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www.StBenSchool.org

PARENT/STUDENT HANDBOOK
2022-2023

Dear Saint Benedict School Families,

Welcome to another school year at St. Benedict School!

Please use this handbook as a reference tool regarding our school policies and procedures.

Some policies I encourage you to pay special attention to are:

- † **Morning Drop Off** - Students will be allowed in the building at **7:15 a.m.** Students should not be in the building before 7:15 a.m. unless invited by a teacher. Students arriving at 7:15 and prior to 7:30 should report to the gym. Students dropped off after 7:30 may go directly to homeroom. Students arriving after 7:50 a.m. will be considered tardy and should stop at the office for a pass. The Eggert Door will open at 7:30 am for PK and Kindergarten arrivals. Earlier arrivals should use the front door.
- † **School Day- Homeroom begins at 7:50 a.m.** The first class period will begin at 8:03 a.m. Dismissal for Pre-K students will be at 2:20 p.m. Dismissal for students K-2 and 8th is 2:30 p.m, and dismissal for grades 4-7 is 2:40.
- † **Please** encourage your K- 8 children to be ready to exit the car promptly at drop-off so that the line can continue at a steady flow. **No adult should be exiting their car to unbuckle children in the drop-off car line. If you need to unbuckle your child, please park your car and walk with your child in the parking lot.**
- † **Dress Code** - The dress code policy will be enforced as outlined in this handbook. We have simplified the code this year to improve consistency.
- † **Home-School Association (HSA)** – All parents are invited and encouraged to become active in St. Benedict's Home-School Association. Please see the section entitled **Saint Benedict Home-School Association/School Volunteers** for information about the HSA and volunteer opportunities available throughout the school year.
- † **Anti-Bullying, Non-Discrimination, Non-Harassment Policy** – In compliance with the federal Dignity for All Student Act, St. Benedicts maintains an Anti-Bullying, Non-Discrimination, Non-Harassment policy that can be found in this handbook.
- † **Asbestos Hazard Emergency Response Act (AHERA)**-In accordance with the EPA/AHERA regulations, our school is required to have an asbestos plan in place. If any parent, teacher, or employee wishes to see this plan it is on file in the school office and available for review.

Please take the time to read the handbook, especially the policies and release statements located at the back of the handbook. **To indicate that you understand and are willing to support Saint Benedict's policies and release statements as outlined in the Handbook, please initial and provide your signature as requested on the Handbook Release Form located in the back of the handbook, and return only the signature page.**

This is a living document and can be updated at any time by the school. The most current version will be available on the school website at www.stbenschool.org.

If you have any questions or concerns about any information in this handbook please contact me.

Sincerely,
Mrs. Bagwell
Principal

Mrs. Dunmore
Assistant Principal

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STUDENTS & TEACHERS BELIEVING EDUCATION NURTURES SUCCESS

MISSION STATEMENT

St. Benedict School is a Pre-K through grade 8 Catholic school which uses the teachings of the Church to cultivate the academic, spiritual, social, and moral development of its students in a safe learning and teaching environment. The school nurtures a strong sense of community, high academic standards, discipline, and respect.

PHILOSOPHY OF ST. BENEDICT SCHOOL

The Role of the School

St. Benedict School is a Catholic school, which cultivates the religious, academic, and moral development of its students. St. Benedict School promotes responsibility, respect, civility, and academic excellence in a safe learning and teaching environment. The school strives to create an environment that nurtures a strong sense of community, high academic standards, discipline, and order. All members of the St. Benedict community are to be treated with respect and dignity, especially persons in positions of authority; to promote the values as reflected in the teaching provided by the Catholic Church; to maintain an environment where conflict and differences can be addressed in a manner characterized by respect and civility, and to promote the safety of the people in the school. We strive to make Gospel values real to our students since these values are fundamental to all education.

The Role of the Parent

Parents play an important role in the education of their children and can support the efforts of the school staff in maintaining a respectful and safe learning environment for all. Parents fulfill their role when they show an active interest in their child's school work and progress; communicate regularly with the school; help their child be neat and appropriately dressed according to the school uniform code; ensure their child attend school regularly, on time, and prepared; promptly report their child's absence or late arrival to the school; encourage and assist their child in following the rules of behavior; and assist school staff in dealing with disciplinary issues involving their child.

The Role of the Student

Students are to be treated with respect and dignity. In return, through their behavior, they must demonstrate respect for themselves, for others, and for Catholic values. 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 personal safety; follows the established rules, and takes responsibility for their own actions.

ADMISSION REQUIREMENTS

We are a parish school that is subsidized by St. Benedict Parish. St. Benedict School does not discriminate on the basis of race, sex, color, national and ethnic origin, age (in accordance with the law), and physical or learning disability (if, with reasonable effort on the part of the school, the disabled person can be accommodated). Our

primary concern in the admission procedure is that St. Benedict School is able to meet the needs of the currently enrolled students. Students with Individualized Education Plans (IEPs) designed for special education support are closely reviewed before acceptance into St. Benedict School.

Admission Guidelines

St. Benedict School has established the following guidelines for admission for all new students entering in the new school year:

- Siblings of children already registered have first preference.
- The second preference is to children of parishioners who give their time, talent, and treasure to St. Benedict parish. A parish family must be currently registered and participate in weekend liturgies as evidenced by envelope usage. Continued support of the parish financially through regular offertory contributions will retain the status of “parishioners” from year to year.
- Non-parishioners may then be accepted, with preference to Catholics, if necessary. Non-parishioners will be charged the non-parishioner rate and adhere to the fundraising mandates required of all school families.
- When grade levels are filled, a waiting list will be maintained.

Our Preschool Program

St. Benedict School’s Preschool program has two options. PK3 and PK4. PK3 is in attendance five days a week, three day or two day. This program runs half-day from **7:50 a.m. - 11:00 a.m.**, or full-day from **7:50 a.m. - 2:20 p.m.** Our PK4 program is in attendance 5 days a week either ½ days or full days. Both are a Catholic Preschool program, but children do not have to be Catholic to attend. We follow Diocesan approved curriculum for PreK, and we include developmentally appropriate activities that will allow the children to explore, engage in hands-on activities, and learn through play. The curriculum will also include time for physical education, music, and library. PK4 includes computer art and computer classes. PK 3 and PK 4 students begin to attend Mass on Thursday mornings at the teacher’s discretion during the school year. All children entering the PK 3 or PK4 program must be completely “bathroom” trained.

Registration Fee

There is a \$150.00 non-refundable registration fee for new and transferring families. This fee is not part of the tuition, but it does cover all enrolled students in the family.

Age and Documentation Requirements

Children entering Kindergarten are required to be five years of age by December 1 of the year in which they are enrolling. Requirements for all children entering St. Benedict School at the time of registration include:

- Birth Certificate
- Immunization - All children must receive their vaccines within the first 2 weeks of classes and complete them by the end of the school year.
- Physical examination form
- Registration fee

Screening

Prospective Kindergarten students must meet the requirements of a screening evaluation given at St. Benedict prior to the school term. Skills that are observed include auditory, gross motor, language, visual, and fine motor. The results of these evaluations help us determine a child’s kindergarten readiness.

Prospective 1-8 students must meet the requirements of a screening evaluation given at St. Benedicts that will assess their reading and math skills.

Transfer Students

Students registering into grades 1-8 must present:

- Completed application
- Current report card
- Current academic, standardized, or psychological testing results
- IEP and 504 Plans
- Registration fee
- Birth Certificate
- School records (a request form is available in the office)
- Any additional paperwork provided by St. Benedict’s school office

Prospective students and families are required to tour the school. Shadowing by the prospective student is encouraged and should be scheduled through the school office. Families who owe any money to any other school will not be accepted. Admission acceptance assumes that all students transferring into St. Benedict School are not doing so as a result of expulsion from a previous academic institution and that tuition at prior school is not in arrears. The academic and spiritual health of each classroom is of primary concern when prospective students are under consideration for admission. A probationary period of 60 days is applied to all transfer students. If at any time during the 60 day period the administration decides the school is not a good fit for the probationary student, the school reserves the right to deny admission without further explanation.

School Placement

If a child experiences difficulties, scholastically or with their behavior, great efforts will be taken to help them overcome the problem. If, however, a student continues to struggle and cannot keep up in class or overcome their behavior or other problem, in fairness to the child, a meeting will be arranged with the family and the student's home school district may be contacted to assist us in determining the best placement for the child.

Financial Aid

Financial aid is available for families of K- 8 students who qualify through the following means:

- BISON Fund
- St. Benedict School financial scholarship

The applications for the Bison Fund are located on their website bisonfund.com. **St. Benedict School will not consider any family for a financial scholarship unless the BISON application has been submitted.** Both financial aid options must be applied for annually. Receipt of funds from BISON does not necessarily include or preclude a family from receiving a St. Benedict School financial scholarship. Applications for St. Benedict School Financial Scholarship must be submitted by June 1, 2023. All applications are considered.

ACADEMIC PROGRAM

The academic program of St. Benedict School is designed to best meet the needs of each student. Religion is included daily. The instruction of our faith, involvement in the liturgy, paraliturgical celebrations, and sacramental preparation are important parts of our program. Students at St. Benedict School also study English language arts, Mathematics, Social Studies, Science, Art, Music, Library Skills, Physical Education, Spanish, Chinese, and Computers. Aligning itself with 21st Century learning, St. Benedict School also has a strong focus on STREAM principles; science, technology, religion, engineering, arts, and math.

Primary Team: Pre-Kindergarten-Grade 2

Pre-Kindergarten, Kindergarten, and grades 1 and 2 form the **Primary Team**. Student instruction is held in each corresponding homeroom with their grade level teacher and classmates. Students move as a group to attend their regularly scheduled specials: art, physical education, Spanish or Chinese, music, library, and computer class. Students also study character education and service-learning.

Intermediate Team: Grades 3-5

Students in grades 3-5 form the **Intermediate Team**. Student instruction is held in each corresponding homeroom with their grade level teacher and classmates for most of their subjects. Changing classes is very limited. At times, students change classes as a group with their teacher leading them into new learning spaces. Students move as a group to attend their regularly scheduled specials: art, physical education, music, library, and computer class. Students are instructed in study skills, character education, health, and service-learning. Students in grades 3-5 are given an opportunity to study an instrument. Paul Effman Music provides instrument lessons that are paid for privately by parents, but lessons take place during the school day. Information on instrument lessons is available in the office. Chorus is also available for students at this level. An opportunity to serve as a student council representative begins in grade 4.

Middle School Team: Grades 6-8

Students in grades 6-8 form our **Middle School Team**. Students are assigned to a homeroom and change classes throughout the day. Students at this level are instructed in character education, study skills, service learning, and

human growth and development. Students in grades 6 - 8 are also assigned a locker for their books and personal belongings. Students attend regularly scheduled specials: art, physical education, Spanish or Chinese, music, library, and computer class. An opportunity to run for student council secretary begins in grade 6, treasurer in grade 7, and vice president and president in grade 8. Student council representatives are also elected in grades 5-8. Grade 8 students are invited to become a member of the National Junior Honor Society (NJHS) at the beginning of the school year. All students in grade 8 participate in a musical presentation and have the opportunity to go on a class field trip.

High School Credit Opportunities: Qualifying students may receive one (1) high school credit for the successful completion of courses offered in the following subjects: Biology, Integrated Algebra, and Studio in Art. Students also will be prepared to take a proficiency exam in high school to earn credit in Spanish.

National Junior Honor Society

St. Benedict School has a membership with the National Junior Honor Society (NJHS). Grade 8 students are invited to become a member of St. Benedict's NJHS at the beginning of the school year. An advisory committee reviews each application and selects the new inductees. New members will be inducted into the NJHS based on scholarship, service, leadership, character, and citizenship. An induction ceremony takes place in December.

Music Program

Instrument lessons are available for students in grades 1-8. Lessons are paid for privately by parents, but take place during the school day. Information on instrument lessons is available in the office. Chorus is also available for students grades 3-8.

Liturgy

Students attend the weekly Thursday Mass at 8:00 am. Students in grades 3-8 celebrate the Sacrament of Reconciliation and Lent.

Sacramental Preparation

The religious education office and the school work together to prepare parents and their children for the Sacraments of Reconciliation and Holy Eucharist. Preparation for the Sacrament of Reconciliation is in grade 2. The religion curriculum for grade 3 focuses on preparation for the Sacrament of the Holy Eucharist.

Special Services

St. Benedict School has an instructional support team (IST) that meets monthly to discuss the strategies and interventions implemented to assist at-risk students. Children who are determined to be at-risk despite continued interventions may be referred to the Amherst Central School District's Department of Special Education. St. Benedict School also provides academic intervention services (AIS) for at-risk students. AIS is a pull-out program that provides additional intensive instruction for students who are at-risk of not achieving the minimum academic learning standards as defined by New York State. Additionally, the Amherst Central School District provides educational, psychological, and language testing when the necessity occurs. Test results are presented to Amherst's Committee on Special Education (CSE) and the Committee determines the needs of the student. With parent and teacher participation, measures are then taken to provide the help required. Please contact the office for more information.

Field Trips

Field trips for educational experiences may be planned for students. Permission slips will be sent home. A student will not be permitted to go on a field trip unless the permission slip is signed by a parent or guardian and returned to school before the trip. No verbal permissions will be given for field trip participation.

Assessment and Grading

Class participation, completion of classwork, homework, projects, tests, and quizzes, determine student achievement. The passing mark is 70%. Teachers will make every effort to communicate missing or incomplete work with students, but it is the student's responsibility to check with teachers to be sure all required assignments are complete. Incomplete or missing assignments may be entered as a zero grade into the student's averages.

Honor Roll Criteria (Grades 3-8)

- HIGH HONORS – Average 95.0 – 100
Effort and Conduct must be average or above in all classes
- HONORS – Average 90.0 – 94.99
Effort and Conduct must be average or above in all classes

- MERIT – Average 85.0 – 89.99
Effort and Conduct must be average or above in all classes

Promotion to the Next Grade Level

The following factors are considered in the promotion of a student:

- Class performance according to grade-level requirements
- Student age and ability
- Performance on tests and exams
- Successful achievement of required passing average overall, as well as in each of the core subject areas of religion, English language arts, and mathematics
- Students who obtain an overall passing average but fail to meet the minimum requirement for any individual subject may be required to submit documentation of successful completion of summer instructional support in order to be promoted to the next grade level

Retention in a Grade Level

Testing, diagnosis, and actual performance may indicate that some students cannot complete a year's work in the given time. Therefore, it may become necessary to retain a student an additional year in a particular grade. When the probability of retaining a student arises, the parents will be informed by the principal. The primary criteria for considering retention are:

- A student has failed to pass the core subjects at grade level
- A student has failed to achieve a satisfactory score on a standardized test in reading, mathematics, and/or English language arts
- A student has not demonstrated acceptable effort in achieving academic success, including, but not limited to:
 - Consistent failure to complete school assignments, homework, and projects
 - Consistent inattention to classroom instruction
 - Lack of preparedness for school assignments

Testing Program

Tests are given throughout the year as chapters and units are completed in each class. Cumulative final exams are given in grades 3-8 in June. Their purpose is to teach students to coordinate a body of knowledge larger than one unit. The exam results are used as a single mark averaged with the three-trimester marks to obtain the final average.

Assessments

The following assessments are given during each school year:

- Journey Benchmark
- Fountas and Pinnel Literacy
- New York State English Language Arts Assessment (ELA), grades 3-8
- New York State Math Assessment, grades 3-8
- New York State Science Assessment, grades 4 and 8
- Integrated Algebra Regents Exam, grade 8
- Biology Regents Exam, grade 8
- Star 360

Awards

At the end of each school year, students from each class are recognized for their achievement in various areas. In addition to recognizing overall academic achievement for the year, (High Honors, Honors, and Merit Roll), teachers also recognize student achievement in the various content areas. These awards are based on student effort, cooperation, and participation in class, and may or may not reflect high academic achievement. Perfect attendance (no absences or unexcused tardiness) is also acknowledged.

DAILY OPERATING PROCEDURES

School Hours

Students must be settled in classrooms by 7:50 for announcements. They may begin arriving at their homerooms at 7:32 a.m. Dismissal is at 2:20 p.m. for PreK-3 and PreK-4; 2:30 p.m. for K, 1, 2, 3, and 8; and 2:40 for 4-7. Unless an exception is noted on the school calendar, half-day dismissal is at 11:00 a.m.

Arrival of Students

The school day begins promptly at 7:50 a.m. Bussing is available from most districts in the area. If a parent wishes to drive their child to school, the drop-off time is between 7:15 a.m. and 7:45 a.m. Students may not be left

unattended on school grounds. Students will be welcomed no earlier than 7:15 a.m. unless an earlier meeting is specifically requested by a staff member. Students who arrive at school between 7:15 a.m. and 7:30 a.m. must report to the gym. Announcements will begin at 7:50 a.m. Arrival after 7:50 is considered tardy.

Parking Lot Procedures

The speed limit for all parking lots surrounding St. Benedict School and Church is 5 mph. Strict traffic patterns must be adhered to for the safety of the students, staff, and visitors to the property. For morning drop-off and afternoon pick-up, single-lane traffic is to be formed in front of the school building. **Enter the parking lot by the Westfield Road driveway, forming one-way traffic facing Main Street. Exit the parking lot by the Main Street driveway.** All cars **MUST** stop for buses when red lights are flashing, even in the parking lots.

Public Bussing for Students

Bussing is available for students from most districts in the area. **Students requiring bus transportation must register with their respective public school district by April 1 for the following school year.** Each school district determines the routes, pick up/drop off times, and bus stops. The telephone numbers for the transportation offices of the districts are:

Amherst	362-3035 x3042	Maryvale	626-1579
Clarence	741-0005	Ken-Ton	874-8611
Cleveland-Hill	836-7200	First Student	684-9440
Lancaster	686-3290	Sweet Home	689-5250
Depew	686-5032	Williamsville	626-8388

Dismissal of Students

Dismissal time is at 2:20 p.m. for PreK; 2:30 for K, 1, 2, 8; 2:40 for 4-7. Unless an exception is noted on the school calendar, half-day dismissal is at 11:00 a.m.

- **Pick-ups** - All parents of students in all grades should park their car and pick up their child at the main entrance steps of the school. Parents should check in with the supervising staff before taking their child. No students should walk into the parking lot to their car.
- **Late pick-ups** - Pre-K 3 & Pre-K 4 students not picked up by 2:45 p.m. and K-8 students not picked up by 2:45 p.m., will be sent to the Extended Day Program at school. A charge will be incurred for these services. Refer to the Extended Day Program section of this handbook for further information.

Authorized Persons

If someone other than the parent/guardian is picking up a student, an ID must be shown. The student, as well as the student's teacher, should be aware of such an arrangement. Divorced or separated parents must file a court-certified copy of the custody section of the divorce or separation decree with the school office. The school will not be held responsible for failing to honor arrangements that have not been made known.

If a child is to be dismissed differently from their regular routine, an email to the office should be sent (jdentice@saintbenedicts.com). If the office/teacher does not receive a note, the child will be sent home via their normal dismissal routine. It is the parent's responsibility to inform their child of a change in normal dismissal.

Visitors

Parents, guardians, and visitors must report to the school office with their drivers license when they first enter the school to receive a visitor pass. All classroom visitations must be arranged in advance, including before, during, and after school classroom visits.

ATTENDANCE

St. Benedict School has developed our attendance policy in accordance with New York State Education Law Section 3205 implemented on July 1, 2002. This comprehensive attendance policy will help to uphold the mission statement of our school. Records are notarized at the end of each year and kept for a period of 50 years. Schools within the Diocese of Buffalo Catholic Education system believe that regular student attendance in school is essential for student success. Students who miss 40 days of school, or the equivalent of 40 days including tardiness, and have not met periodically with school administration, are in jeopardy of retention. At a conference with the school

administration and teachers, alternative educational plans will be determined. It is the parent's responsibility to notify school administration of an attendance concern and to request such a conference.

Daily Records

St. Benedict School uses Eschool to manage attendance and grades, it is a web-based software program. Students who are not in class by **7:50 a.m. will be marked tardy**. Chronic tardiness may result in ineligibility to play sports and/or participate in after-school clubs.

Absences

Parents are to email jdentice@saintbenedicts.com by 7:45 am to report a child's absence. If a child is absent and the school is not notified, parents will be called to verify the child's location. Students are to bring a signed Home to School Note documenting the reason for the absence within three days of returning to school. Failure to bring in a written excuse will result in the absence being marked illegal. Students who are absent due to illness have one day for each absence to make up the missed assignments, quizzes, or tests. For example, a student who was absent three days would be given three days to complete the missed work. No assignments 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 absences of 40 days, or the equivalent of 40 days including tardiness, can be cause for a student to be retained in the current grade for another year. Parents who have a child with serious health problems should make an appointment to speak to the school nurse personally. In order to be eligible for a Perfect Attendance award, a student may have no absences or unexcused tardiness.

Legal Excused Absences

Sickness
Sickness or death in family
Court appearance
Approved high school or college visits
Quarantine
Religious observance
Attendance at health clinics
Bad weather

Unexcused Absences

Unlawful detention
Truancy
Suspension
Vacations

Completing Missed Assignments

Students are to make up work missed during an absence. It is the student's responsibility to speak with the teacher about what is to be done. The teacher will determine the appropriate time frame for all make up work to be completed. **If a student is sick and the parent wishes for work to be sent home, the parent should request work to be prepared for that day by 9:00 a.m. Teachers will send all work to the office by 2:30 p.m.** Parents should let the office know who will collect the prepared work.

Appointments

It is recommended that doctor appointments are scheduled and family vacations are planned at times when school is not in session. If a school time appointment is unavoidable, an email should be sent to jdentice@saintbenedicts.com indicating the time and reason for the appointment. Students are released when the parent has arrived in the office to sign them out of school.

SCHOOL CLOSINGS

St. Benedict School is automatically closed when Amherst Central School District is closed. Cancellation of school takes place during circumstances such as extreme weather, equipment failure, or public crisis. Tune in to the local news networks for cancellation information and check email and social media.

Emergency Drills

In the event that St. Benedict School must close early for any reason, we will make every effort to contact parents, beginning with parents of younger children. Parents should make sure that family emergency dismissal plans are current and that their child is comfortable following the plan. **We encourage families to routinely discuss emergency dismissals.** Parents should notify the office immediately of any changes in their family emergency dismissal information. The students and staff periodically practice safety drills during the school day. During a

drill, students must be silent and orderly so that directions can be heard. Each classroom teacher will instruct students in advance of the procedures to follow for that particular classroom.

In the unlikely event of an emergency school evacuation, students and staff will evacuate, with the assistance of Amherst Police, to St. Paul's Evangelical Lutheran Church, 4007 Main Street. Evacuation dismissal procedures will be in place and parents will be notified to pick up their students at St. Paul's.

FAMILY/SCHOOL COMMUNICATION

General Communication

Everyone is an important part of the St. Benedict School family and it is our goal to openly communicate with parents in a timely manner. During the school year, the office emails a weekly message to each family's registered email address. The e-mail contains important school information as well as updates regarding current and upcoming school and local area events. Newsletters and other announcements are also posted on St. Benedict School's website at <http://www.stbenschool.org>. All handouts are located in the digital backpack found on the school website. A school email list is used for school communication only. The school email list will not be sold or shared.

Individual Communication

Parents with concerns, questions, or comments should first contact their child's teacher by phone or email. School personnel's email is their first initial followed by their last name and @saintbenedicts.com. If a reply is not received within a day or two, contact the school office at 835-2518.

Office Hours

St. Benedict School's office is open from 7:30 a.m. - 3:00 p.m. and can be reached by calling 835-2518. If the office is closed or is unable to take a call, follow the instructions on the automated answering machine to leave a message. If a parent must reach their child during the day with an emergency message, call the office at 835-2518.

Student Cell Phones

Students may bring cell phones to school for the purpose of communicating with a parent or guardian before or after school. Parents allowing a student to bring a cell phone to school, please note the following rules:

- Cell phones will be collected at the beginning of each day, during homeroom. Students may pick up their phones at the end of each day. Failure to hand in cell phones will result in disciplinary action.
- Phones must be kept in the **OFF** position any time they are not parked (arrival time between 7:15–7:45 a.m. and dismissal time; this includes time in the gym and bus rooms. It also includes any time the student is under the supervision of a staff member or another school designated adult—including any before or after school activities unless expressly given permission otherwise by the designated adult.
- Cell phones may not be used for picture taking at any time before, during, or after school on school grounds.
- Bullying, harassing, or threatening behavior via the cell phone, real or implied, is not permitted.

Report Cards

St. Benedict School's academic school year is based on trimesters. Students receive report cards three times a year: December, March, and June.

Progress Reports

Progress reports are sent mid-way between report cards for students in grades 1-8 at week seven. Kindergarten and Pre-K students will receive 1 progress report during each of the trimesters.

Parent-Teacher Conferences

Conferences may be scheduled as needed and may be requested by either a parent or teacher. To schedule an appointment, parents should call the school office and leave a message for the teacher. For grades PreK-8, regularly scheduled conferences are held in December.

Student Records

Barring a court order, St. Benedict School is required to furnish grades and attendance records to non-custodial parents. Student records are confidential. Health records will be sent in accordance with state law. Parents have a right to inspect the educational record of their children. Upon written request, parents may view the records in the presence of the principal or her/his designate. Parents have the right to request the removal of material and, if such request is denied, to add their own written statements to the records. All requests to review records should be made in writing at least forty-eight hours in advance of the review. Non-custodial parents have the same rights as custodial parents to inspect the records of their child unless a court order to the contrary is on file in the school. Health records, as mandated by the state, shall be kept for every child. These records shall be sent to the next school upon the student's transfer.

DRESS CODE

Uniform Specifications

The purpose of the dress code is to teach the self-discipline associated with personal hygiene and grooming and to encourage students to take pride in their personal appearance. The girl's uniform jumper, skirts, and the boy's and girl's green embroidered polos can be purchased from [McKay's](#) 851 Abbott Rd, Buffalo, NY 14220 716-824-7900, or through Lands End at www.landsend.com. Our school uniform exchange hosted by HSA is also available. Contact the school office for information regarding St. Benedict School's used uniform exchange. Refer to the following chart for uniform specifications.

St. Benedict School Girls Uniform Dress Code 2022-2023

	Pre-K 4	K-4	5-7	8
Tops	Polo: Hunter Green Long or short sleeve No logo Sweater: Navy blue button-down cardigan Fleece: Green w logo	Polo: Hunter Green Long or short sleeve with logo Sweater: Navy blue button-down cardigan Fleece: Green w logo	Polo: Hunter Green Long or short sleeve with logo Sweater: Navy blue button-down cardigan Fleece: Green w logo	Polo: Hunter Green Long or short sleeve with logo Sweater: Navy blue button-down cardigan Fleece: Green w logo

Bottoms	Skort/Skirt or twill pants: Navy blue **Navy blue shorts Sept/Oct and May/June	Jumper: (Hunter/Classic Plaid) Skort/Skirt: (Hunter/Classic Plaid or Navy) Twill pants: Navy blue **Navy blue shorts Sept/Oct and May/June	Skort/Skirt: (Hunter/Classic Plaid or Navy) Twill pants: Navy blue **Navy blue shorts Sept/Oct and May/June	Skort/Skirt or twill pants: Khaki **Khaki shorts Sept/Oct and May/June
Socks	Navy blue or White <ul style="list-style-type: none"> • Above the ankle • Knee socks • Tights 	Navy blue or White <ul style="list-style-type: none"> • Above the ankle • Knee socks • Tights 	Navy blue or White <ul style="list-style-type: none"> • Above the ankle • Knee socks • Tights 	Navy blue or White <ul style="list-style-type: none"> • Above the ankle • Knee socks • Tights
Shoes	Sneakers	Everyone wears sneakers <ul style="list-style-type: none"> • No slippers or Uggs 	Everyone wears sneakers <ul style="list-style-type: none"> • No slippers or Uggs 	Everyone wears sneakers <ul style="list-style-type: none"> • No slippers or Uggs
Gym Uniform	Stay in school uniform	K-2: stay in school uniform 3-4: stay in school uniform	5th will begin in Jan. Shorts: Green mesh (knee length) Shirt: Gray crew neck w/ logo Socks: White or navy Sneakers	Shorts: Green mesh (knee length) Shirt: Gray crew neck w/ logo Socks: White or navy Sneakers

St. Benedict School
Boys Uniform Dress Code
2022-2023

	Pre-K 4	K-4	5-7	8
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Tops	Polo: Hunter Green Long or short sleeve No logo Sweater: Navy blue button-down cardigan Fleece: Green w logo	Polo: Hunter Green Long or short sleeve with logo Sweater: Navy blue button-down cardigan Fleece: Green w logo	Polo: Hunter Green Long or short sleeve with logo Sweater: Navy blue button-down cardigan Fleece: Green w logo	Polo: Hunter Green Long or short sleeve with logo Long sleeve white dress shirt w/ tie. Sweater: Navy blue button-down cardigan Fleece: Green w logo
Bottoms	Twill pants: Navy blue **Navy blue shorts Sept/Oct and May/June	Twill pants: Navy blue **Navy blue shorts Sept/Oct and May/June	Twill pants: Navy blue **Navy blue shorts Sept/Oct and May/June	Twill pants: Khaki **Khaki shorts Sept/Oct and May/June
Socks	Navy blue or White <ul style="list-style-type: none"> • Above the ankle • Knee socks • Tights 	Navy blue or White <ul style="list-style-type: none"> • Above the ankle • Knee socks • Tights 	Navy blue or White <ul style="list-style-type: none"> • Above the ankle • Knee socks • Tights 	Navy blue or White <ul style="list-style-type: none"> • Above the ankle • Knee socks • Tights
Shoes	Sneakers	Everyone wears sneakers <ul style="list-style-type: none"> • No slippers or Uggs 	Everyone wears sneakers <ul style="list-style-type: none"> • No slippers or Uggs 	Everyone wears sneakers <ul style="list-style-type: none"> • No slippers or Uggs
Gym Uniform	Stay in school uniform	K-2: stay in school uniform 3-4: Stay in School uniform	Grade 5 will begin in Jan. Shorts: Green mesh (knee length) Shirt: Gray crew neck w/ logo Socks: White or navy Sneakers	Shorts: Green mesh (knee length) Shirt: Gray crew neck w/ logo Socks: White or navy Sneakers

Dress Code Notes:

- No hoodies. **Tiger Strong items may be worn on dress-down days only.**
- Jumper, skirts, skorts, and shorts must be knee-length
- Letter B sweatshirts earned prior to 2019 are permissible; playground hoodies may be work Fridays

- Clothing must be cleaned and pressed.
- Acceptable dress-down attire includes jeans, t-shirts, and sneakers. Any dresses, skirts, or shorts should be longer than 3" above the knee. **LEGGINGS MUST BE COVERED BY A LONG TOP**
- Unacceptable items include clothing with holes or tatters, tops that are cut too low, torn jeans, or have inappropriate images.
- Makeup and lip gloss are not permitted but solid color nail polish is permissible
- Dangle or hoop earrings of any kind are not allowed but earrings the size of a dime are acceptable. Only one set of earrings may be worn. Multiple body piercings are not allowed. No nose or tongue piercings. No inappropriate jewelry is allowed.
- Hair must be worn out of the face and eyes. No extreme haircut styles are permitted, i.e. shaved sides. **NO hair dyes may be used.**
- **ON DRESS-DOWN DAYS A LONG TOP/SKIRT MUST BE WORN OVER LEGGINGS**

BOYS:

- Jewelry is limited to necklace i.e. religious medals. No earrings or body piercings.
- Hair must be worn out of the face and eyes and not touching the shirt collar. No extreme hairstyles are permitted, i.e. **NO dyes, Mohawks, or shaved sides.**

SCHOOL AND PERSONAL SUPPLIES

A list of supplies needed for each grade is sent home at the end of the school year. Whenever possible, students should have all their supplies on the first day of school. Supplies should be replenished as needed throughout the school year.

Books

Under the Textbook Loan Law, New York State provides some money for the purchase of textbooks. Since this covers only a minimum of the cost of books needed, one of our largest expenses is books. It is important that they be properly cared for. Hard-backed books should be covered upon receiving them in September. Replace covers if they become destroyed. Contact paper is not allowed. Students are required to pay for lost or damaged textbooks and school library books.

Parents and students must read the Student Acceptable Computer Use Policy located at the back of this Handbook. **After reading the policy, both parents and students must sign the statement on the Handbook Agreement Form located in the back of the handbook indicating they have read the policy and agree to be governed by it. By signing the Handbook Agreement Form, parent permission is granted for their child's use of the Internet and all teacher-directed computer or technological applications while in school. The student will not have computer privileges unless the Handbook Agreement Form is signed and dated by both the student and parent.**

Electronic Equipment

Cell phones, iPods, tablets, and the like, are only allowed before or after school with the permission of the responsible adult in charge. All electronic equipment is to be kept in the OFF position any time it is not parked (arrival time between 7:15–7:45 a.m. and dismissal time between 2:25-2:45; this includes in the gym and bus rooms). Electronic equipment in use during school hours, or before or after school without permission, will be confiscated and held in the office until such equipment is picked up by the parent. Please refer to the special policy on student cell phones located in the **Family/School Communication** section.

Library

The school library is equipped and fully automated. Reading books may be borrowed from the library during a class specified period for Pre-K 4 through grade 5 and during operating hours for middle school. Fines are charged for lost or overdue materials.

Lockers

Students may go to their lockers during the school day as determined by their teachers. Items should be retrieved quickly and quietly. Students must avoid visiting with friends at the lockers and go directly to class. Lockers belong to the school and are not the personal property of the students.

Search and Seizure

School officials need only have reasonable, rather than probable, cause to search students' lockers, desks, or storage spaces that are the exclusive property of the school (Overton, 1969). If illegal items are found, i.e., non-prescription drugs or weapons, they will be turned over to law enforcement authorities. If items violate school rules, they may be confiscated.

Forgotten Items

It is the responsibility of the student to bring the necessary materials to the school. Parents should make every effort to teach this responsibility. It should be rare for a parent to bring in forgotten items or homework.

Lost and Found

The lost and found is located at the bottom of the stairs near the breezeway. Precious lost items like keys or jewelry will be kept in the office. The school cannot be held responsible for lost items. An item that would cause a child to be heartbroken if it became lost should not be allowed to be brought to school. If an item is lost on a school bus, parents should call the bus company directly.

CODE OF CONDUCT

Behavior Expectations

In order to establish the best possible growth atmosphere in our school, the school personnel and the parents will work together to provide role models and positive reinforcement to all students. The culture of St. Benedict School will consistently reflect Gospel values and living. Each individual associated with St. Benedict School shares the responsibility for preserving a faith-based learning culture. Parents are expected to provide support and guidance. Students are expected to be prepared and consistently demonstrate respect for others, their environment, and themselves. Excellence is expected of the faculty at all times.

Guidelines

To help students learn responsibility, the St. Benedict School community will follow these guidelines and rules:

- Positive student development will be the impetus for all of our actions
- We will behave in a manner that is both respectful and kind towards others
- We will each respect our minds, hearts, and bodies as gifts from God

Inappropriate Behavior

The following behaviors may result in suspension or dismissal at the discretion of the administration and may be reported to appropriate law enforcement agencies if deemed necessary:

- Disregard for Christian principles of moral conduct
- Chronic and incorrigible misbehavior that undermines the classroom discipline and impedes the academic process of other students
- Acts of disobedience of school regulations
- Fighting, violence, bullying, or threats of any kind of violence, real or implied (see policy on anti-bullying)
- Defiance of school personnel
- Possession or use of alcohol, inhalants, and/or tobacco products
- Possession or use of any controlled substance or paraphernalia
- Vandalism (arrangements for restitution must be made)
- Sexual harassment (see policy on sexual harassment)
- Verbal harassment including, but is not limited to: derogatory comments, jokes, or slurs about a person's gender, race, religion, ethnic origin, physical characteristics, or family
- Physical harassment including, but is not limited to: unwanted physical contact, assault, deliberate impeding or blocking movements, and any intimidating interference with normal activity or movement
- Visual harassment including, but is not limited to: derogatory, demeaning, or inflammatory material, such as posters, cartoons, writing, artwork, and gestures
- Possession or use of anything that may be construed as a weapon or any other dangerous object. A weapon is any implement that could be used to threaten, endanger, or injure oneself or another person such as, but

not limited to: firecrackers, fireworks, laser pointers, matches, or lighters. If students are found with a weapon, parents and the police department will be contacted.

Reporting Concerns

Please report any concerns directly to your child's teacher. The principal will become involved with unresolved issues as necessary.

Bus Behavior

Good behavior will be expected in bus lines, on the bus, and at bus stops. Parents will be notified of infractions, and after three warnings, the student's bus privileges will be revoked and the parents will be responsible for the child's transportation. For serious misconduct, bus privileges will be suspended immediately and parents will be notified.

Cafeteria Rules and Behavior

The following are the rules and expected behavior during lunch while in the cafeteria:

- Follow the instructions of all supervisors
- Keep your voice low
- Treat all workers, supervisors, and other students respectfully
- Remain sitting unless you have permission to stand
- Use "please" and "thank you"
- Follow procedures for cafeteria seating
- No moving chairs to other tables and no saving seats
- Dispose of garbage in the proper receptacles
- Walk in the lunchroom
- Clean your place of crumbs, wrappers, cartons, and bags
- Push in your chair
- No fighting, pushing, shoving, taking, or giving "cuts"
- No throwing food, popping bags, or leaving messes on tables or floors
- No food or beverages outside the cafeteria
- Students need to be excused by a supervisor to leave the cafeteria

Consequences for Unacceptable Cafeteria Behavior in Order of Infraction

1. Verbal warning
2. Time out
3. Move to a different table
4. Move to the silent lunch room
5. A student is sent to the school office. Written contact to parent.
6. Removal from the cafeteria. Conference with parents is required prior to returning to the cafeteria. Possible further disciplinary actions to follow the conference.

Hallway Behavior

Disturbances in the hallways make learning difficult in the classrooms. It is imperative that all movement in the hallways be quiet including students, faculty, staff, parents, and visitors.

ANTI-BULLYING, NON-DISCRIMINATION, AND NON-HARASSMENT POLICY

All students have the right to an education free of discrimination and harassment. A student's ability to learn and to meet high academic standards and a school's ability to educate its students is compromised by incidents of discrimination or harassment including bullying, taunting, or intimidation. Everyone at St. Benedict School is committed to making our school a safe and supportive learning environment. We will treat each other with respect, and we will refuse to tolerate bullying, discrimination, and harassment in any form. Trying to justify discrimination, harassment, or bullying as "just a joke" will not be accepted or tolerated.

Examples of bullying, discrimination, and harassment include:

- Hurting someone physically by hitting, kicking, pushing, or pinching
- Stealing or damaging another person's property
- Ganging up on someone
- Name-calling or teasing someone in a hurtful or threatening way

- Using put-downs, such as insulting someone's weight, gender, appearance, height, race, disability, etc.
- Making comments or actions of a sexual nature which are unwelcome and make the recipient uncomfortable, such as spreading rumors of a sexual nature, making comments about someone's body, inappropriate touching, grabbing, or showing of private body parts
- Spreading rumors about someone
- Leaving someone out on purpose or trying to get other students not to associate with someone
- Intimidating aggression through note writing, graffiti, or slam books
- Intimidating aggression through phone calls, text messaging, and social media outlets, such as email, Facebook, Twitter, video chat, instant messaging, etc.
- Harassing anyone on the school property or at a school function
- Subjecting any student to discrimination based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex on school property or at a school function.

Staff at our school will do the following to prevent discrimination, harassment, or bullying and help students feel safe at school:

- Report all incidents to the principal
- Closely supervise students in all areas of the school and school grounds
- Watch for signs of discrimination, harassment, or bullying and stop it when it happens
- Respond quickly and sensitively to discrimination, harassment, or bullying reports
- Take seriously parent concerns about discrimination, harassment, or bullying
- Look into all reported discrimination, harassment, or bullying incidents
- Assign consequences for discrimination, harassment, or bullying based on St. Benedict School Discipline Policy
- Provide a safe environment for students who report discrimination, harassment, or bullying

Students at our school prevent bullying by:

- Treating each other respectfully
- Refusing to discriminate, harass, or bully others
- Refusing to let others be discriminated against, harassed, or bullied
- Refusing to laugh, watch, or join in when someone is being discriminated against, harassed, or bullied
- Trying to include everyone in play, especially those who are often left out
- Reporting discrimination, harassment, or bullying to an adult

New York Dignity for All Students Act

On July 1, 2012, the New York State government placed into law the Dignity for All Students Act. In response to this Act, St. Benedict School will support and adhere to its message and policies as stated below. Copies of the specifics of the Act can be found in the school's main office:

Dignity for All Students Act, 2012: No student shall be subjected to harassment by employees or students on school property or at a school function; or shall any student be subjected to discrimination based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex by school employees or students on school property or at a school function.

A student's ability to learn and to meet high academic standards, and a school's ability to educate its students is compromised by incidents of discrimination or harassment including bullying, taunting, or intimidation. The Dignity Act makes it the official policy of NY State that

Parents and students must read the Anti-Bullying, Non-Discrimination, Non-Harassment Pledge located in the back of this Handbook. After reading the pledge, both parents and students must sign a statement on the Handbook Agreement Form located in the back of the handbook indicating they have read the pledge and promise to show respect for individuals and oppose discrimination and any other form of hatred.

HOMEWORK POLICY

Meaningful academic assignments outside the classroom or school day are given to enhance the learning of students. These assignments are designed with a specific purpose and directly connect to the curriculum and New York State Department of Education's Learning Standards with recommendations made by the Diocesan Department of Education. Completing this work provides each student with an increased opportunity to excel in the classroom, perform well on end-of-the-year final assessments, and build a greater knowledge base and strong work ethic for future success.

Guidelines for Homework, Class Work, and Tests:

- Students in Grades 3-8 use the following heading for assignments, homework, and tests:

Name (first and last)
Saint Benedict School

Date
Grade

Subject

- Students in grades 5-8 use only blue or black ink for homework assignments, essays, tests, and quizzes. In math and science class, pencils may be allowed at the teacher's discretion. Colored ink is not acceptable.
- Students may use computers only when directed to do so by the teacher.
- Students use lined loose-leaf paper for assignments and essay questions.
- Students incorporate correct usage for capital letters, grammar, parts of speech, spelling, and punctuation in all subject areas. Students are expected to edit and resubmit unacceptable assignments. Points may be deducted for revised work submitted after the due date.
- Students answer questions in complete sentences. Sentences should not begin with words such as: if, it, because, then, they, but, or maybe. Abbreviations, such as "b/c" for because are not allowed.

DISCIPLINE POLICY

Grades Pre-K-2:

Discipline at this level is handled case-by-case and begins in the classroom with rules and expectations set up by the teacher. Uniform infractions will be handled at the discretion of the classroom teacher in accordance with the handbook.

Grades 3-8:

LEVEL ONE

The following acts are considered unacceptable and will be handled in the classroom by the classroom teacher:

- Dress code violations
- Missing homework or being unprepared for class
- Eating food outside the lunchroom
- Chewing gum, eating candy or mints, or using cough drops. Cough drops may be used as needed with a written request from the parents.
- Failure to deliver and/or return communications with parents
- Agenda not with student

LEVEL TWO

The following acts are considered unacceptable and will result in a disciplinary conference.

- Vulgarity, profanity
- Disruptive behavior on school grounds, including classrooms, hallways, bathrooms, playground, lunchroom, etc.
- Failure to attend detention session
- Inappropriate physical contact
- Cheating, plagiarism
- Insubordination towards school personnel

- Forgery of parent signature (grades 3-8)
- Stealing
- Damaging, defacing property
- Vandalism
- Harassment, threatening behavior toward other students or school personnel; including the use of a computer in or out of school for that purpose.

The first infraction results in an email/call home to family. The second infraction results in a discipline slip home, parent email, and silent lunch detention. The third infraction will result in a third discipline slip and after-school detention for an hour. The fourth infraction could result in suspension and a parent meeting

LEVEL THREE

The following acts are considered unacceptable and will result in the issuing of **immediate suspension out of school or in-school suspension where the parent will pay for the substitute.**

- Weapons, firearms; may result in automatic expulsion at the discretion of the administration
- Tobacco, alcohol, substance abuse
- Truancy
- Fighting, unsafe behavior
- The refusal to follow any of the school rules
- A second offense of harassment, threatening behavior toward other students or personnel; including the use of a computer for that purpose.

Additional Consequences

After a thorough investigation of the offense or action, the school reserves the right to move to a higher level consequence for repeated offenses or when actions warrant. Consequences will be more severe for not telling the truth or if caught being dishonest. **Dishonesty will be addressed with additional consequences.**

Probation, Suspension, and Expulsion Procedures:

- A conference is held with parents, student, teacher(s), and administration to discuss the nature of the misconduct and the terms of probation.
- A written contract stating a definite period of time to conform to the school behavior code is signed by all parties. Parents will receive a copy of the contract.
- Suspension may result from inappropriate behaviors or after other disciplinary measures have not effectively changed inappropriate behavior.
- Expulsion may result from repeated disregard for Christian principles of moral conduct, parent's and/or student's continued lack of cooperation in supporting the school's mission and policies, or if the student behavior disrupts learning or presents a threat to the safety of others.

Dismissal of a Student

A student may also be dismissed from school for the following reasons:

- The principal determines the school's programs cannot benefit the student.
- The inability of a student to meet the academic and discipline standards set forth by St. Benedict School.
- Parental behavior which fails to support the school's mission and policies.

EXTRACURRICULAR ACTIVITIES/ATHLETICS

St. Benedict School is well known for offering a full range of extracurricular activities for students. The principal makes the final determination of activities offered each year. We recognize that athletics and extracurricular activities are important parts of the educational experience. Every student has a right to try out for sports and activities and to be evaluated fairly. While as many students as possible will be allowed to participate in extracurricular activities, including athletics, students must meet the eligibility requirements found in this handbook.

Eligibility

Extracurricular activities are an earned privilege by students. Cooperation, responsibility, and accountability are expected while participating in activities. If a commitment is made for a certain activity, it should be followed through. It is important that discretion be used in the number of extracurricular activities in which a student is

involved and the amount of time dedicated to the extracurricular activities, especially if the activities interfere with the student's academic achievement and responsibilities. Note the following:

Student Responsibilities

Students must fulfill their responsibilities to be eligible to participate in school-sponsored clubs, athletic teams, or other extracurricular activities. All decisions regarding student eligibility may be made at the discretion of the administration. Students must:

- Receive a passing grade in each subject area in the preceding week.
- Be on time and ready to work every day by 7:50 a.m.
- Receive favorable progress reports in each subject area
- Exhibit proper and respectful behavior in and out of school and maintain no less than a 3 in conduct
- Be aware that if they have detention on the day of a school-sponsored team practice, game, club, or other extracurricular activity, they cannot participate in any extracurricular activities that day
- Attend all athletic practices unless previously excused by the coach
- Be present in school in order to participate in either a game or practice that day
- Maintain and return uniforms, equipment, etc. at the end of the season

Competitive sports offered

Our school actively participates and encourages its students to engage in athletics. Although winning the game is important, more of an emphasis is placed upon the Christian character of the individual and the spirit of the team. Coaches will make every effort to allow for playing time of all players; however, if a team advances in playoffs, it is the coach's discretion on how much playing time each player will have. Athletics offered:

- Varsity baseball - grades 6-8
- Junior varsity baseball (coed) - grades 4-6
- Cross Country (coed) – grades 2-8
- Volleyball (girls) - grades 6-8
- Swimming (coed) - grades K-8
- Varsity basketball (boys team and girls team) - grades 7-8
- Junior varsity basketball (boys team and girls team) - grades 4-6
- Track (boys and girls) - grades K-8
- Hockey (boys) – grades 5-8
- Softball (girls) - grades 5-8
- Soccer (coed) - grades 1-2 mites; grades 3-4 pee wee; grades 5-6 junior varsity; grades 7-8 varsity

Special Music Programs and Clubs

- **Chorus** - Grades 2-4 and 5-8 (two separate groups)
- **Band** - Half-hour weekly small group lessons on Tuesdays and weekly full band rehearsals for grades 3-8 on Thursday mornings. Lesson times rotate each week so that academic time does not suffer. Lessons are provided to students for a fee.
- **Orchestra** - Half-hour weekly small group or individual lessons and weekly orchestra rehearsals for grades 1-8. The instructor will work with students of a variety of levels. Lessons are provided to students for a fee.
- **Student Council** - Elections are held in grades 4-8 each year to select student council representatives. An opportunity to run for student council secretary begins in grade 6, treasurer in grade 7, and vice president and president in grade 8. The student council leads student-sponsored initiatives and events such as spirit day and the annual coin drive. The student council meets monthly with a teacher advisor and the school principal.

Parties

If a student wishes to celebrate a birthday or holiday in school, parents may send in simple healthy snacks with the necessary paper products clearly marked with the student's name and grade. Do not send balloons, gift bags, toys, flowers, etc. We ask that party invitations not be issued in school because it is often not possible for a child to invite each and every one of their classmates to outside events. Teachers will determine celebration procedures for their classes. If a student wishes to celebrate a birthday during their lunch period, parents should let their child's teacher know at least a week in advance so the cafeteria staff may alter their ordering and preparations accordingly.

Un-sponsored Off-Site Activities

Responsibility for student life and health does not begin or end on campus, nor is its primary goal the avoidance of legal liability. Both civil law and the Gospel demand that whatever can be done to protect God's children must be done. Faculty, staff, and administration are partners with parents in their child's education. Therefore, we notify parents of concerns about student life or behavior, even when that behavior occurs off-campus.

THE LETTER B

The Letter B is a successful motivational program provided to encourage our students to get involved with various opportunities in our community. The Letter B is an award given to students in grades 5-8 who have exhibited school spirit, active participation, and a sense of responsibility in furthering the school's mission.

Letter B Points

The Letter B is earned by accumulating points. For each athletic team in which a student participates or assists, one (1) point is earned. In order to receive credit for a year of participation, students must participate in at least 75% of all team practices and games. For each year of altar service, one (1) point is earned. Students can also help with school activities, Home School Association, and parish activities. For every 10 hours of approved and documented help, one (1) point is earned. Once the service has been completed, hours must be submitted within one (1) month of the date of the activity in order to count towards Letter B. Hours submitted after one month will not be accepted. It is the responsibility of the student to have the appropriate forms submitted. A note from an adult in charge of the service will not be accepted. In order to meet the goal of building a sense of responsibility, students need to be prepared with forms to be signed (preferably the day the service is to be performed) in order to receive credit. The Letter B shirt will be awarded twice a year to those students who have earned the necessary ten (10) points. In order to receive the Letter B award at the January recognition ceremony, paperwork must be submitted no later than **December 15**. In order to receive the Letter B award at the June recognition ceremony, paperwork must be submitted by **May 15**. Any points awarded or hours earned after these dates will be carried over to the next Letter B recognition ceremony. The Letter B sweatshirt is considered part of the uniform and may be worn daily. For each additional five (5) points that are earned, students will receive a paw print pin to be added to their sweatshirt. Multiple paw print pins can be earned by each student.

Approval for Earning Points

There is almost always something happening around the school: Dare to Dream, Open House, Special Friends Mass, Chicken BBQs, etc. If students would like to earn hours, they can volunteer to help out with set-up, clean-up, or working an activity that is not a fundraiser for their own class. These are just some ideas. Students should put on their thinking caps! If they have ideas about how to earn extra hours, they should submit a request for approval to the principal *prior* to carrying out the service. This does not apply to activities already mentioned above. If the activity is not listed here, and there is no approval form submitted prior to service, the hours will not be counted.

OTHER IMPORTANT INFORMATION

Photographs and Video Recording Policy

Photographs and video recordings of students may be used by or taken by teachers, classmates, parents, or the media. Photos and videos may be used for printing in newsletters, submitting to the media, placing on the parish, school, or diocesan website, or for use in class or academic projects. No payments will be made to any students whose photos are used. For website use, named students will only be identified by their first name. Images of St. Benedict School alumni may continue to be used after students leave the school. **Parents should be aware of this policy when signing the permission for photo-video release obtained each year on the student enrollment registration application form. A parent's signature on the registration application form indicates the parent's agreement with the photo-video release policy for the duration of the school year.**

Lunch Program

LE3 serves hot lunches Monday-Friday for \$3.50. Milk is included, but it may also be purchased separately for .25 cents. Families must register with LE3 using their billing system: www.le3inc.org/sbs. Students who bring their lunches to school may not share or trade lunches. Students are not allowed caffeinated drinks in school.

Free and Reduced Lunch

At the beginning of the school year, a Catholic School Family Survey for Free/Reduced Lunch form will be sent home to every family in the school. St. Benedict School does **not** provide free or reduced-price lunches to students, but the information collected is compiled and reported to the State. It is important that **every family**, regardless of

income, complete the form and return it to the school office. This information is used to determine our state aid for Title I services and for the state loan of textbooks for our students.

Money Sent to School

Money sent to school for any purpose must be enclosed in an envelope marked with the child's name, homeroom, reason, and the exact amount of money. Checks should be made payable to St. Benedict School.

School Pictures

Individual pictures are taken each year in the fall and spring. A yearbook may be purchased for an additional charge. Refer to the school calendar for the scheduled picture dates.

Tuition

Tuition is determined by the cost per student to run the school each fiscal year. The Diocese of Buffalo has given each parish the criteria for deciding how to cover the cost. This is determined annually by the St. Benedict School Finance Committee, and letters of explanation are sent out in the spring. Tuition is collected by FACTS. Each family is responsible for setting up a FACTS account and ensuring that payment methods are kept current.

Annual Registration

Families must re-register their child each year. A non-refundable fee of \$150 is assessed per family. For existing families this will be added to your FACTS account automatically during the enrollment period..

Child Custody

The custodial parent must file a court-certified copy of the custody section of the divorce decree or a court-certified copy of the custody decree with the school. If no such copy is on file, the school officials will presume that both parents have custodial rights. School officials will make all reasonable efforts to ensure that children are released only to the appropriate parent at the appropriate time according to court-mandated custody arrangements. However, parents must accept the primary responsibility for such arrangements and should instruct their children as to which parent should have physical custody of them on any given day.

Child Abuse Reporting

All school personnel are mandated child abuse reporters. All situations of suspected child abuse and/or maltreatment will be reported to the New York State Child Abuse and Maltreatment Register. Both the Education Law and the Social Services Law of New York State clearly and forcefully mandate such reporting. The statute refers to "reasonable suspicion" of child abuse.

HEALTH SERVICES

A full-time registered professional nurse is on duty in the school health office during regular school hours. Concerns about sick or absent students should be directed to the school nurse at 835-2518. The purpose of the health office is to provide first aid treatment for accidents and injuries which occur during school hours and to maintain up-to-date records on each student. Children who become ill during school hours will be sent to the health office, at the teacher's discretion, where the student's condition will be assessed. If it is deemed necessary by the school nurse, parents will be contacted to take the student home. Transportation is the responsibility of the parents. Parents are requested to provide emergency phone numbers through the use of the Emergency Release Form and to update the information as necessary. Parents will be contacted immediately if an ambulance is needed for their child. If a student exhibits symptoms of illness as outlined below, parents should keep their child home. The school will promptly record in writing and report any student accidents or injuries to the parents. Reporting does not constitute an acceptance of liability.

Student Health Guidelines

Children are vulnerable to contracting diseases because of the close contact they maintain while in school. These are simple guidelines to help promote a healthy environment:

- Keep a child home if vomiting or diarrhea has occurred within the past 24 hour period - (NYS guidelines state a student should not have vomited in the last 24 hours and must be eating.)
- Keep a child home if they have had a fever within the past 24 hour period **100°F or greater** (NYS guidelines state a child should be fever free for 24 hours without the use of medications, including acetaminophen or ibuprofen)
- Keep your child home if coughing or nasal drainage is excessive

- Teach your child the importance of correct hand washing to prevent spreading germs
- Remind your child of correct usage and disposal of tissues, and how to cover one's mouth when coughing

Contagious Disease

Please report any diagnosed contagious disease (e.g. strep throat, chickenpox, pink eye, etc.). When necessary, notices containing information regarding communicable diseases will be sent home. Save these for future reference.

Participation in Physical Education Class

Physical education is required of all students in New York State unless medically exempt. If a student has a medical excuse for physical education, a note goes to the health office first, and then the physical education teacher will be notified. A written statement from a physician is mandatory if your child needs to be excused. Participation in after-school sports is not permitted when a student misses physical education for health or injury reasons.

Medication Policy and Procedures

The New York State Department of Education has established the procedure by which medication may be administered in school. These procedures are established and maintained to protect all students. Medication sent to school that does not meet these requirements will be kept in the health office and will not be administered. Parents will be notified to pick up this medication. Also, any unused or expired medication will be disposed of if not picked up by the parent after notifications from the nurse. Any questions regarding these requirements should be directed to the school nurse at 835-2518.

Medication Administration Requirements

- The school nurse must have on file a written request from the parent to administer the medication as specified by the family physician. A verbal or telephone request from the parent is not acceptable.
- The school nurse must have on file a written request from the family physician in which the frequency and dosage of a prescribed medication is indicated. The condition being treated is also to be outlined by the physician. This includes over-the-counter medication.
- Medication must be in the original container or the container prepared by the pharmacist, and the label must include the name and the strength of the medication.
- The parent should deliver the medication directly to the nurse. Medication may not be sent to school with the child.
- The school provides no medications.

Substance Abuse

This school recognizes that substance abuse is an illness. Students who identify themselves as having problems with substance abuse will be directed to a treatment program with no penalty. Notwithstanding this policy, students are subject to the school's disciplinary regulations regarding the use of illegal substances, including drugs and alcohol, at school or at school-sponsored events. We notify parents of concerns about student life or behavior even when off-campus.

Immunization Policy

All Pre-K, Kindergarten and newly enrolled students must have immunization records on file in the health office prior to the start of the school year. Section 2164 of the New York Public Health Law requires immunizations.

- 4 doses of diphtheria for PK-K, 5 for K- DTP, DT, or Td, 4 doses DTaP/DTP/Tdap for Pre-K, 5 doses required for Kindergarten
- Tdap adolescent booster for students 11 years or older entering grade 6
- 3 doses of polio vaccine for PK, 4 for K
- 1 dose of measles vaccine for PK; 2 doses of measles vaccine for K
- 1 dose of mumps vaccine for PK, 2 doses for K
- 1 dose of rubella vaccine
- 3 doses of hepatitis B vaccine
- 1 dose of Varicella vaccine for PK, 2 for K
- 1 dose of Hib for PK
- 1 dose pneumococcal vaccine for PK
- 1 dose of Meningococcal conjugate vaccine for students entering grade 7

Physicals

The New York State Education Department (NYSED) requires an annual physical exam for new entrants, students in grades Pre-K, K, 1,3,5,7,9,11, sports, working permits, and triennially, for the Committee on Special Education

(CSE). This exam complies with NYSED requirements above and is valid for one year. Health certificates are required to be submitted with 30 days of the start of the school year. It is recommended that each child have a physical and dental examination every year. Any questions regarding these regulations should be directed to the school nurse at 835-2518.

New York State Screening Programs

The school nurse is responsible for the State Screening requirements, when they are not documented on the physical exam from the Healthcare provider. These include scoliosis screening for girls in grades 5 and 7; vision K, 1, 3, 5, and 7; hearing K, 1, 3, 5, and 7; full screening for new entrants; and calculation of body mass index. Referrals are made to parents if there are any problems regarding any of the screening tests done throughout the school year.

EXTENDED DAY PROGRAM

LE3 offers an extended day program here at St. Benedict School that is not affiliated with the school. More information can be found at www.le3-inc.org or by contacting Ellie Poleon, epoleon@le3-inc.org.

SAINT BENEDICT HOME-SCHOOL ASSOCIATION/ SCHOOL VOLUNTEERS

The St. Benedict Home-School Association (HSA) is the parent organization of St. Benedict School. Its membership includes all the parents, school principal, teachers, and parish priest. A committee of parent volunteers from each grade level runs the organization.

The purpose of the HSA is threefold; fundraising, coordination of volunteer needs at school and organizing the social events for parents and children. This organization is not a school board. The meetings occur every other month and provide a forum for parents' non-academic concerns.

Maintaining economic stability at St. Benedict School is an essential focus of the parent group. Planning and implementing the major fundraising events are central to the workings of the HSA. All monies raised are used to offset the educational expenses of the parish of St. Benedict, thereby decreasing the subsidy incurred by the parish in running the school. This fundraising role directly affects tuition rates and the economic health of St. Benedict School.

Email the HSA at HSA@saintbenedicts.com

School Volunteers

Volunteers are needed and greatly appreciated in the following areas: Kitchen, cafeteria, room parents, and HSA activities. **Parents, guardians, and visitors must report to the school office when they first enter the school to receive a visitor pass. All classroom visitations must be arranged in advance, including before, during, and after school classroom visits.**

VIRTUS Training

All parents, guardians, and volunteers that have regular contact with children under the age of 18 must register for and participate in the VIRTUS training program. This includes attending a Protecting God's Children Workshop, reading monthly VIRTUS online training bulletins, and completing online recertification bulletins when assigned. Information regarding the program, dates, and locations of Protecting God's Children Workshops is available at the Diocese of Buffalo website, www.Virtus.org. In addition, all parents who have regular contact with children are required to:

SAINT BENEDICT SCHOOL STUDENT ACCEPTABLE COMPUTER USE POLICY

St. Benedict School offers up-to-date computer resources to complement the curriculum. The Internet is a valuable tool offering students a vast number of learning resources. It is a general expectation that the school's resources are to be used in a reasonable, efficient, ethical, moral, and legal manner in accordance with the beliefs and policies of St. Benedict School. Computer storage areas will be treated like student lockers. Administrators may review files and communications to maintain system integrity and ensure that students are using the system responsibly.

Computer use will be monitored by a teacher, but students are responsible for following the guidelines for appropriate use and bear the consequences for misuse. Assigned passwords are to be kept confidential and not shared with other students. The following computer behaviors are **not** permitted:

- Accessing, displaying, or sending pornographic or offensive material, whether written or graphic
- Accessing, displaying, or sending materials that are derogatory toward any race, religion, culture, ethnic group, gender, or sexual orientation
- Accessing, displaying, or sending threatening, bullying, derogatory or offensive material, real or implied
- Using the Internet for transmission of materials in violation of local, state, or federal regulations
- Using obscene language
- Violating copyright laws
- Accessing personal email, instant messaging, or entering chat rooms
- Tampering, misusing, abusing, or vandalizing any hardware, software, or security measures
- Trespassing in others' files, folders, or works
- Using disks from home at school, or disks from school at home, including CDs or flash drives.
- Downloading music
- Installing software, including screensavers
- Using school resources for non-school activities
- Accessing social networking sites on school equipment

Students who violate these computer rules risk loss of computer privileges, suspension, and possibly expulsion from school. Violations will be referred to the principal who will make the final decision on all disciplinary actions. Law enforcement agencies will be involved when appropriate.

After reading the above Student Acceptable Computer Use Policy and signing the Handbook Agreement Form, parent permission is granted for their student's use of the Internet and all teacher-directed computer or technological applications while in school. A student's signature on the Handbook Agreement Form indicates that they understand and will adhere to the Student Acceptable Computer Use Policy as mandated above.

Students will not have computer privileges unless the Handbook Agreement Form located at the end of this handbook is signed and dated by both the student and parent

SAINT BENEDICT SCHOOL ANTI-BULLYING, NON-DISCRIMINATION, NON-HARASSMENT PLEDGE

I pledge from this day onward to do my best to stop prejudice and to prevent those who, because of hate, would hurt, harass, or violate the civil rights of anyone. I will try at all times to be aware of my own biases against people who are different from me. I will ask questions about cultures, religions, and races that I do not understand. I will speak out against anyone who mocks, seeks to intimidate, or actually hurts someone of a different race, religion, ethnic group, or sexual orientation. I will reach out to support those who are targets of harassment. I will think about specific ways my school, other students, and my community can promote respect for people and create a prejudice-free zone. I firmly believe that one person can make a difference and that no person can be an "innocent bystander" when it comes to opposing hate.

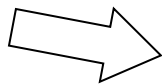
I promise that I will show respect for individuals and oppose discrimination and any other form of hatred.

Please read the above and sign the Handbook Agreement Form located at the end of this handbook indicating your understanding of the Anti-Bullying, Non-Discrimination, Non-Harassment pledge.

**SAINT BENEDICT SCHOOL
HANDBOOK AGREEMENT FORM**

All new and existing families are required to review St. Benedict School's 2022-23 Handbook, sign and return the Handbook Agreement Form below within two weeks of the beginning of the school year. Families may review the handbook online located on the school's website at www.StBenSchool.com.

Our signatures below indicate that we have read the 2022-23 handbook and agree to be governed by it. Revisions may be made throughout the year as needed and will be communicated to the families in writing. Additionally, our signatures below indicate our acceptance of the:



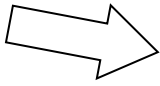
- Student Acceptable Computer Use Policy (attached) _____ **(Parent's initials for students in PreK-4 through grade 8 here indicates acceptance of the Student Acceptable Computer Use Policy.)**
- Anti-Bullying, Non-Discrimination, Non-Harassment Pledge (attached)
- All other policies or procedures outlined in this handbook

We understand that if we do not wish to be governed by any policy in this handbook, we must submit our request in writing to the principal before signing below. If a written request has been submitted, please sign your initials here _____, and attach the document to this Handbook Agreement Form upon submission.



Signature(s) of parent(s) or guardian(s)

Date



*Signature of student_____

*Signature of student_____

*Signature of student_____

*Signature of student_____



Please clearly print the names of the parent(s) or guardian(s) below:

***Your child's safety and well-being are our first priority. This form must be signed and returned to the student's homeroom teacher or the school office within two weeks of student attendance at St. Benedict School.
Thank you!***

*Parents or guardians with children in PreK-4 may sign for your student.