

ST. STEPHEN SCHOOL

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PARENT – STUDENT

HANDBOOK



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Mission Statement of St. Stephen School

St. Stephen School's mission is to create life-long learners, empowered with a strong sense of Catholic values, who will become responsible, contributing citizens of our world, making it a better place for future generations.

Philosophy

Following Christ's command "to go and teach"; St. Stephen's School strives to provide an education steeped with the Church's traditions and Gospel values. In an attempt to attain the highest level of achievement, academic instruction is designed to meet the needs of all learners by providing a solid foundation of fundamental skills, while gradually broadening their sphere of knowledge and expertise.

Recognizing that each child is a reflection of God's image, St. Stephen School focuses on the individuality and developmental growth of each student. A strong support system affords students the opportunity and freedom to explore with confidence the world around them.

Our faculty and staff espouse policies and procedures that support students' needs and exceed Diocesan and state requirements. The dedicated Pastor, nurturing teachers and enthusiastic parents share a strong commitment to Catholic education, which provides students with the courage and conviction to become intelligent, moral leaders in an ever changing society. Students form interpersonal relationships that reflect kindness, compassion and respect in a mutually supportive environment.

History of St. Stephen School

Grand Island was a small farming community that did not experience any significant increase in population until the post-Civil War period (1865-1890). During that time, many summer homes and residential summer clubs were built on the Island.

Father Francis Stephen Ulrich, pastor of the Catholic Parish of Pendleton and the Tonawandas, served the spiritual needs of these summer residents until 1862, when St. Stephen Church was dedicated. It remained a mission church until 1906 when St. Stephen Parish was officially created.

During the post-World War II suburban expansion, parish membership grew to 3,500 members and construction of an "Auditorium Church" took place in 1956. During the following decade, after considerable discussion and debate, the parish school was added.

In 1967, the education complex of St. Stephen Parish was constructed. The Felician Sisters of the Buffalo, New York Province were asked to assume the administration of the school. St. Stephen Elementary School opened for the first time on September 6, 1967 with an enrollment of 154 students and a staff of four Felician Sisters and one lay teacher. The academic program included grades one to four and a remedial reading program.

In each of the next five years, one grade level was added to the elementary school. The first eighth grade class graduated from St. Stephen School on June 22, 1972; nineteen students received diplomas. School registration continued to increase and in September 1977, the student population reached 240 in grades 1 through 8. In June of 1980, St. Stephen's awarded diplomas to thirty-four students, the largest graduation class to date.

In September 1980, the Kindergarten was opened in the basement of the one hundred year old church. Twenty-five children were enrolled in the half-day program. Three years later, the kindergarten program was extended to a full day. A Pre-Kindergarten program for four year olds began in September of 1982.

In the spring of 1991, construction of a six classroom addition began and was completed for the opening of school in September 1991. The entire academic program is now housed in one facility. This new wing includes the Pre-Kindergarten and Kindergarten classrooms, Science and Computer labs, and the sixth, seventh and eighth grade homerooms. Changes within the existing structure provided an Art Room, expanded library facilities, a Faculty Room, and increased storage areas.

In the fall of 1998, the final wiring and connections for our Local Area Network (LAN) was completed, and St. Stephen School entered the World Wide Web via the Internet.

In the fall of 2001, the St. Stephen community selected its first lay principal. With the message of Christ as its focus, the school continues to serve the Grand Island Community.

The summer of 2005 found a wholesale replacement of our classroom and computer lab computers,

In September of 2006, our campus expanded with the addition of our new Early Childhood Center in the former convent building.

In the Summer of 2009, the computer lab was re-equipped with new computers and flat screen monitors. Projectors and document cameras were installed in many classrooms.

In September 2009, the Pre-K program moved back to our main school building.

The Fall of 2010 saw that every classroom was equipped with whiteboards, LCD projectors, and document cameras. Solar panels were installed on the school roof.

School Colors:
School Mascot

Green and Gold
The Eagle



An Introduction to St. Stephen School

St. Stephen School on the campus of St. Stephen Church is a pre – kindergarten through 8th grade Catholic elementary and middle school under the Diocese of Buffalo 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. Stephen, 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 subjects. The curriculum is marked by current content and fresh approaches to methodology. There is an 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 materials, a wide variety of audio-visual and technology tools and multi-text approach to the content areas.

Accreditation

St. Stephen School is fully accredited through the Middle States Association of Colleges and Schools.

Parent's Role in Education

We, at St. Stephen School, consider it a privilege to work with parents in the education of their children because we believe parents are the primary educators of their children. Therefore, it is your right and 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. Stephen 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 honest personal relationship with God in your family life.

Once you have chosen to enter into a partnership with us at St. Stephen 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 absences.

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.

Parents as Partners

As partners in the educational process at St. Stephen 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;
- Is dressed according to the school dress code;
- Completes assignments on time; and
- Has lunch money or nutritional bag lunch everyday.

To actively participate in school activities such as Parent-Teacher Conferences;

To notify the school with a morning phone call and a written note when the student has been absent;

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 any requested information promptly;

To read school notes and newsletters and show interest in the student's total education;

To support the religious and educational goals of the school;

To support and cooperate with the discipline policy of the school;

To treat teachers with respect and courtesy in discussing student problems.

Admissions Information

St. Stephen School does not discriminate on the basis of race, color, sex, national origin, or handicapping condition.

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

- 1- siblings of current St. Stephen School students
- 2- siblings or children of St. Stephen alumni
- 3- members of St. Stephen Parish
- 4- others

Children entering Kindergarten are to be five years of age by December 1st of the year in which they are enrolling. Pre-Kindergarten pupils must be four years of age by December 1st of the year in which they are enrolling. The following records are to be presented at the time of registration:

- Birth Certificate
- Baptismal Certificate (if baptized in a church other than St. Stephen)
- Immunization Record and Health Forms
- Records from previous school attended
- A non-refundable registration fee

A physical and dental examination is required for all new students entering St. Stephen School for the first time. Students transferring from another school to Grades 1 - 8 must provide all of the above information, pay the registration fee, and have a physical examination. In addition, academic records from their previous school are required before they are accepted at St. Stephen School.

Financial Obligations

Registration and Tuition Schedule

The parishioner and non-parishioner registration and tuition information is available from the School Office or the Parish Business Office. The Tuition Agreement form will provide a parent with registration, tuition, and Scrip fee schedules for Pre-Kindergarten and Kindergarten – grade 8 which is valid for that particular school year.

Tuition Assistance Program

St. Stephen Parish has established a dedicated source of funds for tuition assistance. Families who are experiencing financial difficulties are encouraged to request an application for tuition assistance from the school office. All requests for assistance are kept strictly confidential. Families with children in grades Kindergarten through Grade 8 are eligible.

Transfer Policies

When a student is transferring to another school, parents are to notify the school at least one week prior to the transfer. Parents are to obtain and sign a record release form at the child's new school. All financial obligations must be met before records will be released.

Record Release Policy

All tuition payments must be up-to-date before trimester report cards are released to the parents. Similarly, before records, report cards, and official information are transferred to another school, all financial obligations must be fulfilled.

Privacy Law

Parents may request to inspect and review the material in their child's official school file.

The request is to be made in writing at least 24 hours in advance. The records may be reviewed only in the presence of the school principal.

Non-Custodial Parent

In the absence of a court order to the contrary, St. Stephen 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 said records and information, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

General Information

School Hours

Kindergarten – grade 8	8:45 AM - 3:10 PM
Pre – K	8:45 AM – 2:45 PM

At St. Stephen 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.

Students arriving to school between 7:30 A.M and 8:00 A.M. should enter the building through door #9 and report to the Pre-K room.

Students arriving between 8:00 AM and 8:30 AM should enter the building through door #1 and are to report to the cafeteria.

No students are to go to their classroom before 8:30 AM unless prior arrangements with the teacher have been made. Students are permitted in their homeroom after 8:30 AM.

Attendance Policy

Students not in their homeroom at 8:45 AM are considered tardy. A student's success depends greatly on regular and punctual attendance at school. Frequent absences from regular classroom experiences and repeated tardiness hinder the continuity of the learning experience.

Subjects are taught in sequence and require the understanding of each concept in the order or its presentation.

Students who miss 20 days of school, and have not met periodically with school administration, are in jeopardy of retention. At a conference with school administration and teachers, alternative education plans will be determined. It is the parents' responsibility to notify school administration of an attendance concern and to request such a conference.

Absence Policy

When a student is absent from school, the parent or guardian is to notify the school office by 9:00 a.m.

Upon returning to school after an absence, the student is to present the homeroom teacher with a written excuse signed by the parent/guardian. ***If a written excuse is not received within one week, the absence will be recorded as illegal.***

The excuse must be dated and should contain:

- Student Name
- Date of Absence
- Reason for Absence

Tardiness Policy

School starts at 8:45 AM and students must be in their homeroom by that time. When a student is late for school, he/she is to report to the school office for a Tardy Slip before proceeding to homeroom. No student will be admitted to class without this admission slip.

If you are driving your child into school daily please ensure that they are dropped off on time. Excessive tardiness is disruptive to the class. Many activities take place first thing in the morning and your child needs to be present for this information.

Early Release

A note is to be submitted to the school office when a student is going to be released early. The parent or guardian comes to the school office and signs out the student to be released. If a student returns to school during the same school day, he/she must be signed back into the school in the office.

Parents are expected to make every effort to schedule doctor and dentist appointments for their children outside of school hours.

Vacations

Students removed from school for vacation are illegally absent from school. Parents are to notify the school of the vacation in writing at least one week in advance.

Teachers will not prepare work for a student prior to illegal absences. The student will make up missed assignments upon return to school.

School Messenger (formerly School Reach) Instant Parent Contact

In our effort to improve communication between school and parents, a telephone broadcast system that enables school personnel to notify households and parents by phone within minutes of an emergency or unplanned event that cause early dismissal, school cancellation or late start has been implemented. St. Stephen School will continue to report school closings due to snow or weather as previously done on local radio and television stations.

This service will also be used from time to time to communicate general announcements or reminders.

Emergency Closing

When school must be closed due to weather conditions or other situations endangering the health or safety of the children, announcements will be made over the local radio stations. Because we depend on Grand Island School District for transportation, **when Grand Island District Schools are closed – St. Stephen's School will also be closed.**

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. Children whose parents have been contacted will be released
2. Children whose alternate adult has been contacted will be released
3. All other students will remain in the building if parents cannot be contacted.
4. In the event that the building must be evacuated immediately, the children will be taken to another facility on the St. Stephen Parish property. If the entire complex must be evacuated, the children will be moved to a nearby public building.
5. The following radio stations will be notified of the emergency dismissal and the point of evacuation:
 - WGR – 550 AM / 96.1 FM
 - WBEN – 930 AM

Crisis Plan – lockdown procedure

Since 9/11, every school must have a crisis plan in place. St. Stephen School follows the Grand Island Central School District emergency plan, which includes procedures for emergency lockdown.

All teachers and staff are aware of the procedure to follow to keep your children safe. In the event of an emergency that requires evacuation, circumstances permitting, the building will be evacuated and students moved to one of two secure designated locations:

1. St. Stephen Church
2. St. Stephen Old Church

Office Dismissal

Parents who pick up their children at the end of the school day are to notify the school office by sending a note in with the student or by a telephone call no later than 2:45 p.m.

Parents are asked not to wait until the end of the day to call.

If someone other than the parent picks up the student, the school must have a note signed by the parent/ guardian with the name of the person to whom the student is to be released. The person picking up the student must have legal identification.

Parents are to park their vehicle in the rear lot and walk to the pick-up area, located at door #9.

Uniform Policy

Students who violate the uniform policy may receive a red card.

Kindergarten to Grade 4

Boys

Slacks: Gray dress pants purchased through uniform company.

Shirts: Green long or short sleeve knit shirt with school logo.

Sweaters/sweatshirts/fleece:

Green cardigan, green sweatshirt, or fleece imprinted with St. Stephen logo purchased through the uniform company and must be worn over regular uniform shirts.

Socks: Dark green, gray, black, or white socks; no other colors are acceptable. No NEON. *Socks must be visible.*

Shoes: Dress shoes (navy, black, or brown) are required at all times except for P.E. classes (oxford style, saddle shoes, loafers, top-siders are acceptable). No sandals, no open back shoes, or any shoe that resembles an athletic shoe, no boots or high top sneakers, and no shoes with a heel over 2 inches (measured from the back exterior of the shoe) are permitted, no slipper type shoes (moccasins).

Belts: Except for Kindergarten a belt is required. Navy, black, or brown.

Girls

Jumpers: Knee length plaid purchased through the uniform company.

Slacks: Gray pants from uniform company may be worn after Columbus Day weekend until the first full school day in May.

Sweaters/sweatshirts/fleece:

Green cardigan, green sweatshirt, or fleece imprinted with St. Stephen logo purchased through the uniform company and must be worn over regular uniform.

Shirts : White, long or short sleeve blouses, peter pan collar
White turtleneck (no mock turtlenecks).

Socks: Ankle socks, knee socks, or tights - dark green, gray, or white, no other colors are acceptable. *Socks must be visible. No peds, No-show, or low-cut socks are permitted.*

Shoes: Dress shoes (navy, black, or brown) are required at all times except for P.E. classes (oxford style, saddle shoes, loafers, top-siders are acceptable). No sandals, no open back shoes,

or any shoe that resembles an athletic shoe, no boots or high top sneakers, and no shoes with a heel over 2 inches (measured from the back exterior of the shoe) are permitted, no slipper type shoes (moccasins).

Grades 5 through 8

Boys

Slacks: Gray dress pants purchased through the uniform company. A belt must be worn.

Shirts: White, long or short sleeve oxford dress shirt.

Ties: Green & gold striped tie purchased through the uniform company. Green bowtie grades 6-8 only.

Sweaters/sweatshirts/fleece:

Green cardigan, green sweatshirt, or fleece imprinted with St. Stephen logo purchased through the uniform company and must be worn over regular uniform.

Shoes: Dress shoes (navy, black, or brown) are required at all times except for P.E. classes (oxford style, saddle shoes, loafers, top-siders are acceptable). No sandals, no open back shoes, or any shoe that resembles an athletic shoe, no boots or high top sneakers, and no shoes with a heel over 2 inches (measured from the back exterior of the shoe) are permitted no slipper type shoes (moccasins).

Socks: Dark green, gray, black, or white socks; no other colors are acceptable. *Socks must be visible. No peds, No-show, or low-cut socks are permitted.*

Belts: A belt is required. Navy, black, or brown.

Girls

Skirts: **Knee length** plaid purchased through the uniform company.

Vest: Green V-neck, imprinted with St. Stephen logo, purchased through the uniform company.

Sweater/sweatshirt/fleece:

Green cardigan, green sweatshirt, or fleece imprinted with St. Stephen logo purchased through the uniform company and must be worn over regular uniform.

Slacks: Gray pants from the uniform company may be worn after Columbus Day weekend until the first full school day in May.

- Shirts: White, long or short sleeve, oxford blouse with button down collars purchased through the uniform company. No Peter Pan collars.
- Socks: Green, gray or white socks, green, gray or white knee socks, green, gray or white tights, or pantyhose, no other colors are acceptable. *Socks must be visible. No peds, No-show, or low-cut socks are permitted.*
- Shoes: Dress shoes (navy, black, or brown) are required at all times except for P.E. classes (oxford style, saddle shoes, loafers, top-siders are acceptable). No sandals, no open back shoes, or any shoe that resembles an athletic shoe, no boots or high top sneakers, and no shoes with a heel over 2 inches (measured from the back exterior of the shoe) are permitted, no slipper type shoes (moccasins).

All Students

Physical education uniform:

There is a special uniform for physical education classes. All PE uniforms must be purchased through the uniform company and have the St. Stephen School logo.

Grade K – 8: St. Stephen Ash gray or green shorts or sweat pants, St. Stephen T-shirt, sneakers and uniform socks.

Grade K – 8: Students in these grades may wear their gym uniform to school on gym days. Sweatpants must be worn to school October – May.

Athletic Foot Wear: No platform sneakers, no sneakers with strapped backs or “healie” style footwear are allowed.

All uniforms:

All uniforms must be clean and pressed with all buttons attached and hem intact. Shirrtails should be tucked in while the student is on campus.

During the winter months, girls may wear plain sweatpants under their uniforms during arrival, recess, and dismissal. However, pajama style pants may not be worn.

Spring Uniform:

Spring uniforms must be purchased through the uniform company.

Spring uniform is worn during the months of September until Columbus Day, May, and June only.

Skorts or khaki walking shorts
Hunter green golf shirt, imprinted with St. Stephen logo
Dress shoes, buckle sandals, top-siders, loafers, or athletic shoes
(sneakers) & uniform socks
Girls in Grades 5 – 8 can wear green golf shirt with uniform skirt.

Jewelry:

Jewelry should be limited to one watch, one ring, one bracelet, and simple crosses or holy medals on a narrow silver or gold chain.

No body piercing except pierced ears is allowed.

Girls may wear **one** pair of earrings not larger than a dime and without hoops, no dangling earrings allowed. Boys may not wear earrings of any type.

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 school year.

Scrunchies, hair clips, rubber bands, etc. must be in the hair, not worn on wrists.

Hairstyle:

All students' hair should be neat with bangs above the eyebrows.

Boys' hair should be above and not touch the shirt collar and trimmed around the ears.

"Unnatural colored" dyed hair, including ombre, shaved heads (partial or whole), any extreme haircuts are not allowed.

Makeup/ Body tattoos:

No cosmetics or colored Chap Stick may be worn.

No tattoos of any kind are allowed.

No gel or acrylic nails

No hologram contact lenses may be worn.

Out of Uniform (Dress Down) Guidelines:

Students may wear:

- jeans
- athletic shoes
- short socks
- shorts no shorter than three inches above the knee
- skirts no shorter than three inches above the knee

- sweatshirts
- jogging suits
- dresses
- slacks
- modest, school appropriate tops

Students **may not** wear:

- flip-flop sandals
- no open back shoes
- no spaghetti strapped tops
- T-shirts with inappropriate writing
- Shoes that convert to roller skates
- Pajama pants

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.

Birthday Observation – Dress Down Privilege

Students in Grades K through Grade 8 may come to school dressed out-of-uniform on their birthday or half-birthday. (If birthday falls on a weekend or holiday, the student may dress down either the day before or day after.

Academic Information

Curriculum

St. Stephen School offers students opportunities for growth in the following major subjects:

Religion	Health
Math	Computer
Language Arts	Art
Reading/Literature	Music
Science	Library
Social Studies	Living Environment
Spanish	
Physical Education	

In grades 7 & 8, an advanced placement class in Math is offered for those students who meet the criteria.

Instrumental Music lessons are available at additional cost.

All students, regardless of individual religious affiliation, are required to participate in religion classes and celebrations.

Testing

Cognitive Abilities Test (CogAT) is given in grade 2 and 6.
The Iowa Test of Basic Skills (ITBS) will be given in grades 3, 5, and 7.

The Diocesan Religion Assessment test is given in grades 3 and 7 in the spring.

The students are assessed by the State of New York as follows:

English/Language Arts	grades 4 and 8
Mathematics	grades 4 and 8
Science	grades 4 and 8

NYS testing is an important part of your child's schooling. If you decide to have your child **NOT** take the tests, you must submit, in writing to the principal, a "refusal to take test" letter at least 1 week prior to the test. A letter is required for each test you are refusing to take.

Textbooks/ Notebooks

Most textbooks are provided under the New York State Textbook Law. Students are responsible for the books issued to them and will be required to pay for lost or damaged books. Students are responsible for maintaining the condition of all books. All books must be covered and covers replaced when needed. Contact paper is not allowed. Stretchy cloth book covers (book sox) do not fit every book and must not be used on larger textbooks such as Science, Math, Social Studies, etc.

Notebooks and planners are to remain intact and replaced if necessary. If spirals are loosened and unwound, notebooks will need to be replaced.

Lockers - Grades 6 - 8

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.

Spiritual Life

St. Stephen School is a Catholic Elementary School in which faculty and students are committed to growing in their faith.

Catholic doctrine and tradition, Bible study, Social Justice, preparation for the reception of the sacraments of Reconciliation and Eucharist are studied. Students are prepared for the sacrament of Reconciliation in grade 2 and are prepared for the sacrament of Eucharist in grade 3.

Homework

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.

Homework may be assigned to students Monday through Thursday. Homework will **not** be assigned to students on Friday evening. No tests or quizzes that require previous study will be given on Mondays. However, students enrolled in Advanced Math may expect weekend homework.

1. **This is the time frame for homework adopted at St. Stephen School:**

Kindergarten:	10 – 20 minutes	3 – 4 days a week
Grades 1 & 2:	20 – 30 minutes	4 days a week
Grades 3 & 4:	30 – 45 minutes	4 days a week
Grade 5:	45 – 60 minutes	
Grades 6 – 8:	1 – 2 hours	

If a child's homework time extends an hour beyond the grade level time frame, the parent should stop the session and attach a note addressed to the teachers, telling exactly what homework was done. This does not mean that undone homework is excused. The child will still be responsible for completing the assignment. The teacher will contact the parent for a conference to discuss this problem, and together work out an acceptable solution.

2. Students in Grades 3 through 8 use this heading for assignments, homework, and tests:

Name	Date
Subject/Grade	Assignment

3. Students in Grades 4 through 8 use cursive (not printing) for assignments and tests. Teachers can make exceptions for work in graphing and labeling.
4. Students use only blue or black ink for homework assignments, essays, tests, and quizzes. In Math and Science class, pencil may be allowed at the teacher's discretion. Colored ink is not acceptable.
5. Students use lined loose-leaf paper or notebooks for assignments and essay questions. Paper is not to be ripped out of notebooks.
6. If a student is absent from school due to illness, he/she is to make up and assume the entire responsibility for getting any missed work completed. On the primary level, the teachers will take a more active role explaining the work to be made up.

If a student is sick and the parent wishes work to be sent home, the parent should call the school office by 9:30 a.m. to request work to be prepared for the day. He/she should also stipulate who will pick up work at the end of the day. Teachers will send all work to the office and it may be picked up between 3:00 and 3:45 p.m.

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

8. For short absences, students may also receive missed assignments from their teachers when they return to school. 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.
9. Teachers are not required to make up test or assignments for absences due to vacations. No assignments will be given in anticipation of the vacation.

Report Cards/ Progress Reports

Report cards are important tools for communication.

Report Cards are issued quarterly to students in Kindergarten through Grade 8. Progress reports are sent home midway through each quarter. Student achievement is assessed through various methods such as class work, participation, homework, projects, and testing.

Honor Roll

Students will be recognized for academic achievement. Honor Roll placement is based on the overall average compiled at the end of each quarter.

Designations are as follows:

For grades 3 - 8

First Honors:	94 – 100
Second Honors:	88 – 93.9

Following every report card issuance, a Breakfast of Champions is held for students who achieve 1st or 2nd Honors and students who exhibit outstanding effort.

Code of 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 reserves the right to determine the appropriateness of an action if any doubt arises.

Promotion and Retention Policies

Advancement to the next grade in St. Stephen School is based on a student's daily performance, test results, recommendations of teachers, and the student's ability to complete work successfully on a more advanced level.

Promotion to the next grade depends on successful completion of all subject areas. The Administration may recommend the repetition of a grade, tutoring, or summer school classes as requirement for promotion when, after conferences with teachers and parents, it is believed that such action will better prepare the student academically or emotionally for the next grade.

A student will be transferred to next grade if requirements are not satisfactorily met for promotion and parents choose to advance a student to the next grade.

Academic Probation

A student whose academic performance indicates serious deficiencies may be placed on academic probation.

Parent/ Teacher Conferences

A Parent – Teacher conference will be held after the first trimester report card has been sent.

Parents may also arrange appointments with a teacher by telephoning the school or writing to the teacher. Teachers have school e-mail addresses for your convenience. Spontaneous, unannounced visits to the classroom are disruptive and are not allowed. Social functions and Family School Association meetings are not opportunities for parent-teacher conferences. Teachers may be reached between 8:15 a.m. and 3:45 p.m. at the school. Teachers are not required to take professional calls at their private homes.

Parents who have a concern are asked to discuss it with the teacher involved. If the matter cannot be resolved, the principal will be contacted. A parent reluctant to talk with a teacher alone may request the presence of an administrator at the conference.

Library

Students are encouraged to use the library for curricular enrichment and pleasure reading. Students in grades Pre-K – 4 will have a formal Library class. A maximum of 3 books may be borrowed at one time. No other books can be borrowed until all previously borrowed books are returned.

The following rules are to be observed:

1. Borrowed books are to be returned on time and in good condition.
2. Books damaged or lost must be paid for by the student before any other materials may be checked out.

Field Trips

1. Field trips are designed to correlate with teaching units and to achieve curricular goals.
2. All grades do not always have the same number of field trips.
3. 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.
4. A written **official permission slip**, signed by the parent, is required before a child will be permitted to attend a field trip activity.
5. A field trip permission slip is printed at the end of this book. If your child fails to bring his/her permission slip home, you may tear out or copy the form provided. Call the school for information needed to complete the form.
6. **No student is permitted to call home for permission to go on a field trip. A fax of the original permission slip is acceptable, but an e-mail or phone call is not.**
7. Parents may refuse to permit their child from participating in a field trip by stating so on the proper form.
8. 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.
9. All monies collected for the field trip are **non-refundable**.
10. **Cell phones are not allowed** on field trips unless otherwise directed by the teacher and/or administration.

Transportation

By bus

Bus transportation for all Grand Island students in Kindergarten through Grade 8 is provided by the Grand Island School District.

Rules for bus safety are printed in the Grand Island School Calendar. Students who fail to abide by the rules of conduct governing bus behavior will be suspended from bus service. Parents will then be responsible for providing transportation to and from school.

Arrangements must be made directly with the Transportation Department for students who are transported to an address other than their home address. Grand Island District Transportation Office: 773-8892.

By bicycle

Students are not permitted to ride bicycles to and from school.

By private car

Students (K-8) who are driven to and from school are to use Door #1. Door #6 is used for buses.

Pre-K Students –Drop-off and pick -up

Parents of Pre-K children are to park their vehicles in the rear lot and enter Door #9 with their child.

General Student Pick-up

Drivers who are picking up students (K – 8) at afternoon dismissal should park in the rear lot and walk to door #9 for student release. This is for the safety of all students.

Parents using the parking lot while school buses are in the area are reminded that it is a moving violation to pass a school bus which has its lights flashing.

St. Stephen School Bus

Bus transportation is offered for our Niagara Falls students in Pre-Kindergarten through Grade 8.

Pick up:

Approximately 7:45 a.m. at Destiny Christian Church, Deveau and approximately 8:00 a.m. at St. John DeLaSalle

Drop off:

Approximately 3:30 p.m. St. John De LaSalle and

Approximately 3:40 p.m. at Destiny Christian Church, Deveaux

General Rules:

Please provide hard copy notes signed by parent of any alternate bus transport/pick-up plans. Please give this note to the bus driver.

NO Food or drink allowed on bus

Cell phone photography or social media is prohibited while riding the bus.

Student seating on the bus is subject to the discretion of the bus driver.

Cafeteria Services

St. Stephen School participates in the National School Lunch Program through the Grand Island School District. Parents can set up an account to pre-pay children's lunches. Any amount of money can be deposited to this account by writing a check to the "Grand Island School Lunch Program". The cafeteria personnel will let the children know when the account is running low. This account cannot be used to purchase snack food.

Free and reduced price lunches are available for students whose family income falls within the eligibility established through federal guidelines. Applications for participation in the free and reduced price lunch program are distributed to all students early in September.

Students are not allowed to bring or purchase soft drinks for lunch.

Discipline

All faculty will clearly define expectations for students and aid understanding that standards are intended to benefit the entire group. Each teacher is responsible for the discipline of the students in his/her classroom and for preserving discipline throughout the school. If a question should arise concerning discipline, it is advisable that the parent first contact the teacher involved. Serious problems are referred to the principal via Red Card, by the teacher and/or the parent. A Red Card will be signed by an administrator and must also be signed by a parent and returned the following day. All Red Card will be tracked and monitored. Three Red Cards in a trimester will result in Detention, Three Detentions in a trimester will result in In-School Suspension, and two In-School Suspensions will result in Suspension.

Discipline Policy

All corrective actions will be age appropriate.

Detention

After a third Red Card, parents will be provided with a Detention Form with written notification of the detention. Detention is held from 7:30 AM – 8:30 AM. The day and date are at the discretion of the principal.

Disciplinary referral, Red Card might include, but is not limited to:

- Harassment
- Fighting
- Disobedience
- Disrespect
- Continual classroom disruption
- Impolite or disruptive cafeteria behavior
- Failure to show respect for personal possessions of others
- Vulgar Language
- Forgery of a parent's signature
- Disregard of school policies and rules
- Cheating
- Skipping class
- Defacement of school property
- Theft
- Other inappropriate behavior

Immediate Action

- Drugs or any illegal activity
- Weapons of any kind
- Serious threats or violent behavior

St. Stephen School **will not** tolerate or ignore any acts or threats of violence against the school faculty, staff and students in school or out of school. If a student does violate the policy, appropriate action will be taken.

Search and Seizure Policy

The Administration of St. Stephen School is free to enter a student's locker, desk, and school bag any time to search for questionable items.
(*Hageny 8:78.1*)

Searches can be unannounced and selective, and carried out even if there are no reports of wrongdoing. If illegal items are found (e.g., prescription, non-prescription drugs, weapons, etc.), they will be turned over to the Law Enforcement Authorities. Any items (personal possessions) which violate school rules will be kept by school authorities and returned at the end of the school year.

Body searches will not take place. However, if a student voluntarily empties his/her pockets, this will not be considered an invasion of the person.

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.

If these items are found in a student's possession, it indicates intent to use. Violation of this rule will be cause for immediate dismissal and, if the action is illegal, it will be reported to appropriate law enforcement agencies.

Harassment/ Sexual harassment

Harassment and sexual harassment are forms of discrimination.
(*Title IX of the Education Amendments of 1972*)

Federal regulations define sexual harassment as "unwanted sexual advances, request for sexual favors and other verbal and physical conduct of a sexual nature."

It is the policy of St. Stephen School to maintain a learning environment and working environment that is free from harassment of any type, and the school therefore, prohibits any form of harassment in the workplace and school buildings or at school sponsored activities and events where staff and/or students are in contact with each other.

It shall be a violation of this policy for any student or employee to harass a student or employee through conduct or communication of a sexual nature as defined by this policy or prohibited by law.

The school will act to investigate all complaints, formal or informal, verbal or written, of any harassment or sexual harassment and to discipline any student or employee who harasses a student or employee.

Bullying and Cyberbullying

St. Stephen 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**) may face detention, suspension, and/or expulsion.

Examples of bullying may include:

- Saying mean and hurtful things or making fun of someone
- Completely ignoring or excluding someone
- Hitting, kicking, pushing, or shoving
- Telling lies or spreading false rumors about a person, or sending mean notes and trying to make other students dislike that person
- Doing other hurtful things

Standards for Participation in Extra-curriculum activity

Standards have been established for participation in extra-curricular activities to promote personal responsibility among students.

1. Attendance: Excessive tardiness and/or absenteeism from school can result in dismissal from an extra-curricular activity. To participate in an activity on a given day, the student must have been present in school.
2. Academics: Those participating in extra-curricular activities must work to their academic potential. If the teacher feels that the student is not working to his/her ability, the administration will be consulted and the student may be removed from the activity.
3. Behavior: Students are expected to display courteous, cooperative, and respectful behavior at all times. A student placed on suspension or disciplinary probation is ineligible to participate in school-sponsored extra-curricular activities.

4. Parental responsibility:

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

5. Detentions: If a student receives a detention, he/she is ineligible to participate in the next extra curricular activity scheduled for him/her. Principal will notify coaches or adults in charge.

Technology Concerns

Blogs: Engagement in online blogs such as, but not limited to, MySpace.com®, Xanga®, Friendster®, Facebook®, Twitter®, etc. may result in disciplinary actions if the content of the student's or parent'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 because he/she will be entering a house where no one is home or attending afterschool activities, 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.

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.

E-Readers: Students in grades 3-8 may use e-readers as a part of the ELA program. E-readers will be permitted in school for reading purposes only. The School will not be responsible for any damage or loss. Any student, who uses his /her e-reader in an inappropriate manner, will have it confiscated.

Health Regulations

St. Stephen School is governed by the Health Ordinances of New York State and Erie County.

Contagious Diseases

When a child is absent due to a communicable disease, letters indicating the situation are sent home to the parents of all students in the class.

Parents/guardians of students with a contagious disease are asked to inform the school immediately after the illness has been diagnosed.

Emergency Information

An Emergency Information Sheet is filled out prior to the first day of school. This file contains the names and telephone numbers of persons to be contacted in the event a child becomes ill or is injured in school.

Immunization Requirements

Mandated New York State immunizations are required for entry into school.

Medications – (including over-the-counter)

The following procedures outline the Grand Island District-wide policy for dispensing medications:

1. Medication must be brought to the school by the parent. **The medication must be kept in its original container appropriately labeled by the pharmacy or doctor.**
2. Written permission must be submitted by the parent and kept on record in the office, requesting that the school comply with the physician's orders.
3. Written orders from a physician or instructions from the pharmacist must accompany the medication. Information should include the name of the drug, dosage, time interval, possible side effects, etc.
4. During field trips or other school activities, classroom teachers will be advised by the office regarding procedures.

Physical and Dental Examination

New York State Law requires that new students and children in Pre-K and grades Kindergarten, 2, 4, and 7 have a physical and dental examination.

Health Services

The Grand Island School District nurse is responsible for the maintenance of health records, routine health checks, hearing and vision screening, and parental contact concerning health problems.

The Ill Student

An ill student should be kept at home to prevent the unnecessary exposure of other children to illness.

Do not send your child to school with the following:

- An undiagnosed skin rash
- An inflamed condition in one or both eyes.
- Head or body lice (or eggs)
- A fever

A student who becomes ill during the school day will wait in the health office until an emergency contact can be made.

Students should be fever free for 24 hours before returning to school. Students who are sent home during the school 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.

Miscellaneous School Information

Change of address, telephone numbers, and/or email address

Please notify the school immediately of a change in address, telephone number, employment telephone number, emergency telephone number, or email address.

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.

Electronic Equipment (includes cell phones, pagers, CD players, MP3 players, iPods, and video games)

The school office telephone is a business phone and is not used by students except in emergencies. Messages from home will be taken in the school office when necessary.

Personal pagers, cellular phones, CD players, tape recorders, video games, iPods, and MP3 Players are not to be used during school hours.

Visitors

Parents and visitors are asked to report to the school office when entering the school during the day to sign in and get a visitor badge. Badges are to be worn at all times while on the school grounds.

No one is permitted to go directly to the classroom.

After school Activities

Students must be picked up at the designated time. It is inconsiderate to expect the teachers who are club advisers to have to wait with your child beyond that time since they have other commitments. Students who are not picked up at the designated time may not be able to attend the next scheduled activity.

Principal's Right to Amend

St. Stephen School reserves the right to amend this Handbook. Notice of amendments will be sent to parents via the Family Envelope.

Telecommunications Use

Telecommunication and new technologies provide a wealth of instructional material and shift the ways that information may be accessed and communicated. These changes may also alter instruction and student learning. Policy requires that instructional materials be consistent with the Diocesan adopted guidelines which place emphasis on learning experiences, which develop the values, attitude, knowledge and skills necessary for the complete development of the student's personality and support and enrich the curriculum for all developmental levels of students.

Policy:

It is the policy of St. Stephen School to mandate and expect that the students will use the Internet system in a responsible manner. Accordingly, the School has established the following procedures, along with rules governing the behavior of students who access such a system. Students who do not comply with the standards of behavior outlined may lose their privilege to use the system and/or be subject to other disciplinary action.

Procedures for use:

St. Stephen School will allow students to access the Internet only for the purpose of conducting research for course-related work, for school authorized/supervised activity, and to communicate with others in a consistent and responsible manner. Access to St. Stephen Computer Network will be provided only to students, who with their parents have signed the Internet Permission Form, agreeing with Student Access to Electronic Information guidelines/rules/procedures as set forth by the school. Independent student use of Electronic Information Resources through the school's computer network will be permitted upon submission of an acceptable use form signed by parents and students themselves.

Each year, prior to use, the student will read and discuss the Telecommunications section outlined in the Student Handbook with their parent/guardian regarding responsible use of the Internet including copyright laws to which the student must adhere. A signed copy of this agreement will be kept on file in the school office.

Student Access to Electronic Information Guidelines:

St. Stephen School utilizes a Surf Control to filter Internet access for violence, sex, hate, gambling, blogs, chat rooms, and emails.

Student Shall:

- Adhere to the same standard of conduct expected and required in a classroom when using the network/internet in school.
- Not transmit a message that is inconsistent with the school's code of conduct written or implied.
- Know that the individual using the computer network/internet is responsible for his/her behavior and communication and will honor the agreement he/she has signed.
- Be accountable to use the computer equipment properly, and report any malfunction to the teacher.
- Not provide any personal information about myself, any student or staff member such as name, address, telephone number or location of school, without the teacher's or parent's permission.
- Report to my teacher any internet information that makes me uncomfortable.
- Respect the privacy of other computer users.
- Agree to uphold the copyright law and use software provided by St. Stephen School.
- Agree to use Electronic Information Resources only for course-related work or for school authorized/supervised activities.
- Know that network storage areas will be treated like school lockers. School officials may review files and communication to maintain a system of integrity and insure that users are using the system responsibly.

**St. Stephen School
Faculty and Staff
2017 - 2018**

Pastor

Reverend Paul M. Nogaro

Principal

Mr. Scott Gruenauer

Assistant Principals

Mrs. Julia Moretti

Mrs. Lynn Ortiz

Administrative Assistant

Mrs. Ramona DeWitt

Teachers

Pre-Kindergarten	-	Miss Rebecca Cacciatore
Kindergarten	-	Mrs. Tara May
Grade 1	-	Miss Rebecca Kaeser
Grade 2	-	Mrs. Melissa Sentz
Grade 3	-	Mrs. Julia Moretti
Grade 4	-	Mrs. Maria Grapes
Grade 5	-	Mrs. Jennifer Hoplight
Grade 6	-	Mrs. Kelly Snyder
Grade 7	-	Mr. Phillip Kenline
Grade 8	-	Mrs. Bonnie Stephens
Religion	-	Ms. Michele Fusco
Computer	-	Miss Taylor Kozlowski
Spanish	-	Mrs. Allison Nowak
Science	-	Dr. Siobhan Pawelczyk
Math	-	Mr. Robert Tasner
Art	-	Mrs. Madeline Corsini
Physical Education	-	Mrs. Karen Figler
Music	-	Miss Taylor Kozlowski
Reading Specialist	-	Miss Kacey White
Home Economics	-	Mrs. Julie Mistriner

Support Staff

Pre-K Aide	-	Mrs. Christine Curcio
Library/Aide	-	Mrs. Diane Meka
Aide	-	Mrs. Mary Pappano
Math Assistant	-	Mrs. Ursula Eddy
Nurse	-	Mrs. Dawn Frosolone

St. Stephen School Advisory Board 2017-2018

Advisory Board

The Advisory Board consists of the pastor, the principal, an officer of the Family School Association, the Business Manager, several parents of St. Stephen's students, and several members of St. Stephen Parish.

The role of the Board is advisory in nature to the principal and pastor, making recommendations in the areas of planning, finance, public relations, and policy.

Home School Association

St. Stephen School Parent Organization

St. Stephen School Home School Association (HSA) is an organization that works to support and enhance the educational ministry of the school. Fundraising, parent education, and building community are the goals of this organization.

President:	Mrs. Amy Hickox
Vice-President:	Mrs. Mary LeBarge
Secretary:	Mrs. Eileen Klein
Treasurer:	Mrs. Audra Wynne

SAMPLE
~ ST. STEPHEN SCHOOL ~
FIELD TRIP PERMISSION SLIP

STUDENT NAME: _____
GRADE: _____

Dear Parent or Legal Guardian:

Your son/daughter, guardianship, is eligible to participate in the _____ sponsored by _____. These activities will take place under the guidance and supervision of employees and volunteers from *St. Stephen School*. A brief description is as follows:

Event/Location: _____

Date and Time of Departure: _____

Date and Time of Return: _____

Designated Chaperones: _____

Method of Transportation: _____

Please sign and return the following statement of consent and release of liability and medical release information. As a parent, legal guardian, you remain fully responsible for any legal responsibility that may result from actions taken by the named student.

LIABILITY RELEASE

I/We recognize and acknowledge that there are risks in my child's presence and participation in the above mentioned event. I agree to indemnify, hold harmless, waive and relinquish all claims I may have against *St. Stephen School* and the Diocese of Buffalo including any negligence claims on their part and its officers, agents, employees, representative or volunteers arising out of the transportation to and / or from the event, or in connection with any claims arising out of or caused by any activity my child participates in during the event.

MEDICAL RELEASE

My permission is hereby given to the representatives of *St. Stephen School* to authorize, by his/her signature, whatever medical or surgical treatment may be considered necessary in the event of an accident or medical emergency in which I cannot be reached. It is understood that every attempt to reach me will be made. If the physician below cannot respond, I authorize any licensed physician or medical center to treat the student designated below.

Student _____
Health Insurance Company / Plan# ID#

Address _____
Primary Care Physician / Phone Number

Emergency Contact / Telephone Number: _____

Allergies, Reactions or other pertinent medical information: _____

Parent / Guardian Name Signature Date: _____

Telephone Number

