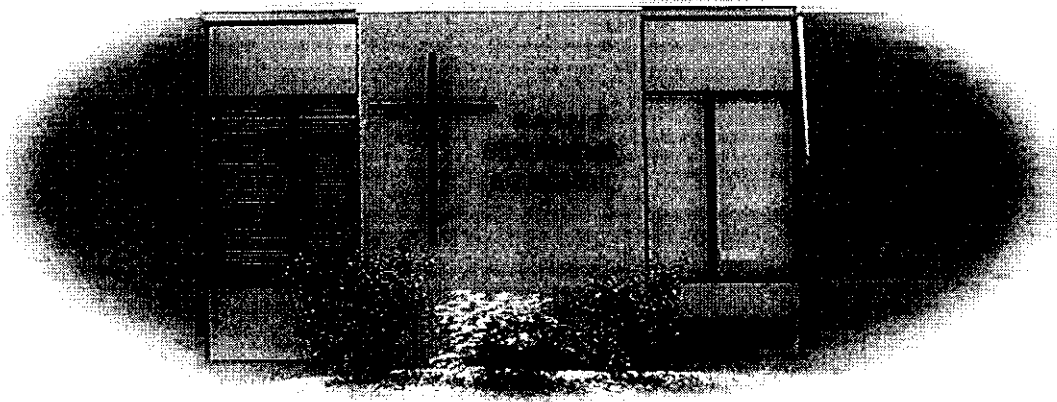


# ST. STEPHEN SCHOOL

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## PARENT – STUDENT HANDBOOK



∞ 2023  2024 ∞

# Table of Contents

	Page
Mission and Philosophy	2
History of St. Stephen School	3-4
Introduction	5-6
Parent's Role in Education	7
Parents as Partners	8
Admissions Information	9
Financial Information- Financial Obligations	10
Tuition Assistance	10
Transfer Policy	10
Record Release Policy	10
Privacy Law	10
Non-Custodial Parent	10
General Information - School Hours	11
Attendance/ Absence Policy	11-12
Emergency Closing	13
Crisis Plan	14
Office Dismissal	14
Uniform Policy	15-20
Academic Information - Curriculum	20
Testing	20
Textbooks/ Notebooks	20
Lockers	21
Spiritual Life	21
Homework	21-22
Report Cards/ Progress Reports	23
Honor Roll	23
Code of Conduct	23
Promotion/ Retention/ Probation	24
Academic Probation	24
Parent/ Teacher Conferences	24
Library	24
Field Trips	25
Transportation	26
Cafeteria	27
Discipline - Discipline policy	28-31
Search and Seizure	31
Harassment/Sexual Harassment	32
Bullying and Cyber-bullying	32

Standards for Participation in Extra-curriculum Activity	32-33
Technology Concerns	33-34
Health Regulations	34-35
Miscellaneous School Information	36
Principal's Right to Amend	36
Telecommunications Use	37
Student Access to Electronic Information Guidelines	38
St. Stephen School Faculty and Staff	39
St. Stephen School Advisory Board	40
Home School Association	40
Field Trip Permission Slip	41
St. Stephen's School Communication Chain	42
Parent/Student Signature Page	43

### **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, the 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.

In 2013 we purchased class sets of iPads.

In 2014 we added a Health Office.

In 2015 a locker room and vinyl enhancements were added to the athletic wing.

In September 2016 culinary classes were added to the curriculum for grades 1-8. Landscaping was updated throughout the campus. A security system was added to the school.

In 2017 with a private donation we added a greenhouse to the school grounds. Class gardens were also added. Water fountains with filtered water were added in two corridors. Vinyl signage was added to the cafeteria. Additionally, white boards were replaced with interactive TV's.

In 2018 we purchased 3D printers and 3D pens. Dash and Dots Robotics was introduced in PK-5 and VEX in grades 6-8.

In September 2019 we opened our doors to PreK3. The library was converted to the PreK3 classroom. The library and computer rooms were combined into our Media Center. We updated our computers with 26 Dell Latitude 7300 Laptops.

2020 The St. Stephen School COVID-19 school reopening plan established the necessary policies, practices and conditions necessary to meet the Centers for Disease Control and Prevention(CDC) and New York State Department of Health (NYSDOH) and New York State Education Department (NYSED) guidelines for COVID-19 , the State's "New York Forward" guidelines, along with federal Occupational Safety and Health Administration (OSHA) standards related to employee safeguards and potential exposure to COVID-19. As the health and safety of SSS staff and students is our top priority, the plan has strong commitment to those measures.

- Plexiglass barriers were placed in all classroom's grades PK4-8.
- Additional hand sanitizers were mounted at all bathroom and cafeteria entrances/exits.

In 2021 The Life Skills Program found a new home in room 108. Art and Music moved to room 117. The playground mulch was replaced with a semi-truck load of certified cushion wood safety mulch.

In 2022 we introduced the Bee Club to grades 1-5 and were gifted two flow hives. St. Stephen School acquired an interactive TV panel for our Music program, a new 50" TV was installed in the cafeteria, and new laptops have been set up in the Media Room. We received 25 Chromebooks to replace those that were no longer performing. The broken tube slide on the playground was replaced with a rainbow slide. Lastly, we have opened a uniform exchange closet in the main lobby near the faculty room. A Rosary Garden was created in the main entrance.

In 2022-2023 The security camera system was updated, and additional cameras were added so that all doors have cameras.

In 2023-2024 The gym floor had a full restoration.

**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 8<sup>th</sup> grade Catholic elementary and middle school under the Diocese of Buffalo.

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 1<sup>st</sup> of the year in which they are enrolling. Pre-Kindergarten pupils must be four years of age by December 1<sup>st</sup> 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, and tuition 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 4 & UPK

9:00 AM – 3:00 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 at school between 6:30 A.M and 8:25 A.M. should enter the building through door #1 and are to report to the cafeteria.

No students are to go to their classroom before 8:25 AM unless prior arrangements with the teacher have been made. Students are permitted in their homeroom after 8:25 a.m.

### **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.

As a reminder, Facebook is updated regularly with current events. On our school website (<http://www.ststephensgi.org>) you will find the school calendar, Parent-Student Handbook, access to the portal (grades K-8), teacher pages with emails, the family envelope, email blasts, and other pertinent information.

## **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
3. If evacuation is off-campus, students will be bussed by GICSD to the Grand Island High School auditorium.

### **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 2:00 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 #1 A- K, door #9 L-Z .

## **Uniform Policy**

Uniforms must be purchased through the uniform companies:  
Online at [www.flynnohara.com](http://www.flynnohara.com)

Or locally at:

McKay's Work Clothing  
851 Abbott Road  
Buffalo, NY 14220  
Phone: 824-7900

Or:

Stuart Sports  
486 Center Street  
Lewiston, NY 14092  
Phone: 754-4895

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

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

### **Kindergarten to Grade 4**

#### **Boys**

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

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 (dark navy, black, brown, or gray), nice athletic shoes, oxford style, saddle shoes, loafers, or top siders are required at all times. Sneakers are required for P.E. classes. No sandals, **no open back shoes**, 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 (dark), black, brown or gray.



## Girls

Jumpers: Knee length plaid purchased through the uniform company.

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

Skorts: Acceptable all year.

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).  
Polo -green, long or short sleeve.

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 (dark navy, black, brown, or gray), nice athletic shoes, oxford style, saddle shoes, loafers, or top siders are required at all times. Sneakers are required for P.E. classes. No sandals, **no open back shoes**, 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: Khaki pants from uniform company may be worn after Columbus Day weekend until the first full school day in May. A belt must be worn.

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

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 (dark navy, black, brown, or gray), nice athletic shoes, oxford style, saddle shoes, loafers, or topiders are required at all times. Sneakers are required for P.E. classes. No sandals, **no open back shoes**, 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 (dark), black, brown, or gray.

### **Girls**

Skirts: **Knee length (MUST BE NO SHORTER THAN 3 INCHES ABOVE THE KNEE)** plaid purchased through the uniform company.

Skorts: Acceptable all year.

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: Khaki pants from 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 (dark navy, black, brown, or gray), nice athletic shoes, oxford style, saddle shoes, loafers, or topiders are required at all times. Sneakers are required for P.E. classes. No sandals, **no open back shoes**, 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 green shorts or sweat pants, St. Stephen ash gray 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 “heelie” style footwear are allowed.

### **All uniforms:**

All uniforms must be clean and pressed with all buttons attached and hem intact. Shirtheads must 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:** worn during the months of September until Columbus Day, May, and June only.

All grades can wear 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.

No flip flops or slides.

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 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 by a parent.

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

**Hairstyle:**

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

Boys' hair must be above and not touching 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:**

Light cosmetics or colored Chap Stick may be worn.

No tattoos of any kind are allowed.

No extreme 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 or slides
- 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	Life Skills
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**

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

Science	Gr. 5 & 8
Star	Gr. K to 8

### **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. Students must purchase a lock through the school office for \$5.50. The lock must be purchased through the office so that we have access to the locker. Students keep the lock at the end of the school year.

### **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 will mainly be assigned to students Monday through Thursday. However, middle school students may expect more frequent 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	4 days a week
Grades 6 – 8:	1 – 2 hours	4-5 days a week

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:

<b>Name</b>	<b>Date</b>
<b>Subject/Grade</b>	<b>Assignment</b>

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 10:00 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 3:30 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 tests or assignments for absences due to vacations. With advance notice assignments will be given in anticipation of the vacation.

## **Report Cards/ Progress Reports**

Report cards are important tools for communication.

Report Cards are issued each trimester to students in Kindergarten through Grade 8. Progress reports are sent home midway through each trimester. 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 trimester.

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 1<sup>st</sup> Honors.

## **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 that 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 a 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 the 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 media center for curricular enrichment and pleasure reading. 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 the information needed to complete the form.
6. Parents may refuse to permit their child from participating in a field trip by stating so on the proper form.
7. 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.
8. All monies collected for the field trip are **non-refundable**.
9. **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: 773-8890.

### **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-K4 Students - Drop-off and pick-up. Rooms 113 & 114

Parents of Pre-K4 children are to park their vehicles in the rear lot and enter Door #9 with their child.

#### Pre-K4 Students - Drop-off and pick-up. Room 109

Parents of Pre-K4 children are to park their vehicles in the lot and enter Door #1 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 that has it's lights flashing.

## **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". We do not have access to electronic payment. The cafeteria personnel will let the children know when the account is running low. This account cannot be used to purchase snack food. Money borrowed from the office to purchase a lunch must be returned the next school day.

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 soft drinks for lunch.

Cost:

All grades \$3.00

Snacks – Cash Only

Cookies .75¢

Ice Cream \$1.00

Chips .75¢

## **CONDUCT, BEHAVIOR, AND DISCIPLINE POLICY**

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

Acceptable student behavior demonstrates the following:

- Respect for self, all members of the school community, and visitors,
- Acceptance of responsibility for academic and moral learning,
- Courtesy in speech and manner towards all adults and each other,
- Regard for and cooperation with school and classroom policies,
- Kindness in speech, action, and attitude,
- Participation in school activities,
- Proper safety habits and care of school property and facilities.

**Courtesy:** Courtesy and good manners are expected of all students at all times. Simply put, conduct means to "Do the Right Thing."

**Conduct in Hallways:** Students are expected to be polite and considerate of others in the building. Loud talking, shouting, running, littering, or any other type of disturbance are to be avoided. While in the hallways, students will walk in a quiet, single file line.

Basic Classroom Rules:

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

### **CLASSROOM BEHAVIOR PLANS:**

Teachers may develop a behavior plan for their classroom which will be based on the basic behaviors listed above to contribute to the learning environment. These plans will outline acceptable behaviors and consequences for inappropriate behavior such as failure to complete/lack of homework, supplies needed for class, assignment notebooks, etc. and will be included in the plans.

**After School:** As the afterschool program is a continuation of the school day, the policies and procedures outlined here continue to be applicable. Any student violating these policies or who refuses to comply with the request of the staff will be subject to the same disciplinary actions.

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

**School Property:** The parents of a child who carelessly or willfully destroys or damages any furniture, equipment, or anyone's personal property will be obligated to pay the total amount of repairs and labor, or replacement cost of the damaged property. Textbooks must be properly covered throughout the school year to extend their serviceability. No writing in school textbooks is permitted. This does not apply to consumable workbooks provided to the student in certain subjects. Any lost texts must be paid for before any final reports, transcripts, or diplomas are made available.

**Gum:** Students should not chew gum at any time they are on school premises. This includes before school, during the course of the school day, and after school. There will be disciplinary action for students chewing gum during the school day resulting in a before-school (7:30 a.m.) detention.

The following conduct may lead to disciplinary consequences;

1. An individual infraction of a major school rule (e.g. cheating, skipping class, plagiarism).
2. Disrespect of authority.
3. Using inappropriate language or gestures.
4. Repeated infractions of school rules.
5. Engaging in physical rough housing including wrestling, pushing, shoving, etc.
6. Disruption of the learning environment.
7. Theft, vandalism, and/or destruction of school property or the personal property of students, staff, or others.
8. Harassment, threats, or physical acts (e.g. fighting).
9. Disregarding rules for safety or good conduct on school grounds (e.g. throwing snowballs on school property, impolite or disruptive behavior in the cafeteria).
10. Passing notes during class. Notes will be confiscated and destroyed. If offensive, the notes will be sent to the principal and referred to the parents.

## **DISCIPLINE:**

Discipline will be considered an aspect of moral guidance, an outgrowth of self-discipline, and not simply as a form of punishment. The goal is to establish guidelines that will encourage personal responsibility for individual behavior. The program is in keeping with a Catholic Christian environment of clearly identified acceptable behavior and defines a system of consequences for unacceptable behavior. This set of rules shall be applied consistently and

communication will be maintained between the school and home as established by the administration. The best discipline is self-imposed, and students must learn to assume and accept responsibility for their own behavior, as well as the consequences for their misbehavior. The faculty and staff who interact with students are expected to use disciplinary action only as necessary and to place emphasis on the student's ability to grow in self-discipline.

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

#### **Primary Grades: K through 5**

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

1. The teacher will speak with the student and remind them of the school expectations.
2. Parents will be notified by the teacher if inappropriate conduct continues and a conference may be scheduled.
3. If consequences warrant, administration will be notified and a conference with parents/guardians, staff, and administration will be scheduled.

#### **DETENTION:**

Detention may be issued for a breach of classroom and/or school rules. The day, date, and time of the detention are at the discretion of the administration.

#### **DISCIPLINARY CONSEQUENCES**

Students who violate the student code of conduct will receive a Discipline Referral Form (DRF) noting their misconduct/violation. Copies of each notice will be collected with the following actions taking place in the event of multiple violations:

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

STEP 1 – The student will be removed from the class and brought to the office. The teacher observing the behavior will call the parents to inform them of the behavior and that their child has been removed from the class. A copy of the DRF will be sent home for the parents to sign and return the next school day.  
STEP 2 – If a second violation occurs, step one will be repeated and a conference will be held with the teacher who observed the behavior, homeroom teacher, principal, parents, and the student which may result in a lunch or before school detention.

STEP 3 – Violation for a third time will result in a call to the parents to schedule a conference with administration whereupon a student behavior contract will be drawn up outlining the conditions for the child to remain in school. Further violation of the contract will result in consequences set forth which may include an in or out-of-school suspension. The length of the suspension will be determined by the principal.

**REMOVAL FROM SCHOOL** - Occasionally removal from the group is necessary to protect the student and/or the learning environment of the school. This is necessary when a student;

1. Is in physical or psychological danger or puts another in danger. This may include, but is not limited to bringing illicit drugs and/or weapons of any kind onto school property, making threats, or violent behavior.
2. Is irrational or unreasonable, or
3. Acts out beyond the limits of respect in speech or actions.

**OFF-CAMPUS CONDUCT:** Because students are perceived as representatives of their school, students have a responsibility to conduct themselves both in and out of school in manners consistent with values professed by the Church and in the Gospel of Christ. Saint Stephen School will not tolerate or ignore any acts or threats against the school faculty, staff, or students in or out of school. This off-campus behavior includes, but is not limited to cyber-bullying or other online activities.

### **Search and Seizure Policy**

The Administration of Saint Stephen School is free to enter a student's locker, desk, and school bag at any time to search for questionable items. 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 or non-prescription drugs, weapons, etc.), they will be turned over to the GICSD School Resource Officer/Law Enforcement Authorities.

### **Controlled Substances**

The possession, sale, or use of alcohol, drugs, cigarettes, e-cigarettes, vaping materials, or any other controlled substance in the school or on school property is strictly forbidden. If any of these items are found in a student's possession, it indicates intent to use. Violation of this rule is ground for immediate dismissal and, if the action is illegal, it will be referred to the 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 extracurricular activity scheduled for him/her. The principal will notify coaches or adults in charge.

### **Technology Concerns**

**Social Media:** Engagement in online blogs such as, but not limited to, TikTok, Facebook®, Twitter®, etc. may result in disciplinary actions if the content of the student's or parent's post includes defamatory comments regarding the school, the faculty, other students or the parish.

**Cell Phones:** If a student brings a cell phone to school, it must be powered off before entering the building. Cell phone use is absolutely prohibited in school which includes morning and afterschool programs. Along with cell phones, all Apple and other types of cellular watch use are absolutely prohibited in school. The same protocol will be applied if a student is wearing one. If there is an emergency situation, the student can call home from the office phone. If a student is caught using a phone or watch in school it will be confiscated and sent to the principal's office. Consequences may follow.

**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.

## **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, 1, 3, 5, and 7 have a physical. The examination must be completed by a NYS licensed physician, physician assistant or nurse practitioner, and presented to school within 30 days of entering school. Physicals are valid if performed no sooner than 12 months prior to the first day of school of the year in

which it is required. A dental certificate which states your child has been seen by a dentist or dental hygienist is also requested, but not required, for the above grades.

### **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**

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. Parents and Students will be notified of amendments.**

### **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  
2023-2024**

**Pastor**

Father Michael Parker

**Principal**

Mrs. Lynn Ortiz

**Assistant Principal**

Mrs. Kacey Calato

**Administrative Assistant**

Miss Alexa Lombardo

**Business Manager**

Mrs. Karen Sweet

**Secretary to the Principal**

Ms. Julie Mistriner

**Teachers**

UPK/Pre-K4	-	Ms. Kristen Jones
UPK/Pre-K4	-	Miss. Rebecca Cacciatore
UPK/Pre-K4	-	Miss Andrea Mermigas
Kindergarten	-	Mrs. Tara May
Grade 1	-	Mrs. Courtney Smith
Grade 2	-	Ms. Rebecca Kaeser
Grade 3	-	Miss Alexis Smith
Grade 4	-	Miss Jocelynn Richter
Grade 5	-	Miss Danielle Duck
Grade 6	-	Mrs. Kacey Calato
Grade 7	-	Ms. Kathy Sippel
Grade 8	-	Mr. Phil Kenline
Grade 7 &8 Math	-	Mr. Dominic Buttino
Literacy Specialist	-	Mrs. Jody Slipko
AIS	-	Mrs. Lynn Carter
Art	-	Mrs. Rose Katz
Life Skills	-	Mrs. Julie Mistriner
Music	-	Mr. Michael Alessi
Physical Education	-	Mrs. Karen Figler
Religion	-	Ms. Michele Fusco
STREAM Coordinator-		Ms. Kristen Jones
Grade 5-7 Science	-	Mr. Phillip Kenline
Athletic Director	-	Ms. Kathy Sippel

**Support Staff**

Pre-K4 Aide	-	Miss Renee Retzlaff
Pre-K4 Aide	-	Mrs. Diane Meka
Pre-K4 Aide	-	Mrs. Colleen Smith
Pre-K4 Aide	-	Mrs. Mary Skibinski



**St. Stephen School  
Advisory Board  
2023-2024**

**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.

**Chair:** Mrs. Traci (Terlecky) Wrobel

**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. Danielle Burngasser

**Vice-President:** Mrs. Maureen Drullard

**Treasurer:** Mrs. Rebecca Miller

**Secretary:** Mrs. Kelly Holland

SAMPLE  
~ ST. STEPHEN SCHOOL ~  
FIELD TRIP PERMISSION SLIP

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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: \_\_\_\_\_

## ***St. Stephen's School Communication Chain***

***To help parents and community members know the best way to communicate with the various leaders of our organization, we have created a chain of command flow chart that may be a helpful resource.***

***Principal – Mrs. Lynn Ortiz***

***Assistant Principal – Mrs. Kacey Calato***

***Pastor – Father Michael Parker***

***School Chaplain – Father Martin Gallagher***

***Business Manager – Mrs. Karen Sweet***

## **Parent / Student Signature Page**

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

Please print Family Name: \_\_\_\_\_

\_\_\_\_\_  
Parent signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Date

Signed form due to Homeroom Teacher by September 29, 2023.