may be claimed on the last day of the school year.
- Pajama style pants may not be worn at any time.

The uniform should be clean and pressed with all buttons attached and hem intact. Shirttails should be tucked in while a student is on campus unless the uniform style shirt includes an elastic band at the waist. Belts must be worn at all times when a shirt is tucked in to pants or shorts with belt loops. Belts may be navy, brown, or black.

Students, who repeatedly violate the uniform policy, will be denied participation in the next out-of-uniform day or will serve a detention.

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

Note: **If a student is dressed inappropriately, he or she will not be admitted to class. Parents will be called and asked to deliver the proper articles of clothing to school.**

➤ **Guidelines for Out-of-Uniform Days:**

“Dress-down” days are scheduled during the school year, as fund-raisers, on Peer Ministry days, or to foster enthusiasm for clubs, athletics, or academic programs. However, it is expected that all students dress appropriately for school and church.

The following guidelines are to be followed in selecting clothing for dress-down days:

Shorts are to be of a length that the school administration finds consistent with our values and dress code.

Shirts that advertise alcohol, drugs, tobacco, obscenities, or promote alternative music / lifestyles are forbidden.

No sloppy or ragged clothing.

Tank tops and tube tops or shirts with spaghetti straps are forbidden.

No low-cut or revealing shirts are allowed.

Belly buttons must be covered even when the arm is extended.

See-through clothing is not allowed.

No underwear of any kind may be showing.

Tight clothing is discouraged.

<u>Students may wear:</u>	<u>Students may not wear:</u>
*jeans	*flip-flop sandals
*sneakers	*no open back shoes
*short socks	*tank tops
*shorts no shorter than three inches above the knee	*T-shirts with inappropriate writing
*skirts no shorter than three inches above the knee	*tennis shoes that convert to roller skates
*skorts	*biker shorts
*dresses	*pajama pants
*slacks	*make-up
*sweatshirts	*low cut blouses/tops
*jogging suits	*clothing that is extremely tight
*nail polish	*hats
*jewelry	
*hoop earrings / large earrings	
*crocs	

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

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

Note: If a student is dressed inappropriately, he or she will not be admitted to class.
Parents will be called and asked to deliver the proper articles of clothing to school.

Extra-Curricular Experiences

A program of varied extra curricular activities is provided to support and promote the school's mission of nurturing the spiritual, intellectual, social, emotional, and physical development of the student. These activities include, but are not limited to athletic activities, field trips, and participation in a variety of content area clubs and activities.

FIELD TRIPS

1. Field trips are designed to correlate with teaching units and to achieve curricular goals.
 2. Field trips are re-evaluated each year to determine the trips compatibility with curricular goals.
 3. A field trip is a privilege and not a right.
 4. 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.
 5. All grades do not always have the same number of field trips.
 6. Field trips are permissible for all grades when advanced planning, location, and the experience insure a successful learning opportunity.
 7. 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.
 8. 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. Permission slips are due in the office forty-eight hours after receipt of the permission slip.
 9. A field trip permission slip is printed at the end of this book. This is the only format that may be used to allow a student to leave school during school hours. If your child fails to bring his/her permission slip home, you may tear out and use or copy the form provided. Call the school for information needed to complete the form. **Note:** a fax does not take the place of an original signature.
 10. A **telephone call** will **not** be accepted in lieu of the proper field trip permission slip.
 11. Parents may refuse to permit their child from participating in a field trip by stating so on the proper form. Students who do not attend a field trip will remain at home with the parent and will be marked absent for the day.
 12. 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.
 13. All monies collected for the field trip are **non-refundable**.
 14. **Cell phones** are **not allowed** on field trips unless otherwise directed by the teacher and/or administration.
 15. 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 and participation by unofficial chaperones jeopardizes the protection for our students and all other "official" adults on the trip.
 16. Parents who chaperone a field trip may not bring pre-school or school-age siblings on the field trip.
 17. All chaperones must be 25 years of age or older.
- *Attendance at a field trip is considered a school activity and all students are expected to attend.*
 - *Absence from a field trip is considered absence from school.*

SPORTS PROGRAMS

Athletics demand a combination of physical skill, reasonable strength, an alert mind, genuine enthusiasm and teamwork. Students at appropriate grade levels are notified, in advance, about the dates for tryouts for the various sports.

Students will be accepted in the Sports Programs based on the following guidelines:

1. Principal and Teacher recommendation
2. Maintaining a passing average
3. Medical Release Form with Physician's Signature

Please Note: No student is allowed to try-out for any sport activity unless the Medical Release Form is on file in the school office.

Policies for Participation:

1. Signed parental permission slip required.
2. Acceptable performance in academic classes.
Examples: Class assignments and homework completed and handed in on time.
Works to his/her ability. Shows a positive attitude toward school.
3. Shows pride in Team.
Examples: Attends all meetings and practices.
Attends all games.
Appears in a clean and neat uniform.
Shows good sportsmanship.
Cheers on one's teammates.
Shows respect for coordinators, coaches and officials.
4. A student who is absent from school on a given day cannot participate in an extra-curricular activity (sports, clubs, etc.) on that same day.
A student must be in school for at least half of the school day.
5. Uniforms should be returned in condition ready for use by another person.
Parents will be responsible to cover the cost of lost or damaged uniforms and equipment.
All uniforms must be returned within one week of the end of the season.
A deposit is required when uniform is issued.

The Athletic Program is arranged for instruction and participation in a wide variety of sports:

<u>Sport</u>	<u>Team</u>	<u>Season</u>
Boy's Baseball	Varsity/Junior Varsity	Fall
Girl's Volleyball	Varsity	Fall
Girl's Cheerleading	Varsity/Junior Varsity	Fall & Winter
Co-Ed Swimming	Grades 1-8	Fall
Boy's Basketball	Varsity/Junior Varsity	Winter
Girl's Basketball	Varsity/Junior Varsity	Winter
Girl's Softball	Varsity	Spring
Boy's Volleyball	Varsity	Spring
Co-Ed Soccer	Grades 1-8	Spring
Co-Ed Track/Field	Age Divisions	Spring

SCHOOL ACTIVITIES

Altar Servers:	Boys and girls in Grades 6-8 serve Mass.
Art Show:	Offers students the opportunity to see their artistic work on display.
Cooking Club:	Students in Grades 6, 7, and 8 meet twice a month and prepare French and Spanish cuisine.
8th Grade Council:	Meets monthly to plan service projects, social activities.
Honors Club:	Gr. 6-8...based on academic average - - promotes leadership, service, community awareness, school spirit. Provides learning experience, peer tutoring after school.
Literary Magazine:	Consists of original stories and poems written by students in all grade levels and published in the Spring.
Music Department:	<ul style="list-style-type: none"> • children's choir: Gr. 3-8; • instrumental music lessons: Gr. 5-8.
Peer Ministry:	Students of different grade levels, K-7, are paired together to complete a school activity or community project. Builds on strengthening social skills and interaction of our students.
Principal's Council:	Student representatives from Grades 3-8 meet with the principal to discuss school issues.
School Newspaper:	Students in all grades are given an opportunity to write for the newspaper. Their articles are edited and printed by a faculty advisor.
Science Club:	Students in Gr. 4 -8 meet monthly emphasizing ecological concerns.
Service Club:	Students in Gr. K-8 work to build a sense of community with each other and people in our area.
Ski Club:	Runs in January and February for eight weeks.
Student Council:	Representatives from Gr. 3-8 meet on a monthly basis to plan and discuss school-related issues.
Technology Club:	Students in Grades 5-8 meet weekly to enter national contests.
Wee Deliver:	3rd grade students rotate jobs of sorting, stamping and delivering in-school mail. Students and/or parents write to each other and then the mail is delivered to each room.
Other Activities:	Science Fair, Food Fair, Health Fair

Field Day:

St. Amelia School reserves the right to schedule a School Field Day, either on or off the premises. The purpose of this event is to promote fun and friendly competition among all students currently in attendance.

School Dances:

School dances for Junior High students are scheduled throughout the year.

1. **ONLY** students from St. Amelia School in Grades 6-7-8 will be admitted--**No Guests**.
2. Appropriate dress is required.
3. Dances begin at 7:00 p.m. and end at 10:00 p.m.
--No students may leave the dance until it is over.
--Parents wishing to pick up their children early must come into the building to get them.
4. Students are dismissed at 10:00 p.m. Please make arrangements for their pick-up or supervision at that time. We will not be responsible after their dismissal.
5. Grade 8 students are responsible for re-setting the hall and will be required to stay until 10:15 p.m.
6. Profits from the dances go to the 8th grade for their class trip and other expenses.
7. Eight-ten (8-10) parents and a Junior High faculty member are needed to chaperone every dance.

Parental Responsibility:

Students participating in school-sponsored events are expected to follow the St. Amelia School rules of behavior. Parents/guardians accompanying their children to such events are expected to require the same code of behavior from their children.

Please note: **At all school sponsored events, i.e., open house, plays, science fair, art show, etc., students will be allowed into the building ONLY if they are accompanied by an ADULT AT ALL TIMES.**

Parties:

Students are permitted three class parties a year: Halloween, Christmas, and Patron Saint. Room parents may assist the classroom teacher with these three parties. We request that treats be already prepared into individual servings.

Birthday Observances:

Birthday treats may be brought to school for students in **Grades Pre-K through Grade 8**. Students are invited to come to the Principal's Office for a birthday treat.

Gifts:

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

Service Projects:

The stewardship program for students in Kindergarten through Grade 8 is entitled "*Light the World.*" The purpose of this program is to provide students with the opportunity to make a difference in our Church and surrounding communities through various service and support programs. Each grade will participate in a pre-planned fall and spring service project. A parent coordinator will be assigned to each class and oversee the organization and participation of each project.

All grades have been assigned a specific area of stewardship emphasis.

Grades K through 2 will be organizing events directed towards helping other children.

Projects in **grades 3 through 5** will emphasize the sick and elderly of our community, and the **6th through 8th grades** will participate in projects directed toward the hungry and homeless.

Transportation

Students who take the bus are required to obey the directions of the driver, who is authority on the bus. It is important that children remain seated on the bus, following the rules of courtesy and safety. If a child becomes a continued disciplinary problem, endangering the safety of others, the parents will be informed. There may be a suspension of riding privileges. Eating or drinking is not permissible on the bus.

Bus Rules:

1. Approach the bus only after it comes to a complete stop.
 2. Be seated immediately and use a soft indoor voice.
 3. Keep everything inside the bus--arms, legs, heads, objects, etc.
 4. Respect the driver and the other passengers.
 5. No disorderly or disrespectful behavior will be tolerated.
- When a student is NOT going to take the usual bus home, the parent is expected to write a note which is signed by the parent and given by the student to the teacher and bus driver.

Children may not go to a friend's home by riding a bus from a district other than his own since insurance of the district does not cover the child.

End of the Day Dismissal:

- Dismissal begins with preference given to those students who ride buses.
Students who walk or are picked up by parents are not released until all school buses have left the parking lot.
- Encourage your child to come home immediately after school is dismissed.
Loitering children are likely to get into unsafe situations.
It is the obligation of the parents to instruct their children to go directly home after dismissal.
No child is to ever return to the school building unless accompanied by an adult.
- *Remind your child:*
 - Never to ask for or accept rides from strangers.
 - To return immediately to the school to get staff assistance if a problem arises on the way home.

Parking:

In order to maintain a traffic safety program that is really effective, your cooperation will be needed. Our goal is safety for your children, not convenience and timesaving for parents. You can help us promote our safety program by observing the following regulations:

1. In the morning you may drop off your children by following the cars and buses in a single lane along the sidewalk of the main entrance. DO NOT leave your car!
2. Stop at the curb when dropping off (or picking up) students.
Make sure students use the passenger's side of the car.
3. For the safety of all children being dismissed, no cars are to pull along the curb to pick up students at dismissal.

Please remember . . . Never pass a school bus!

Communications

Open and honest communication between home and school is critical to prevent any misunderstandings. Direct communication with your child's teacher is the most effective way to receive correct information. This may be achieved by sending a written request for an appointment to the teacher and the school office.

School Newsletter:

The newsletter is published monthly. Enclosed in the newsletter is a calendar of upcoming events, the cafeteria menu, and any changes from the beginning of the year calendar.

Weekly Family Envelope:

All correspondence from the school is sent home on TUESDAYS with your youngest child in school, via the Weekly Envelope System. All material should be read, signed where indicated, and returned the following day.

Student Agenda:

There is room in the student agenda for communication from parent to teacher or teacher to parent. Help your child use their book daily as a tool for success.

Parent Orientation Meetings:

Meetings are held early in the school year to insure a successful learning experience for each student. These meetings are scheduled as an opportunity for parents and teachers to meet and discuss curriculum, policies, procedures and expectations. A "Meet the Teacher" night is held in September during the first H.S.A. meeting.

Student Directory:

Within the first month of the school year, each family receives a Student Directory listing students' and parents' names, addresses, home telephone numbers, and e-mail addresses.

The Student Directory should be used to acquaint parents with the names of their children(s) classmates and parents. These directories should not be **used** or **sold** for other purposes.

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.

1. Emergency messages to a student will be taken and delivered by the office staff.
2. Parent messages to a teacher will be taken and delivered by the office staff.
3. To develop responsibility, students may not call home for lunches, homework, gym clothes, changes in activities, etc., unless requested to do so by a teacher or the administration.

Note: The school office will call student's home for missing lunch or eyeglasses.

4. If cell phones are brought to school, they must be turned off and collected by homeroom teachers each day. They are returned to students at the end of the day.

Conferences:

Conferences may be held at the request of the parent or the teacher throughout the year. A written request to the teacher or a call to the office is necessary to set up an appointment time for the conference.

- **Parent/Teacher Conferences:** Parents may make arrangements with a teacher by telephone or through a written request. Spontaneous, unannounced visits to the classrooms are disruptive and are not allowed.
- **Teacher/Parent Conferences:** Parent-teacher conferences are scheduled at the end of the first report card period. Conferences at other times are available upon request and by appointment.
- **Student-Led Conferences:** Student-Led Conferences are held during the 2nd semester. This means that your child will be leading a conference with you to show you the work that the teacher feels best represents what your child has learned and what growth your child has made over the school year.
- **Administration/Parent Conference:** Appointments for a conference with the principal can be set up through the school office. All parties involved should be communicated with BEFORE a matter is brought to this level.

HOME SCHOOL ASSOCIATION

Our Home and School Association works to bring a closer relationship between the Home and the School so parents and teachers may cooperate in the education of the children. General meetings are held and advance notice will be sent home throughout the year. Volunteers are always needed for special activities such as fundraisers, Santa's Secret Shop, Catholic Schools Week, and Field Day. We are proud of our Home & School Association and urge you to become involved.

PLEASE NOTE: Social functions and Home School Association meetings are not considered appropriate situations for conferences.

Parent Liaisons:

Appointed by the principal in consultation with the faculty and HSA officers. The role of the parent liaison is to:

- Function as an ambassador for the school.
- Offer leadership in advancing the religious and academic mission of the school.
- Foster good communication between parents/guardians and school personnel.
- Provide and recruit assistance for school and classroom projects and field trips.

Parent Teacher Organization:

St. Amelia School Parent Teacher Organization (HSA) works to support and enhance the educational ministry of the school. Fund-raising, parent education, and building community are goals of this organization.

By-Laws for the HSA are available on the school website.

The HSA offers a tuition rebate through the (SCRIP) fundraising program. More information about this program can be found in the HSA By-Laws.

PARENTS AS PARTNERS

As partners in the educational process at St. Amelia School, we ask parents:

- to set rules, times, and limits so that your child:
 - Gets to bed early on school nights;
 - Arrives at school on time and is picked up on time at the end of the day;
 - Is dressed according to the school dress code;
 - Completes assignments on time; and
 - Has lunch money or nutritional sack lunch every day.
- to actively participate in school activities such as Parent-Teacher Conferences;
- to see that the student pays for any damage to school books or property due to carelessness or neglect on the part of the student;
- to notify the school with a written note when the student has been absent or tardy;
- to notify the school office of any changes of address or important phone numbers;
- to meet all financial obligations to the school;
- to inform the school of any special situation regarding the student's well-being, safety, and health;
- to complete and return to school any requested information promptly;
- to read school notes and newsletters and to show interest in the student's total education;
- to support the religious and educational goals of the school;
- to attend Mass and teach the Catholic faith by word and example;
- to support and cooperate with the discipline policy of the school;
- to treat teachers with respect and courtesy in discussing student problems.

Parent's Role in Education:

We, at St. Amelia School, consider it a privilege to work with parents in the education of children because we believe parents are the primary educators of their children. Therefore, it is your right and your duty to become the primary role models for the development of your child's life---physically, mentally, spiritually, emotionally, and psychologically. Your choice of St. Amelia School involves a commitment and exhibits a concern for helping your child to recognize God as the greatest good in his/her life.

Good example is the strongest teacher. Your personal relationship with God, with each other, and with the Church community will affect the way your child relates to God and others. Ideals taught in school are not well rooted in the child unless these are nurtured by the example of good Catholic/Christian morality and by an honest personal relationship with God in your family life.

Once you have chosen to enter into a partnership with us at St. Amelia School, we trust you will be loyal to this commitment. During these formative years (Pre-K to 8), your child needs constant support from both parents and faculty in order to develop his/her moral, intellectual, social, cultural, and physical endowment. Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest of challenging, yet nourishing, the student to reach his/her potential. It is vital that both parents and teachers remember that allowing oneself to be caught between the student and the other partner will never have positive results. To divide authority between school and home or within the home will only teach disrespect of all authority. If there is an incident at school, you as parents must make investigation of the complete story your first step. Evidence of mutual respect between parents and teachers will model good mature behavior and relationships.

Students are naturally eager to grow and learn. However, sometimes in the process of maturation new interests may cause them to lose focus. As this natural process occurs, the student needs both understanding and discipline. At times, your child may perceive discipline as restrictive. However, it is boundaries and limits which provide a young person with both guidance and security.

It is essential that a child take responsibility for grades he/she has earned and be accountable for homework, long-term assignments, major tests, service projects, and all other assignments. This responsibility also extends to times of absence.

Together, let us begin this year with a commitment to partnership as we support one another in helping your child to become the best person he/she is capable of becoming.

School Records

Records / Permanent File:

Every student has an academic and a medical folder on file. These records are available for review by the parent upon appointment with the school principal. The privacy act protects the confidentiality of these documents--they may not be released to anyone without written permission from a parent.

Consistent with the provision of the Family Educational Rights and Privacy Act 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)

When parents are divorced and custody of the child is part of the decree, it is advisable that the principal secure a copy of the court decree and keep it on file. 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.

Custody:

If parents are divorced or separated, the school presumes that both parents have access to the children unless one parent can provide evidence that he or she has the sole right. 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. Amelia School will provide the non-custodial parent access to a student's academic records and other school-related information. If there is a court order denying access to the records and information, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

Student Records:

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

Parents requesting records/transcripts/recommendations must make a five school-day request to the School Office. All forms should be submitted to the St. Amelia School Office for distribution. Completed forms will be sent via the U.S. Mail. Special handling will require that all postal fees be paid by the parents.

NOTE: No records will be sent to transferring schools of students whose financial commitment is in arrears.

Emergency Information Cards:

The Emergency Card must be completed and current so the school will have easy access to relatives in case of emergency. Changes of address and / or telephone number (as well as business address and/or numbers) should be reported promptly.

--Information Updates: Your child's Emergency Information Sheet should be kept up-to-date. It is imperative that we have the most current home and work phone numbers for every child's parents or guardians. If a child becomes sick in school and must be sent home, a parent or designated guardian must pick up and sign the child out. No ill or injured child will be released from school alone. No child will be released from school to the care of a relative, friend of parents, or babysitter unless this individual is named on the student's emergency card and can provide proper identification. **Parents . . . please keep us informed!**

***S*ervices**

HEALTH GUIDELINES

Requirements:

Physical examinations will be required and a dental check advised for all students NEW to St. Amelia School AND also, students entering Pre-Kindergarten, Kindergarten. The school nurse will advise parents on which other grades physical examinations will be required.

A comprehensive health history is helpful to the school staff in better understanding your child. The "Confidential Health History Card" provided by the school should be filled out by the physician and parents and forwarded to the school health office upon completion no later than the first day of school in September.

Immunizations:

The school nurse will advise parent as to the immunizations that will be required before a child can be admitted to school or permitted to remain in attendance. Health forms will be given to parents for their physician to fill out for this purpose. The only exceptions are exemptions for religious or health reasons.

**Immunizations are available through the family physician or the local Erie Health Department office.

- Inform the Health Office of any immunization updates your child has throughout the year, so that it might be entered on your child's permanent health record.
Please ask the doctor to document and sign that he/she has given the immunization.

Some of the health services provided through the school:

1. All pupils receive height/weight measurement and the Snellen vision test annually; a hearing test annually at the elementary level and at Grades 6, 7; scoliosis screening annually between ages 8-16.
2. Pupils have physical appraisals annually in certain grades, and any other time deemed necessary. These appraisals may be done by a school doctor, school nurse practitioner, or by the family physician.
NOTE: Physicals must be from your OWN physician for Pre-K and Kindergarten.
3. Parents are notified of deviations from the normal in any of the school health evaluations.
The nurse will interpret tests to parents on request.

MEDICATION

Medication may be given in school if it is a standing order and is absolutely necessary.

All medication is to be administered through the school nurse or the school office.

--MEDICATION MUST BE BROUGHT TO SCHOOL BY A DESIGNATED ADULT.

PLEASE NOTE:

1. All **PRESCRIPTION** medication must be:
 - (a) in original container and accompanied by a note from the medical doctor including the child's name, name of medication, dosage and time to be given.
 - (b) permission to give medication, in writing, by parent/guardian.
 - A form with these two requirements is available in the health office.

2. **OVER-THE-COUNTER** medication must be in the original container and identified, *in writing*, by parent/guardian.
 - (a) If over-the-counter medication is to be given for a duration of longer than one week, a written physician order must accompany the OTC medication.

Special Notes:

- State Education Department and local school board policies permit school personnel to provide first-aid (initial care) only.
- A sick child should not be sent to school. Recovery is likely to be faster by remaining home. Other children should not be exposed to your child's illness.
- Notify the school office if your child will be absent due to illness and/or hospitalization.
- Please report to the school office any communicable illness your child may contract, e.g., measles, chicken pox, rubella, strep throat, scarlet fever, head lice, whooping cough, fifth's disease, etc.
- Parents are invited to consult with the school on any health or attendance problems.

ALLERGY POLICY

St. Amelia School recognizes that asthma is an important condition affecting many school children and positively welcomes all pupils with asthma.

This school encourages children with asthma to achieve their potential in all aspects of school life by having a clear policy that is understood by school staff and pupils. Teachers and new staff are also made aware of the policy. All staff who come into contact with children with asthma are provided with training on asthma from the school nurse who has had asthma training. Training is updated as needed.

1. **Asthma Medication:** Immediate access to reliever inhalers is vital. Children are encouraged to carry their reliever inhaler as soon as the parent, doctor or nurse and class teacher agree they are mature enough. Parents are asked to ensure that the school is provided with a labeled spare reliever inhaler. All inhalers must be labeled with the child's name by the parent.

2. **Record Keeping:** At the beginning of each school year, or when a child joins St. Amelia Catholic School, parents are asked to submit a child's medical record. From this information the school keeps its asthma register which is available for all school staff. If medication changes in between times, parents are asked to inform the school.

3. The School Environment: The school does all that it can to ensure the school environment is favorable to children with asthma or allergies. As far as possible the school does not use chemicals in science and art lessons that are potential triggers for children with asthma.

4. Food Allergy Policy: St. Amelia School recognizes that life threatening food allergies are an important condition affecting many school children and positively welcomes all pupils with food allergies. In order to minimize the incidence of life threatening allergic reactions, St. Amelia School will maintain a system-wide procedure for addressing life threatening allergic reactions and maintain an Emergency Action Plan for any student(s) whose parent/guardian, and physicians have informed the school in writing that the student(s) has a potentially life threatening allergy.

5. Training: In order to minimize the incidence of life threatening allergic reactions, St. Amelia School will provide training and education for all St. Amelia School staff. In conjunction with the student's parent/guardian and primary care provider and/or allergist the school will maintain an Emergency Action Plan for any student identified with a potentially life-threatening allergy.

The training will be provided to ALL school employees and will include (but not be limited to):

- A description/definition of severe allergies and a discussion of the most common food, medication, latex and stinging insect allergies.
- The signs and symptoms of anaphylaxis.
- The correct use of an epinephrine auto-injector (EpiPen).
- Specific steps to follow in the event of an emergency.
- Completion of an "Evaluation Form" by each employee after training.
- Activating Emergency Medical Response - Dial 911.
- Location of emergency EpiPen.
- Policy and procedure will be reviewed at the beginning of every school year.

6. Notifications: The school nurse will be responsible for notifying classroom teachers about the nature of the life threatening allergies faced by students. This notification will include an explanation of the severity of the health threat, a description of the signs and symptoms to be aware of and what allergen (food, materials, etc.) to avoid.

7. Classrooms: Teachers must be familiar with the Emergency Action Plan of students in their classes and respond to emergencies as per the emergency protocol documented in the Emergency Action Plan.

- In the event of a suspected allergic reaction (where there is no known allergic history), the school nurse will be called and the school's Emergency Response Plan activated. The emergency medical services will be called immediately.
- The classrooms have easy communication with the school nurse.
- Information will be kept about students' food allergies in the classroom and in the substitute emergency folder, accessible by teachers, substitutes or other responsible adults.
- All teachers and substitutes will be educated about the risk of food allergies.
- A parent or guardian of a student with food allergies is responsible for providing all food for his/her own child. Snacks will be kept in a separate snack box or chest provided by the parent or guardian.
- Tables will be washed with soap and water following any food related events held in the classroom.
- Proper hand cleaning techniques will be taught and encouraged before and after the handling/consumption of food.

8. School Field Trips:

Protocols for field trips will include timely notification of the nurse.

- Medications including an EpiPen® and a copy of the student's Emergency Health Care Plan must accompany the student.
- A cell phone or other communication device must be available on the trip for emergency calls.
- The adult carrying the EpiPen® will be identified and introduced to the student as well as the other chaperones.

INSURANCE PROGRAM

Every family will be covered by a secondary accident insurance policy. The cost for this insurance program is covered in your school supply fee.

STUDENT CRISIS ASSISTANCE

We commit ourselves to the preservation of life and the creation of a safe and drug-free school. The principal and faculty are in-serviced in proper crisis prevention and procedures.

EMERGENCY DRILLS

State Law requires that fire drills be held twelve times per year. During the fire drills, students should follow these regulations:

1. Rise in silence when the alarm sounds;
2. Close windows and doors;
3. Walk to the assigned place briskly, in single file at all times, and in silence;
4. Stand in a column of two's, facing away from the building;
5. Return to building when signal is given.

Crisis Plan

St. Amelia School has implemented a "crisis plan" in case of a lockdown emergency. All teachers and staff are aware of the procedure to follow to keep your children safe. In the event of such an emergency, circumstances permitting, the building will be evacuated and students will be moved to one of two secure designated locations:

1. St. Amelia Church
2. Off Campus – across the street at Hamilton School

Written Plan:

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

Emergency Evacuation:

In the event of an emergency evacuation, students will be relocated to the church building.

Emergency Release Plan:

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

1. Students with house keys and their siblings will be released even though parents have not been contacted. (Parents will have previously signed Emergency Release Plan Form.)
2. Children whose parents have been contacted will be released.
3. Children whose alternate adult has been contacted will be released.
4. All other students will remain in the building if parents cannot be contacted.
5. In the event that the building must be evacuated immediately, the children will be taken to another facility (St. Amelia Church) on St. Amelia School property.
6. If the entire complex must be evacuated, the children will be moved to a nearby public building.
7. The local radio stations will be notified of the emergency dismissal and the point of evacuation.
8. Children will be released and transported by the Transportation Department from their school district.

SCHOOL CLOSINGS

Closing Due to Weather Conditions:

Parents are asked to keep informed of school closings through local radio stations, WBEN, WKBW, WGR. Please do not call the school or rectory. If the Kenmore/ Town of Tonawanda schools are closed, then St. Amelia is also closed.

- If a storm occurs during the day and it is absolutely necessary to close school, the announcement will be made on the radio at least an hour before dismissal.
- If there would be an emergency for some reason at St. Amelia School only, our school would be mentioned specifically on the radio for closing.

Closing Due to Illness:

The school cannot close for illness unless the Health Department advises such action to be taken.

School Hours

Grades K through 8: 7:30 AM - 2:20 PM. Students not in their homeroom at 7:45 AM are considered tardy.

At St. Amelia School, we work in partnership with parents to enable each child to develop as an independent learner. Parents should allow their child(ren) to enter the school building on their own each morning. Various classes invite parent involvement or visitation on particular occasions.

The school doors are opened for students at 7:15 AM. Students arriving at that time will go to the Our Lady of Guadalupe Cafeteria until they are dismissed to their classrooms at 7:30 AM.

Prayer and afternoon announcements begin at 2:10 PM each day. Dismissal immediately follows. Please check the school calendar and weekly newsletter for early dismissal dates.

Students not picked up by the end of dismissal (approximately 2:30 PM) will be sent immediately to the After School Care Program. Parents are charged the daily per child rate for using this program.

After School Program: St. Amelia School offers an After School Care Program. A fee of \$1.00 per minute is charged for students remaining in the program after 5:30 PM.

Parents are to make arrangements for their child(ren) to arrive at school on time and be picked up at dismissal time. Students who are not picked up by 5:30 PM will receive:

1. a phone call reminding you to pick up your students on time
2. a registered letter reminding you that failure to pick up your child on time constitutes neglect.
3. Repeated failure to pick up your child from After School Care on time will result in your child not being allowed to attend the After School Care program.

School Office Hours:

The school office is open on all school days from **7:15 AM – 3:15 PM**.

Visitors:

School visitors (volunteers, parents, etc.) must come to the main office. For safety and security reasons, each person is required to sign in at the office when he/she enters the building for any reason. All visitors and/or volunteers are required to wear a designated badge that may be picked up in the office. Visitors and/or volunteers are to sign out at the time of departure.

Parents who volunteer to serve lunch or who volunteer in another capacity in the school **may not drop in to a classroom to see their child** during the day. This is an interruption to the teacher and to the educational process.

Telephone:

Permission to use the telephone must be obtained from the school secretary. Students must submit a note from their teacher. The office phone is a business phone and students are permitted to use it only in case of an emergency. The telephone in a teacher's office is for the use of the teacher only. Forgotten homework, athletic equipment, etc. do not constitute emergencies. Arrangements for after-school visits with friends should be made at home.

Volunteers:

A Volunteer Handbook is available online. All individuals who volunteer in the school must complete the Volunteer Sign-Up sheet and will be asked to complete the Diocesan mandated background check. All volunteers are expected to dress appropriately. Clothing should be modest and neat. The main responsibility of a volunteer is to assist the administration or teachers. For this reason, **pre-school siblings are not allowed to accompany parent volunteers to school for meetings, to serve lunches, to assist with class parties, or to decorate bulletin boards.**

Virtus:

According to a Diocesan mandate, all employees, volunteers, staff, coaches, teachers and aides working with children must attend a ***“Protecting God’s Children Seminar”***. You may attend a seminar offered at St. Amelia Parish or any other Diocesan site. Registration may be completed online at www.buffalodioces.org and click on Virtus Online registration. When registering online, indicate what seminar you are attending, your position, (example: coach, teacher, aide, parent volunteer, etc.) After the seminar, you are asked to read monthly updates via the internet. Additionally, all school volunteers must complete ***“Volunteer Questionnaire”*** and ***“Code of Conduct”*** Forms – available at the school office.

School Safety

St. Amelia School attempts to provide 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 or online**) face detention, suspension, and/or expulsion.

Harassment:

Harassment in any form will not be tolerated. Harassment can result from a pattern of behavior wherein the purpose or effect is to create a hostile, offensive or intimidating school environment. Harassment encompasses a broad range of physical or verbal behavior which can include, but is not limited to, the following: physical or mental abuse, racial insults, derogatory ethnic slurs, unwelcome sexual advances, touches, comments or jokes.

The Principal investigates all complaints of harassment. Students involved in harassing behavior face detention, suspension, and/or expulsion.

Bullying and Cyberbullying

St. Amelia School attempts to provide 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 or online**) face detention, suspension, and/or expulsion.

TECHNOLOGY CONCERNS

Blogs: Engagement in online blogs such as, but not limited to, MySpace.com®, Xanga®, Friendster®, 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.

Cell Phones: If a student needs a cell phone after school due to walking home from school, entering a house where no one is home, or attending sport practices or games, he/she should bring the cell phone to the office upon arrival in the morning to park the cell phone in the off position for the day. The cell phone may be picked up by the student at dismissal. At no time during the day should a cell phone be in a student's locker or in his/her possession.

-- ***Items taken away from students:***

1st Offense - may be picked up by parent(s)/guardian(s) at the school office on the same day.

2nd Offense - will be returned to the parent(s)/guardian(s) on the last day of the school year.

PDA's may be used as an agenda, as well as to take notes. If they are used for another purpose, (example -- games, taking photos, etc.) your child will lose that privilege.

Please Note: **St. Amelia School is NOT responsible for lost or broken electronics; they are the responsibility of their owner.**

Sexting: Students involved in possession or transmission of inappropriate photos on their cell phones or other electronic devices face suspension and/or expulsion.

Texting: Students should at no time be involved in texting during the course of the school day. Students involved in texting at school face detention, suspension and/or expulsion.

Virtual Reality Sites: Virtual Reality Sites such as, but not limited to, www.there.com® and www.secondlife.com® pose a developmental and moral risk to the life of a student. Parents are cautioned to be aware of the online sites visited by their children, knowing that often predators are not living in a neighborhood, but within the home via a computer.

Behavior

St. Amelia School exists to provide a Catholic education which will help each student grow in awareness of God, self and others and to develop to their full potential, spiritually, academically and socially. These objectives provide the standard of judgment and the guide for action in the discipline area. St. Amelia Catholic School recognizes and accepts the responsibility it shares with the parents in the supervision and disciplining of students while he/she is in school or acting as a student of the school.

We believe that a successful school program is directly related to well-ordered classes, individual self-respect and discipline. In the educational process, development of self-discipline and respect for others, accomplished with guidance from parents and professional educators, is a desirable goal. During the time of development, guidelines and rules help achieve this end. In order to establish the best possible growth atmosphere in our school, we strive, along with parents, to provide role models and positive reinforcement to our children.

Each individual associated with St. Amelia School shares the responsibility for preserving the best possible atmosphere for learning and growth to occur. This calls for parental supervision and training, student preparedness and respect, and staff excellence.

The **Student Conduct Handbook** provides a guide for the behavior of the students and the consequences for failure to follow these guidelines. We ask that parents and students alike become familiar with the contents of this handbook. The final authority in the interpretation of facts of any given school behavior situation is the school principal and/or pastor.

BEHAVIOR STANDARDS

Each student is entitled to a classroom that is conducive to learning. To insure a good 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. Amelia School. The students will be taught to be responsible for their actions.

Acceptable student behavior demonstrates the following:

- respect for self, all members of the school community, and visitors,
- acceptance of responsibility for academic and moral learning,
- courtesy in speech and manner towards all adults and each other,
- regard for and cooperation with school and classroom policies,
- kindness in speech, action and attitude,
- interested participation in school activities,
- proper safety habits and care of school property and facilities.

Courtesy: Courtesy and good manners are expected of all students at all times. The guiding principle for all conduct at St. Amelia School is: *“Is this what Jesus would do?”*

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

Basic Classroom Rules:

1. Respect for all who enter.
2. Follow directions of individual teachers.
3. Keep hands, feet and objects to yourself.
4. Refrain from profanity and teasing.
5. No gum chewing

6. No food or drink in classroom unless given by teacher.
7. No yelling or screaming.
8. Unless otherwise directed, one person talks at a time.
9. Walk in the classroom.

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

School Property: The parent of a child who carelessly destroys or damages any furniture, equipment, buildings, or anyone's personal property will be obligated to pay the full amount of repairs and labor or replacement. 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.

Scholastic Integrity: In keeping with the moral and educational philosophy of St. Amelia 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 who engage in such activity will be subject to disciplinary action.

Controlled Substances: The possession, sale or use of alcohol, drugs, cigarettes, or any other controlled substance in the school or on school property is strictly forbidden. These items, if found in a student's possession, will indicate an intent to use. Violation of this rule may be cause for immediate dismissal and will be reported to appropriate law enforcement agencies.

Drugs and Alcohol

Students who possess drugs and/or alcohol at school or at any school function face suspension and/or expulsion.

Substance Abuse: Misuse of drugs and alcohol is harmful to a student physically, mentally and socially.

The following procedure will be followed in handling specific drug/alcohol related incidents:

- (a) Any student who is selling, giving or dealing in drugs or alcohol to another student or at a school-sponsored event is liable to expulsion. The student will be suspended immediately and a conference with the parents will be arranged.
- (b) Any student who is under the influence of drugs or alcohol in school or at a school sponsored event will be suspended. A conference with the parents will be arranged.
- (c) Any student who is in possession of drugs/alcohol or drug/alcohol paraphernalia will be suspended immediately and a parent conference will be arranged.
- (d) Law enforcement agencies may be contacted in cases of possession or sale of any illicit substance on school grounds or at any school-sponsored event.

Suitable punishment will be determined by the principal. In all cases, a full deposition will be drawn up and placed in the student's file. (Guideline #4051)

DISCIPLINE

Detention:

Detention may be issued for a breach of classroom and/or school rules. Parents are provided with a Detention Form with written notification of the detention. The day, date, and time of the detention are at the discretion of the Principal who monitors the detention. **Detention takes precedence over appointments, practices, lessons, tutoring, ballgames, etc.**

Suspension:

Students who are given an in-school suspension will be required to report to school each day and work with a substitute teacher paid for (\$75.00) by the suspended student's parents. Students who receive an out-of-school suspension will not be allowed on campus during the time of their suspension. Students must complete all class work and tests from the days of suspension but failing grades will be recorded for this work.

Expulsion:

Expulsion is an extremely serious matter. Students who pose a threat to themselves or to others may be expelled from St. Amelia School. Students who have been expelled will not be allowed to return to the school without prior permission from the Principal.

Students whose parents have violated the Parents as Partners agreement in this handbook may also be excluded from St. Amelia School.

Gum:

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

Code of Conduct

The rules and consequences of the St. Amelia School Discipline policy are based on these moral principles of Christianity:

I will treat others in a way I myself expect to be treated.

Mutual Respect: The rules and consequences leave both parties' dignity intact.

Introduction

Students at St. Amelia School, like members of any community, have both rights and responsibilities. The School must protect those rights and insist upon those responsibilities. The purpose of this Code of Conduct is to ensure that all students understand their rights and responsibilities, as well as the procedures for dealing with any violations.

In addition, this Code of Conduct identifies classifications of violations and standard disciplinary actions and procedures. It is expected that all teachers and administrators will faithfully enforce the Code of Conduct and abide by its intent and spirit and that parents will support the efforts of the school to provide a safe learning environment.

St. Amelia School will make every reasonable effort to keep students within the school's sphere of influence; suspension and/or expulsion will be used only as a last resort. Nevertheless, any student conduct that disrupts class work, brings disorder to the school, or infringes upon the rights or safety of others is a basis for intervention, suspension, and/or expulsion of students.

MISSION AND PHILOSOPHY

Mission

We provide educational experiences, in cooperation with the home and community, which prepare students for lifelong learning and for ethical, productive participation in a democratic society and the global community.

Philosophy

We Believe ...

- ◆ All students can learn.
- ◆ Students are the center of the educational process.
- ◆ Students learn best in a safe, orderly, and inviting environment.
- ◆ Parent involvement and volunteer services support and enhance the teaching and learning process.
- ◆ Students have the responsibility to be active learners.
- ◆ Curriculum and instruction should meet the needs of all students.
- ◆ Educational experiences should enable students to learn to communicate effectively, solve problems competently, think critically and creatively, and act responsibly.
- ◆ Education is the shared responsibility of home, school, and community.

Our Vision

Teamwork

- ◆ Serving and Supporting Each Other

Acceptance

- ◆ I accept others for who they are and they accept me as I am.

Respect

- ◆ "The Golden Rule"
- ◆ I listen and treat others as I want to be treated.

Honor

- ◆ Knowing What Is Right!

Integrity

- ◆ Doing What Is Right
- ◆ When I say I am going to do something, I do it.

Courage

- ◆ Doing What's Right When It May Not Be Popular

Self-Esteem

- ◆ I feel good about myself because I do the right things.

Principles

- ◆ I know right from wrong and I will lead my life taking a stand for what I believe in.

Loyalty

- ◆ Remaining faithful In Our Support of Each Other

Duty

- ◆ Fulfilling Our Obligations

Commitment

- ◆ When I follow through with what I'm doing, I can make my dreams come true.

Possibilities

- ◆ Everyday I have the opportunity and the ability to achieve my goals.

Selfless Service

- ◆ Putting Students and Others First

Code of Conduct ~ Standards of Behavior

Students are to be treated with respect and dignity. In return, they must demonstrate respect for themselves, for others and for the responsibilities of citizenship through acceptable behavior.

Respect and responsibility are demonstrated when a student:

- comes to school prepared, on time and ready to learn;
- shows respect for themselves, for others and for those in authority;
- refrains from bringing anything to school that may compromise the safety of others;
- follows the established rules and takes responsibility for his or her own action.

Respect, civility and responsible citizenship

All school members must:

- respect and comply with all applicable state and town laws;
- demonstrate honesty and integrity;
- respect differences in people, their ideas and opinions;
- treat one another with dignity and respect at all times, and especially when there is disagreement;
- respect and treat others fairly, regardless of their race, ancestry, place of origin, color, ethnic origin, citizenship, religion, gender, sexual orientation, age or disability;
- respect the rights of others;
- show proper care and regard for school property and the property of others;
- take appropriate measures to help those in need;
- respect persons who are in a position of authority;
- Respect the need of others to work in an environment of learning and teaching.

STANDARDS OF BEHAVIOR

Physical safety

Weapons - - all school members must:

- not be in possession of any weapon, including but not limited to firearms;
- not use any object to threaten or intimidate another person;
- Not cause injury to any person with an object.

Alcohol and Drugs - - all school members must:

- not be in possession of, or under the influence of, or provide others with, alcohol or illegal drugs.

Physical Aggression - - all school members must:

- not inflict or encourage others to inflict bodily harm on another person;
- seek staff assistance, if necessary, to resolve conflict peacefully.

Mandatory Consequences

Immediate Suspension will be the minimum penalty faced by a student for:

- uttering a threat to inflict serious bodily harm;
- possession of illegal drugs;
- Acts of vandalism causing extensive damage to school property or property located on school premises.

In these instances, police will be involved, as required, and conditions to return to school will be specified in accordance with school.

A student will be immediately suspended for:

- swearing at a teacher, or other person in authority;
- being in possession of alcohol;
- being under the influence of alcohol.

The Role of Parents

Parents have a vital role to play in their children's education. It is very important that they support their child's learning and co-operate with the school. We are very conscious of the importance of having strong links with parents and good communication between home and school.

We will inform parents if we have any concerns about their child's welfare or behavior and we would appreciate it, if parents have concerns, that they make these known to the Principal or class teacher.

Student Responsibilities

A responsibility is an obligation one has to ensure that the rights of all are protected.

All students have the responsibility to:

◆ ***Attend school to receive an education***

◆ ***Attend school daily unless ill or legally excused***

◆ ***Be on time for all classes***

--Students who enter a classroom after a lesson has begun are interfering with the rights of others to learn and study. Punctuality is a habit that students must develop if they are to succeed in the world of work.

◆ ***Come to class with necessary materials***

--A teacher should not have to delay instruction because a student has come to class unprepared. This is interfering with the rights of others to learn and study.

◆ ***Complete all in-class and homework assignments and meet deadlines***

-- The full responsibility for student learning does not rest solely with the teacher. Education cannot be effective unless students participate in class and complete outside assignments.

◆ ***Obey school rules and school personnel***

--No one has the right to interfere with the education of others. Rules are designed to allow a school to meet its obligation to educate students.

-- Students are required to obey and be courteous to everyone who works in our schools.

◆ ***Cooperate with school staff***

--Every community depends upon its citizens to uphold the rules by which everyone has agreed to live. Students have the responsibility to provide truthful information when asked by school authorities.

◆ ***Respect the person and property of others***

--Treat people and their property with respect.

◆ ***Respect public property***

--Schools are a community investment and resource for young people. People who damage school property will be held responsible.

◆ ***See that school correspondence to parents reaches home***

-- Education is a partnership between home and school. Students must do their part by not intercepting or destroying progress reports, attendance information and report cards, and by delivering home any school correspondence.

◆ ***Dress Code:*** The primary objective of St. Amelia School is to provide a Five-Star instructional program and learning opportunity for every student. The personal appearance of every student is an important component of establishing a safe environment for optimal learning and respect for one another. Students are expected to dress in an appropriate manner while on school property or representing the school. Student dress and grooming must be neat and clean.

-- Shirts/Blouses should be tucked in.

-- Trousers/slacks/shorts must be worn at waist level.

In addition to discipline at school, a student is subject to disciplinary action, including suspension and/or expulsion, for misconduct away from school if the school administration determines the student's presence to be detrimental to the best interest of the school.

CONDUCT

In accordance with the stated philosophy of the school, which emphasizes deep respect for the human dignity and uniqueness of every individual, each student will be considerate of the rights of others in all interactions. All students are expected to cooperate with the spirit and policies of the school which are designed to foster mature development and personal responsibility. This requires courtesy in all personal relationships, promptness in fulfilling obligations, concern for the environment, and many other factors which the students' sense of appropriateness will indicate to them.

The Principal or Assistant Principal/Dean of Students reserves the right to determine the appropriateness of an action if any doubt arises.

Items such as, but not limited to, questionable books and pictures, white-out, Sharpie® markers, knives, guns, matches, cigarettes, radios, toys, trading cards, pagers, cell phones, laser lights, palm pilots, CDs, iPods or other mp3 players, cameras, or anything that will detract from a learning situation are not allowed at school at any time. **Key chains and toys may not be attached to student backpacks.**

The school Administration, in accordance with state laws, will determine the appropriate disciplinary measures to be taken concerning the presence of these items in the school. **Items taken away from students will be returned to the parent(s)/guardian(s) on the last day of the school year.**

Off-Campus Conduct: The administration of St. Amelia School reserves the right to discipline its students for off-campus behavior that is not in line with behavior expectations of its students during the course of the school day. This off campus behavior includes, but is not limited to cyber-bullying

Conduct: Offenses and Consequences

Students come to school to learn. They follow the rules set up to ensure that their school is safe and orderly. We are proud of these young people. For students who do not follow the rules, this section of the Code of Conduct explains consequences if rules are broken.

Catalog of Offenses and Consequences

Unacceptable behaviors, whether listed or not, will not be tolerated. St. Amelia School permits disciplinary actions, including suspension and expulsion, for commission of any crime, gross immorality, gross misbehavior, persistent disobedience, or violation of written rules and regulations of the school board and when the presence of the student is detrimental to the best interest of the school.

In addition to the consequences of misbehavior listed below, school officials shall use all available school and community resources to diagnose and deal effectively with students who have persistent or severe behavior problems. Students whose offenses may also constitute a violation of criminal law will be reported to appropriate law enforcement officials. The expression “on school property” includes school buses and off-campus school-sponsored activities. Behavior off school property, at any time or in any place, may also subject a student to disciplinary action.

Possession and Use of Mobile Telephones/PDA's

-- PDA's may be used as an agenda, as well as to take notes. If they are used for another purpose, (example-- games, taking photos, etc.) your child will lose that privilege.

-- A Mobile Telephone / PDA possessed or used in violation of this Code of Conduct policy may be confiscated and the student using or possessing mobile telephone/ PDA in violation of the code may be disciplined as provided below:

➤ **Consequences:** Confiscation of the paging device or mobile telephone and after a conference with the parent/legal guardian, the paging device or mobile telephone will be returned to the adult.

-- **Items taken away from students:**

1st Offense - *picked up by parent(s)/guardian(s) at the school office on the same day.*

2nd Offense - *returned to the parent(s)/guardian(s) on the last day of the school year.*

Damaging School Property

Vandalizing, damaging, or destroying of school property, including books, materials, furniture, buildings, computer hardware or software, the computer network, grounds, cars and buses, is forbidden.

➤ **Consequences:** Parent or guardian will be informed, and restitution for the damage will be required. The student may lose privileges, be suspended, be recommended for expulsion, and receive other disciplinary sanctions.

Theft

Taking the property of another without permission is forbidden. This applies whether the property belongs to another student, a staff member or the school.

➤ **Consequences:** Restitution and parent notification are required. Additional disciplinary action may be taken, including in-school suspension, suspension, recommendation for expulsion, and other sanctions.

Disobedience and Disrespect

Students are required to obey school rules and to respect the authority of teachers and other school personnel. Failure to do so constitutes a disciplinary offense.

➤ **Consequences:** Parent notification, detention (during or after school or on Saturdays), counseling, restriction from participation in extracurricular activities, in-school suspension, work detail assignment, suspension, referral to school resources, recommendation for expulsion and other sanctions are possible consequences.

Profanity

Profane and vulgar expressions (oral, written, or nonverbal e.g., gestures), including those communicated or displayed on clothing, are forbidden on school property.

➤ **Consequences:** Student counseling, parent notification, detention (during or after school or on Saturdays), restriction from participation in extracurricular activities, in-school suspension, work detail assignment, suspension, referral to school resources, and recommendation for expulsion are possible consequences.

Threats, Harassment, Hazing, Intimidation or Blackmail of Students

Threats of force, threats of injury, harassment, intimidation, blackmail, and hazing are forbidden and may violate state law. Hazing is any activity that humiliates, degrades, abuses or endangers another person, regardless of the person's willingness to participate.

➤ **Consequences:** Student counseling, parent notification, detention (during or after school or on Saturdays), restriction from participation in extracurricular activities, in-school suspension, work detail assignment, suspension, referral to school resources, and recommendation for expulsion are possible consequences.

Sexual Harassment/Misconduct of a Sexual Nature

Comments, threats, conversations, coercion, actions, jokes, teasing, or intimidation when they are of a sexual nature and are unwelcome by those exposed to them, whether they are staff members, visitors, or other students, are forbidden. Any student (or the parent/legal guardian of a student) who believes he or she has been subjected to such behavior should immediately contact the school principal, or a teacher to report the behavior.

➤ **Consequences:** Student counseling, parent notification, detention (during or after school or on Saturdays), restriction from participation in extracurricular activities, in-school suspension, work detail assignment, suspension, referral to school resources, and recommendation for expulsion are possible consequences.

Consensual Participation in Sexual Misconduct

Consensual participation in any sex act involving physical contact.

- **Consequences:** Students will be recommended for expulsion.

Fighting

Any hostile physical conflict between individuals is forbidden on school property.

- **Range of Consequences:** Parent notification, detention (during or after school, or on Saturdays), restriction from participation in extracurricular activities, in-school suspension, work detail assignment, suspension, referral to resources, and recommendation for expulsion are possible consequences.

Use or Possession of Dangerous Materials

These items are inappropriate for school and can cause severe injury.

- **Consequences:** Student counseling, parent notification, detention (during or after school or on Saturdays), restriction from participation in extracurricular activities, in-school suspension, work detail assignment, suspension, referral to school resources, and recommendation for expulsion are possible consequences.

Cheating or Plagiarism

St. Amelia School expects students to maintain integrity in all school work and to refrain from any action that would bring dishonor to them or their school. Copying the work of others and submitting it as one's own or securing or providing answers in a dishonest way is forbidden. Plagiarism from the Internet is included in this offense.

- **Consequences:** Parent notification is required. No credit will be given for the assignment or the examination. The student will be counseled by the teacher or other school personnel. Additional disciplinary sanctions may be applied.

Cheating of any type will not be tolerated. Students who choose to cheat face a failing grade, detention, suspension, and/or expulsion. A student athlete who is involved in cheating will also be unable to participate in sports.

Misuse of School Technology Resources

Students are encouraged to use telecommunications to explore educational topics, conduct research, and communicate with others. Access to computers, however, also makes available material that may not be appropriate for a student's age or course of study.

- **Consequences:** Restriction or loss of access to computer and other disciplinary action which may include parent notification, counseling, detention (during or after school or on Saturdays), suspension, or recommendation for expulsion.

Smoking/Drugs/Alcohol

Smoking, etc. and possession or use of these products and paraphernalia on school property is prohibited.

- **Consequences:** Parent notification, detention (during or after school, or on Saturdays), restriction from participation in extracurricular activities, in-school suspension, work detail assignment, suspension, and referral to school resources are possible consequences.

Truancy/Cutting Class/Leaving School/Unauthorized Walk-out

Failure to attend school all or part of the day without a lawful excuse is prohibited. During regular school hours, students are not allowed to leave classrooms, the school building, or campus without school permission.

- **Consequences:** Parent notification and/or parent conference, detention (during or after school, or on Saturdays), restriction from participation in extracurricular activities, in-school suspension, work detail assignment, suspension, and referral to school resources or community agencies.

Tardiness

A student who arrives late to school or to class is tardy. Students will follow policy as outlined in school's handbook.

- **Consequences:** Parent notification, detention (during or after school, or on Saturdays), restriction from participation in extracurricular activities, in-school suspension, work detail assignment, suspension, referral to school resources or community agencies.

Threats and Assaults Against School Personnel

Threatening to inflict or inflicting any bodily harm, however slight, upon any school employee is prohibited.

- **Consequences:** Student will be recommended for expulsion.

SUSPENSION

Suspension is the temporary removal of a student from school 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.

Immediate Suspension:

In unusual circumstances, when the conduct of a student requires immediate action because his presence in school is dangerous to staff or students, the student may be suspended immediately without written notice or the opportunity to respond to the charge, provided the parent or legal guardian is notified as soon as possible, but no later than 24 hours of the suspension, if possible, of the time and place for a conference to discuss the matter.

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 must stay at school until the end of the school day.

Missed school work:

Normally, students who have been suspended will not be allowed to make up school work missed. Makeup of school work missed during unexcused absences may be approved only with permission of the principal after consultation with the teacher(s) concerned. 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. Students who pose a threat to themselves or to others may be expelled from St. Amelia School. Students who have been expelled will not be allowed to return to the school without prior permission from the Principal.

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.

*****Right to Amend***

St. Amelia School reserves the right to amend this Handbook.
Notice of amendments will be sent to parents via the Tuesday Folder or through e-mail communication.



Prayer for St. Amelia

Lord,

Thank you for all that you have given us, Our School where we learn and our friends who are always there for us.

For our priests and teachers who direct and educate us, We pray that your honor and enthusiasm be forever with them.

For our families that love and support us, We pray that your love and guidance be forever with them.

St. Amelia, brave, loving, and true, Help us to love and serve God in all that we do.

Core Values

Affirming Faith
Awakening Knowledge
Aspiring to Serve
Assuring Leadership
Advancing Character

Character Education Pledge

I am responsible for all my actions and behavior today. I will listen, do my work, and learn. I will respect the feelings, property, and rights of others. I will be a good citizen by doing what is right.

Character Counts

Trustworthiness

Be honest, keep your promises, and be a good friend

Fairness

Play by the rules, take turns, and share

Respect

Treat all people the way you want to be treated

Caring

Be kind help others, and remember to be thankful

Responsibility

Try our best to always to what you're supposed to do

Citizenship

Follow the rules and help make your world a better place

A P P E N D I X

ST. AMELIA SCHOOL

TELECOMMUNICATIONS USE AGREEMENT Telecommunications Use Agreement

Adapted from NCEA's From the Chalkboard to the Chatroom.

As a computer user, I agree to follow the rules and code of ethics in all of my work with computers while attending St. Amelia School:

1. I recognize that all computer users have the same right to use the equipment; therefore, I will not use the computer resources for non-academic purposes. I will not waste or take supplies such as paper, printer cartridges, and discs that are provided by the school. When I am in the computer lab, I will talk softly and work in ways that will not disturb other users. I will keep my computer work area clean and will not eat or drink in the computer lab.

2. I recognize that software is protected by copyright laws; therefore, I will not make unauthorized copies of software and I will not give, lend, or sell copies of software to others. I understand that I will not be allowed to bring software applications, games, or CD-ROMs from home to be used on school equipment without proof of licensure and prior approval of appropriate school personnel.

3. I recognize that the work of all users is valuable; therefore, I will protect the privacy of others by not trying to learn their password; I will not copy, change, read, or use files from another user without prior permission from that user; I will not attempt to gain unauthorized access to system programs for computer equipment; I will not use computer systems to disturb or harass other computer users or use inappropriate language in my communications.

I will honor my school's procedures for the storage of information. I realize that after prior notice has been given to me, files may be deleted from the system to protect the integrity of the network or because of space limitations on the computer's hard drive.

4. Each student who received Internet access will be instructed in the proper use of the network. The use of the Internet must be in support of education and research consistent with the educational objectives of the school. Students using network or computing resources must comply with the appropriate rules for that network or resource. Students are never permitted to type a web address/URL into a web browser.

As a user of a network, I will not use bulletin boards nor chat lines for personal use. In addition, I will not reveal my personal information, home address, or personal phone number or those of students, teachers, or other staff members. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. The use of school computers and networking resources for commercial activities is not permitted. Their use for product advertisement or political lobbying is also prohibited.

5. Parents must realize that their students may encounter material on a network/bulletin board that they do not consider appropriate (vulgar jokes, statements of belief that some might consider immoral, etc.) The student is responsible for not pursuing material that could be considered offensive.

6. The use of the computer is a privilege, not a right, and inappropriate use will result in the cancellation of these privileges. Vandalism or intentional modification of system settings will result in cancellation of privileges and/or school disciplinary action. The school reserves the right to seek financial restitution for any damage caused by a student or other user. The system administrators will deem what is inappropriate use, and their decision is final.

The administration, faculty, and staff of the school may request that the system administrator deny, revoke, or suspend specific user privileges. Violations of the rules and code of ethics described above will be dealt with seriously.

Home to School Note

St. Amelia School
2999 Eggert Road, Tonawanda, New York 14150-7199
Phone (716) 836-2230 Fax (716) 832-9700

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

Other: _____

➤ **Parent Signature:** _____

➤ *Signature of Office Staff:* _____

Saint Amelia School
2999 Eggert Road
Tonawanda, New York 14150-7199
Phone (716) 836-2230 Fax (716) 832-9700

FIELD TRIP PERMISSION FORM

TEACHER(S): _____ Gr. _____ Rm. _____
_____ Gr. _____ Rm. _____
_____ Gr. _____ Rm. _____

CHAPERONES: 1. _____ 5. _____
2. _____ 6. _____
3. _____ 7. _____
4. _____ 8. _____

Description of Trip:

Place to be visited: _____
Date of Trip: _____ Cost of Trip: _____
Time of Departure: _____ Time of Return: _____
Lunch: _____ Cafeteria: Yes ___ No ___

Objectives of Trip: _____

Materials to be brought on Trip: _____

Dress for Trip: _____

Transportation: Bus _____ Other: _____

Instructions to be given to students by teacher and parent:

➤ *(In the event that a student is found guilty of any illegal and/or criminal activity, parents will be called to pick them up.)*

Please complete and return this part only.

ST. AMELIA SCHOOL
FIELD TRIP PERMISSION SLIP

I give my permission for _____
to go to _____
on _____, from _____ to _____.
I am enclosing \$ _____ to pay for the cost of the trip.

➤ *I have reviewed the instructions given above and assume all responsibility entailed therein.*

_____ **Date** _____ **Signature of Parent/Guardian**

**PLEASE NOTE: Phone calls or FAXED copies of permission forms are not permitted
--original copies ONLY.**

ST. AMELIA SCHOOL

PHOTO-VIDEO RELEASE

To whom it may concern:

I hereby give permission for my son/daughter
_____ to be photographed or videotaped at St.
Amelia Catholic School.

I realize that the photo may be published in the newspaper, a magazine,
the school website, or other publication.

The video may be used for informational or educational purposes
regarding the programs or curriculum at St. Amelia Catholic School.

Signed: _____

Date: _____

Please return to school office by **September 16, 2011.**

ST. AMELIA SCHOOL

Parent / Student Signature Page

I have read the 2011/2012 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 both sign.**

SIGNED FORM DUE TO Mr. Mule` -- Sept. 16, 2011.