

St. Francis de Sales-St. Stephen School Handbook



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Dr. Lorraine Williams, Principal



ROMAN CATHOLIC
DIOCESE OF ROCHESTER

DEPARTMENT OF CATHOLIC SCHOOLS

Revised: 2/20

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Faculty and Staff

Administration

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Ms. Kathleen Booth

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Administrative Assistant

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Elementary School

Mrs. Deborah Sindoni
Mrs. Gillian Huling
Mrs. Suzanne Tulloch
Mrs. Donna Baxter
Mr. Eric Roman
Ms. Megan Williams

Pre-K, Kindergarten
Teaching Assistant
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Grade 2
Grade 3
Grade 4

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Middle School

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Mr. Michael Cragg
Ms. Kathy Pedersen
Mr. Matthew Wheatley
Mrs. Maira Aguilera

English Language Arts, 5-8
Social Studies 5-8, Religion 5/6
Science 7-8, Regents LE, Math 6
Math 5, 7, 8, Regents Algebra 1
Spanish 6-8

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Special Subject Areas and Support Services

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Mrs. Sharon Liberatore
Mrs. Jessica Ciancaglini

PE PreK-8, Health 5-8, Tech 5-8
Receptionist
Music PreK-8

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Mrs. Christine Sauter-Milligan Liturgical Choir
Mrs. Amber Wilkes Academic Intervention
School Nurse
Speech Therapy
Occupational Therapy

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SCHOOL PHILOSOPHY

St. Francis de Sales-St. Stephen School is dedicated to a philosophy of building a Catholic educational community among students, teachers and parents. We strongly encourage each student to nurture his/her talents and virtues in imitation of Jesus Christ. The school community is dedicated to helping child and family look back to Baptism as an initiation into a faith community and ahead to Confirmation as the means of developing and responding to a call to love and serve God, neighbor and self.

As a faith community, we cultivate in our students a sense of appreciation and respect for life and the world around us. They learn:

- that all is a creation of God.
- a full understanding and love for self. The child is helped to grow intellectually, morally, emotionally and physically, resulting in becoming all that he or she is capable of being.
- a firm foundation in all subjects - with greater emphasis on reading, mathematics and language arts.
- an ability to reach out to individuals in the community and try to understand the contrasts, the variety and the diversity among people in this community and in other communities of the world.
- how to live in peace with all in the Spirit of the Gospel.

Therefore, we strive to develop a faith community which will make our students' faith more "living, conscious and active."

"The benefits of home and school partnership are so evident that all parents should be made aware of their duty to be full partners with the school. Today's Catholic school is more than a means for safeguarding faith and virtue; it is a center in which parents and teachers, guided by the Holy Spirit, collaborate in giving a complete education."

~ "Teach Them" USCCB

STATEMENT OF GOALS

1. Our school will be a safe place where children, teachers, and families feel comfortable.
2. Our school will be a place for which we all will be responsible.
3. All those involved in our school will make a commitment to build a Christian community that honors diversity, finds strength in collaborative actions and shares the triumphs and sorrows of each of its members.
4. In this community of learners, all members are citizens with the right, obligation and responsibility to participate in ways that will promote the common good.
5. All members of the community must feel that they and their actions are important and valued.

FINANCES

2017- 2018 TUITION

Tuition covers only part of the cost of educating a child at St. Francis-St. Stephen School. The cost per student is over \$7,000 per year. The tuition scale as indicated below does not begin to completely cover the cost.

Parishioner K-8

1 child	=	\$3,985
2 children	=	\$5,870
3 children	=	\$7,075
4 or more children	=	\$7,795

Non-Parishioner K-8

1 child	=	\$5,980
2 children	=	\$8,055
3 children	=	\$9,155
4 or more children	=	\$9,875

Pre-k: 4 yr. old, five full days =
4 yr. old, three half days =

4 yr. old, five half days =

TECHNOLOGY FEES

REGISTRATION FEES

This fee is paid each year at re-registration time. The fee is \$50 per child with a cap of \$100 per family. This fee is non-refundable and not deductible from any tuition payment. Until the registration fee is paid, a child is not formally registered at St. Francis-St. Stephen School.

FUNDRAISING

All families are expected to participate in the fundraising projects for St. Francis-St. Stephen School. Every family is expected to work at the Family Fun Festival held the first weekend in June.

SCHOLARSHIPS

Tuition Assistance is available to our students through the Diocese of Rochester and local tuition assistance funds. Those requesting financial assistance must supply the school with the proper forms and documents prior to the end of April each year. **Those receiving financial assistance will be expected to honor all the volunteer and fundraising commitments that all other parents are asked to honor. No exceptions will be made.**

WITHDRAWALS

When a student withdraws from the school, whether at the request of the parent or St. Francis-St. Stephen administration, the parents' financial responsibility must be fulfilled. The financial responsibility is shown on the chart below. Attendance for any part of a month (even one day) is considered the same as the entire month.

<u>% of bill due</u>	<u>Date of Withdrawal</u>	<u>%of bill due</u>	<u>Date of Withdrawal</u>
10%	July 1 - July 31	60%	Dec. 1 - Dec. 31
20%	Aug. 1 - Aug. 31	70%	Jan. 1 - Jan. 31
30%	Sept. 1 - Sept. 30	80%	Feb. 1 - Feb. 28
40%	Oct. 1 - Oct. 31	90%	Mar. 1 - Mar. 31
50%	Nov. 1 - Nov. 30	100%	Apr. 1 - Apr. 30

When a student withdraws we send his/her records only to the receiving school (when requested by the school officials), not the parent. **Records will be held until all debts are paid to the school.**

ACADEMICS

BELL SCHEDULE (Elementary)

7:30 Early Supervision (\$10.00 weekly)
8:00 School Opens
8:10 Final Bell
11:00 Dismissal of 1/2 day Pre-K Classes
11:05 Elementary Lunch
2:35 Dismissal

BELL SCHEDULE (Secondary)

7:30 Early Supervision (\$10.00 weekly)
8:00 School Opens
8:10 Final Bell
8:20 First period begins
11:45 Middle School Lunch
2:35 Dismissal

Students arriving after the 8:10 bell are recorded as tardy unless arriving on a late bus.

CURRICULUM

St. Francis-St. Stephen School follows the curriculum guidelines of the Diocese of Rochester and the NYS Education Department.

Courses (K-5)

Religion
Math
Reading
English Language Arts
Science
Social Studies
Physical Education
Art
Music
Library
Spelling
Handwriting

Courses (6-8)

Religion
Math (Regents Algebra for qualified 8th graders)
Reading
English Language Arts
Science (Regents Living Env. for qualified 8th graders)
Social Studies
Physical Education
Art
Music
Spanish
Technology
Health

GRADING

Below is the official grading scale of the Diocese of Rochester and St. Francis-St. Stephen School:

Kindergarten-Grades 3

Report cards are based on a rubric system:

E – Exceeds Grade-Level Diocesan Standards
M – Meets Grade-Level Diocesan Standards
W – Working Toward Meeting Diocesan Standards
N – Not Yet Meeting Diocesan Standards
X – Not Evaluated At This Time

Grades 4 -8

A = 95 - 100 %
B+= 90 - 94%
B = 85 - 89%
C+= 80 - 84%
C = 75 - 79%
D = 65 - 74%
F = below 65%

HOMEWORK

All classes Grades 1-8 are assigned homework most nights. Satisfactory completion of those assignments is considered in determining a student's grades. The homework policy of St. Francis-St. Stephen's is based on the Diocesan Guidelines of 10 minutes per grade level. Families should expect the amount of homework assigned to take an average student in each grade the approximate amount of time listed below:

Grade 1 = 10 minutes	Grade 4 = 40 minutes	Grade 7 = 70 minutes
Grade 2 = 20 minutes	Grade 5 = 50 minutes	Grade 8 = 80 minutes
Grade 3 = 30 minutes	Grade 6 = 60 minutes	Regents = 90+ minutes

Parents will be notified of student's academic progress every five weeks throughout the school year or more often if necessary.

ACADEMIC HONOR ROLL POLICY

Honor Roll is an achievement worthy of praise. Only students in Grades 6-8 are listed for High Honor, Honor or Academic Merit. Only academic grades are considered when placing students on Honor Roll.

The following is the Diocesan Honor Roll Policy:

High Honors: 95.0% to 100% average with no grade below 85% in any subject

Honors: 85.0% to 94.9% average with no grade below 80% in any subject

Grades for Honors and High Honors are exact; grade averages will not be rounded up or down.

Merit List: Students who show academic improvement are named to this list

ACADEMIC ASSESSMENTS

NYS Testing: NYS Testing is given at different points throughout the year to all students in Grades 3–8.

English Language Arts – Grades 3-8

Mathematics – Grades 3-8

Science – Grades 4 and 8

Results will be sent to parents as soon as they are made available to us.

i-Ready: All Catholic Schools in the Diocese of Rochester are now also administering i-Ready assessments three times a year. i-Ready is an adaptive diagnostic tool for reading and mathematics that shows whether students are on track to achieve end-of-year targets. These assessments help us to meet each student's needs by identifying strengths and weaknesses in various skills related to the curriculum.

DIPLOMA/CERTIFICATE OF ATTENDANCE POLICY

Criteria for Diploma: Average of at least 65% in all major subject areas

Criteria for Certificate of Attendance: Student has worked to ability but not obtained a passing average (Below 65%)

Conferences will occur to apprise parents of the possibility of *Certificate of Attendance*.

PLACEMENT OF STUDENTS

Retention: For students failing any one of the major subject areas, proof of private summer remediation or summer school is a must.

(Grade 7-8 below 65%) (Grade 1-6 below 70%)

Failing two or more subjects may make retention the optimal strategy for a student. Conferences will be held to apprise parents of the possibility of retention.

Promotion: Students receiving passing grades in all major subject areas.
(Grade 7-8 above 65%) (Grade 1-6 above 70%)

ACADEMIC PROBATION/SUSPENSION

Academic growth, spiritual growth, and character development are the cornerstones of Catholic Education. While extracurricular activities and sports programs are important, none of these will be placed first over the academic and spiritual development of our students. The policy regarding suspension from sports teams and/or academic probation is as follows:

Academic Deficiencies: Two grades below 75% in a major subject area
One grade below 65% in a major subject area.

The first suspension period is for two weeks. A student may not return to the extracurricular activity until all the teachers concerned sign a form that improvement has been made. The second suspension is for three weeks. All of the same criteria apply to a second suspension. A third suspension is permanent. There is no reprieve. The report card will be considered notification of the initial suspension each marking period. The administration may also suspend a student at any time for serious or continued infractions of school rules.

ATTENDANCE

Absence: Parents are asked to call the office prior to 8:00 a.m. (Pre-K-8). If no call is received, the school nurse will call home when she reports for duty in the morning. When a student is absent **he/she must bring in a note from home**, explaining the reason and give it to his/her teacher. **New York State law indicates that these be kept on file for seven years.**

For excused absences students will have one school day make-up day for each day absence. For unexcused extended absences, parents must contact the student’s teacher for make-up work. **(No work will be given prior to the extended absence.)**

Vacations: Regular attendance is crucial to school success. Please make every effort to schedule family vacations during school breaks as listed on the yearly calendar. Students absent due to being on vacation are marked as unexcused. See “chronic absenteeism” for possible consequences.

Arriving Late: Students arriving late should report to the office. A note explaining the tardiness should be turned in to the child’s teacher.

Leaving Early: Students leaving early must check out at the office and sign out the time and reason for the dismissal. Students in grades Pre-K-8 must be picked up at the office by an authorized adult.

Chronic Absenteeism: Students missing more than 18 days, or those who are chronically absent on certain weekdays, may be ineligible for promotion to the next grade level.

Excused Absences:

Sickness/Injury Death of a Relative
Medical Appointments Court Appearances

Unusual circumstances (at principal’s discretion)

Unexcused Absences:

Hair Appointments Shopping
Family Business Community Events

Trips/Vacations Out-of-Town Guests

SNOW CLOSING/EMERGENCY DISMISSAL

Should the need arise for an emergency dismissal, we will notify the WGVA (1240 AM/95.9 FM) and WNYR (98.5 FM) radio stations and Rochester television channels 8 (WROC-TV) and 10 (WHEC-TV). **Using our all-call phone system, all parents will be notified of any emergency closings or dismissals at the phone numbers registered in the office.** Buses will be requested for all bus pupils. Please be sure your child has an emergency policy on file and that it is updated whenever plans must be changed. Dismissals of this kind happen quickly and individual phone calls by students are not possible.

In case of snow closing (or delay in school opening) the radio stations WNYR and WGVA will be notified. Information can also be found on Spectrum News or Rochester channels 8 and 10.

½ day Pre-K will not open if Grades K-8 are delayed.

REMEMBER: St. Francis-St. Stephen School opens and closes with the **Geneva City School District**. You do not need to see St. Francis-St. Stephen listed; if Geneva is closed, so are we.

Emergency Dismissal Plan: All students will have an emergency dismissal plan on file. This plan provides for the unexpected close of St. Francis-St. Stephen School due to weather or other unforeseen problems. Parents are asked the following:

- Familiarize your child with the emergency dismissal plan established for him/her.
- Submit a plan that provides adequate supervision for your child without the use of the telephone for transportation or confirmation of plans.
- If on any day, the emergency plan changes, notify both your child and the school.

STUDENT APPEARANCE

UNIFORM POLICY

The purpose of our uniform policy has always been to help students accept responsibility for dressing modestly and appropriately, learn good grooming, and to take pride about their appearance and their school.

Pre-K & Kindergarten:

No uniforms are required, however the dress code (see below) still applies. Students need to be dressed appropriately and modestly.

Grades 1-8:

Boys: **Navy blue dress pants purchased through Stitchworks, Inc.** (school initials embroidered on front pocket tab)

White or red polo shirt (school name embroidered on the front)

November 1st to May 1st – navy blue sweater vest, pull over sweater, or cardigan (name of school embroidered on the front)

Girls: **Plaid jumper or skirt purchased through Stitchworks, Inc. or**

Navy blue dress pants purchased through Stitchworks, Inc. (school initials embroidered on front pocket)

White or red polo shirt (school name embroidered on the front)

November 1st to May 1st – If choosing a skirt or pants, navy blue sweater vest, pull over sweater, or cardigan (name of school embroidered on the front) must be worn. No sweater is necessary with the jumper.

Solid white, red, or navy blue socks or tights

Bows, scrunchies, or headbands may be worn if they are uniform plaid purchased through Stitchworks.

Solid navy, white, or red headbands may also be worn.

Gym Uniforms: Navy blue mesh shorts (embroidered with school name)
 Navy blue sweatpants (Nov. 1st – May 1st) (embroidered with school name)
 White or red polo shirts (embroidered with school name)
 Navy blue/red Sweatshirt (embroidered with school name)

All uniforms must be ordered through Stitchworks, Inc. (www.Stitchwork.com)

Please note the following:

Shirts are to be tucked in.

Dress shoes can be navy or black. Sneakers may be solid black, navy, or white. Contrasting logos in those colors are permitted.

No open back shoes.

No make-up or unnatural hair dyes are allowed.

No head bandanas.

Students are expected to be in complete uniform with shirts tucked in each day. We will discuss uniform issues with students **privately** during the first weeks of school. If they continue to violate a policy, they will be referred to the principal and one of our staff members will contact parents to bring the correct uniform.

Mass days: Students must wear dress uniforms on mass days. The P.E. teacher will plan gym activities accordingly on those days. Children in Pre-K and Kindergarten should be appropriately attired for mass attendance.

DRESS CODE

Throughout the year, the school will have a dress down day or dress out of uniform for certain occasions. During those times, please adhere to the following guidelines:

Clothes cannot have any holes or rips.

T-shirts must not contain any inappropriate material.

No spaghetti strap shirts or mid-drift tops may be worn.

In lieu of a uniform, **Pre-K and Kindergarten students** should follow the dress code on a daily basis.

WINTER GUIDELINES

We believe in outdoor recess for our students whenever possible. Please send students with all necessary outdoor wear: hats, gloves, warm coats, and boots. Students go outside unless it is raining hard or below 20°F with the wind chill factored in. Students without appropriate clothing will remain indoors when classes go out. Students should bring a change of shoes, as they will not be permitted to wear snow boots in the building.

As stated in the uniform policy, students should have layers for indoors November 1st-May 1st. We do our best to keep our school consistently and evenly heated; however these are old buildings, and we have some rooms that run cool or hot at times. Layers make it easy for your child to stay comfortable.

UNIFORM CLOSET

The school maintains a collection of gently used school and gym uniforms for our families. Please contact the office if you are interested in using or donating to this resource.

DRUG AND ALCOHOL POLICY

DIOCESE OF ROCHESTER SCHOOL SEARCH AND SEIZURE POLICY

- School authorities may conduct a search of a student's locker or a personal search of a student only where there is sufficient cause to believe that drugs, alcohol, weapons, or other materials are hidden.
- Any search is to be done in the presence of another staff member.
- If a search and seizure is necessary, the attached procedure will be followed.

Students are liable to expulsion if **any** of the following conditions exist:

- A student is selling, giving or dealing drugs and/or alcohol to other students in school, at a school-sponsored event, or off school grounds;
- A student is under the influence of drugs and/or alcohol in school, at a school-sponsored event, or off school grounds;
- A student is detected using drugs and/or alcohol in school, at a school-sponsored event, or off school grounds;
- A student is in possession of drugs and/or alcohol in school, at a school-sponsored event, or off school grounds.

If one of the above infractions occurs, parents/guardians will be notified immediately. A suitable conference time will be arranged with the student, a parent/guardian, the Principal, and the Pastor. Suitable disciplinary action will be taken, which may include probation and/or expulsion from St. Francis-St. Stephen School. Counseling may be recommended. In addition, there is **no smoking on school property at any time.**

PUPIL SERVICES

ADMINISTRATION OF MEDICATION

New York State Law does not allow school personnel to administer internal medication to students except under circumstances where a medication must be taken at a specific time during school hours. This usually applies to medication for long term use such as seizures, hyperactive conditions, etc. Other medications prescribed three times daily, etc. for short times can be given at home. Prescription medications which must be given during school hours must be brought by parent, guardian, or responsible adult and left in school for duration of time to be given. Administration of Medication Form must be completed by physician and parent. (This form is available at your pediatrician's office or may be obtained at the school office.) Medication must be in original prescription bottle. Please do not send pills in lunch boxes, bottles of cough syrup, etc. to school with children.

IMMUNIZATIONS

The Diocese of Rochester and Public Health Law 2164 requires that all school children be adequately immunized against Measles, Mumps, Rubella, Tetanus, Pertussis, Diphtheria, Polio, and Hepatitis. **There are no exceptions to immunization requirements.**

ANNUAL MEDICAL EXAMINATION

Section 903 of the Education Laws of New York State requires that all Pre-School and kindergarten children have a physical examination by the family doctor before entering school. The private physician form is to be sent prior to school entrance.

Physical Examinations are given to all children in 2nd, 4th, and 7th grades by the school physician. If you prefer a physical by your child's own physician, special forms are available from the school office.

If any physical defects are found by the school physician, parents are notified by mail.

VISION TESTING

Children are given vision testing in Grades K, 1, 2, 3, 5, and 7 by the school nurse. If your child needs a further eye examination, you will be notified. In addition, a convex lens test for near vision acuity and a color blindness test are given in the elementary school.

HEARING TESTING

The school nurse tests each child's hearing in Grades K, 1, 3, 5, and 7. If a hearing defect is found, parents or guardians will be notified.

EMERGENCY TREATMENT

If a student becomes ill during school hours, the parent/guardian will be notified. Each year an "Emergency Treatment of Students" form must be completed and returned to the school. This form summarizes emergency contacts, medical conditions, medications, and allergies.

STUDENT PREGNANCY

The Diocese of Rochester maintains a pastoral approach to ministering to the needs of female and male students involved in a pregnancy as well as to their families. Each such case will be treated individually by the Principal and Pastor/Pastoral Administrator in consultation with the family.

CHILD ABUSE

School faculty members are considered mandated reporters in NYS. Any member of the school faculty who suspects that a pupil has been abused or maltreated has been instructed to notify the principal and school nurse immediately. Title 6 Article VI of the Social Service Law will be followed. The Child Abuse and Maltreatment Reporting Center's toll-free number is 1-800-342-3720.

GENERAL INFORMATION

SCHOOL ADMISSION

Children entering St. Francis-St. Stephen School should be five years of age on or before December 1st of the entering year for Kindergarten. All Kindergarten children are screened and tested before they are accepted. If for any reason the school deems it necessary to delay entrance into Kindergarten, parents will be notified.

Students entering in Grades 1-6 will use the following procedure:

1. Request for entrance
2. Interview with Administration
3. Copies of records from present school.

Students transferring in will be accepted only if St. Francis-St. Stephen School can accommodate their educational needs, and there is room at the grade level requested. The following guidelines will be used where population becomes an issue:

1. Families with students already registered
2. Families of faculty and staff
3. Practicing parishioners of Our Lady of Peace Parish
4. Practicing parishioners of other Finger Lakes area parishes.
5. Non-parishioners

TRANSFER PROCEDURE

Upon receiving a formal request from the educational institution to which the student is transferring, the following records will be forwarded:

1. Academic Achievement
2. Grade Placement
3. Attendance
4. Health Records

NON-DISCRIMINATION TO STUDENTS

The elementary and secondary schools of the Diocese of Rochester admit students of any sex, race, color, nationality, and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the schools. They do not discriminate based on race, color, sex, nationality, or ethnic origin in administration of their education policies, scholarship and loan programs, and athletic and other school administered programs.

SACRAMENTAL PROGRAMS

Since St. Francis-St. Stephen is a consolidated school system, the Diocesan General Education Office has mandated that students of Catholic Schools and Religious Education Programs prepare for the sacraments through their parish sacramental programs. All students who wish to receive any sacrament should contact the Religious Education center of Our Lady of Peace Parish or one's home parish. Religious Education Offices are in the St. Francis-St. Stephen School building.

EXTRACURRICULAR ACTIVITIES

The following are offered as extracurricular activities at St. Francis-St. Stephen School, if there is enough student interest and/or space available. New clubs may be added if interest is shown.

Boys' Basketball	(Gr. 5-8)	Liturgical Choir	(Gr. 3-8)
Girls' Basketball	(Gr. 5-8)	Band	(Gr. 3-8, fee for service)
Student Council	(Gr. 6-8)	Piano, Guitar	(Gr. 3-8, fee for service)
Yearbook Staff	(Gr. 6-8)	Academic Challenge Bowl	(Gr. 6-8)

TRANSPORTATION

Parents are responsible for requesting bus transportation directly from their own public school districts. Students must observe the rules of the transportation department. If directives are not followed, disciplinary action will be taken which may include suspension of bus riding privileges. Bus Evacuation Drills are held three times a year for all students. These are scheduled by the public school district.

FIRE DRILLS

Twelve fire drills a year are mandated by the State of New York. The Geneva Fire Department is present for at least one of these drills. All fire exits are posted in each of the classrooms, and students are made aware of those directions throughout the school year. All students are expected to exit the building as quickly and as quietly as possible. Should a child not be with his/her class at the time of the drill, the child should exit the building by the nearest exit and report immediately to the first teacher available.

EDUCATIONAL RIGHTS AND PRIVACY ACT

A request form for parents to examine records will be available at the school office. The school must be notified twenty-four hours prior to the request. Such records are confidential and may not be released or made available to persons other than parents or students (over 18) without the written consent of such parents and students. The school principal or his/her authorized delegate must be present at the time these records are viewed to help interpret whenever necessary.

PARENT-TEACHER CONFERENCES

Parent-Teacher Conferences are scheduled during the first semester. Parents are asked to sign up for a convenient time during the school's Open House in the fall. We encourage parents to make every effort to keep scheduled appointments. This time with your child's teacher can be invaluable. While these formal conferences are scheduled once a year we encourage parents to call (during school hours) or email the school office or teachers for conferences whenever concerns arise. Teachers will respond to e-mails within 24 hours. Please do not request or expect unscheduled conferences during the school day or when dropping off or picking up students.

TELEPHONE USE

The office telephones may be used by students only in the case of an emergency or with the supervision of a teacher or secretary. Students will not be allowed to call for items forgotten at home (homework, books, gym equipment, permission slips, etc.).

FIELD TRIPS

Students will not be allowed to participate in any school or class field trips without the written consent of their parents or guardians. **Only the Diocesan permission slip will be accepted.**

CELL PHONES/ELECTRONIC DEVICES

Cell phone, iPod, Kindle, and electronic game usage are prohibited inside the school. All electronic gear must be turned off and left in lockers. If these rules are broken, the electronic equipment will be confiscated by administration and returned only to a parent.

STUDENT RIGHTS AND RESPONSIBILITIES

We believe that all children are a blessing from God and their dignity should be held in the highest regard, as each person is created in the image of God. Therefore, all students have a right to be an active part of a safe and orderly learning environment. All St. Francis-St. Stephen students are expected to act in a Christian manner.

DIGNITY FOR ALL STUDENTS ACT

“New York State’s *Dignity for All Students Act (The Dignity Act)* seeks to provide the State’s public elementary and secondary school students with a safe and supportive environment free from discrimination, intimidation, taunting, harassment, and bullying on school property, a school bus and/or at a school function” (NYSED, 2012). The Dignity Act was signed into law on September 13, 2010 and took effect on July 1, 2012.

DIGNITY ACT COORDINATOR

Incidences of harassment and/or bullying may be reported to the *Dignity Act Coordinator (DAC)*. The role of the Dignity Act Coordinator is to provide appropriate educational programming to students and to respond to reports of harassment or bullying by providing intervention and further education/counseling to offenders. When this intervention does not improve the offender’s behavior and help the victim to regain a sense of security in his or her learning environment, offenders will be referred to the administrator for further disciplinary action.

Acts of harassment committed by students shall constitute disorderly conduct and insubordination in violation of the rules of St. Francis-St. Stephen School. In any situation of this kind, the Principal is the person responsible for imposing the appropriate discipline.

Consideration to the discipline that is administered will be based on the following criteria:

- Age of the student
- Seriousness of the situation
- Duration of the offending behavior

Harassment and bullying are unacceptable forms of behavior and will not be tolerated.

HARASSMENT POLICY

The Dignity Act (Education Law §11{7}) defines **harassment** as the creation of a hostile environment by conduct or by verbal threats, intimidation or abuse that has or would have the effect of unreasonably and substantially interfering with a student’s educational performance, opportunities or benefits, or mental, emotional, or physical well-being; or conduct, verbal threats, intimidation or abuse that reasonably causes or would reasonably be expected to cause a student to fear for his or her physical safety.

Such conduct, threats, intimidation, or abuse includes, *but are not limited to*, aspects of a person’s **actual or perceived:**

<ul style="list-style-type: none">• Race• Color	<ul style="list-style-type: none">• Religion• Religious practice
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<ul style="list-style-type: none"> • Weight • National origin/ Ethnicity • Gender 	<ul style="list-style-type: none"> • Disability • Sex • Sexual orientation
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Harassment may involve the use of technology, computer software, written, verbal, or physical contact or gestures that:

- Put another in fear of harm to his or her self or property;
- Can have the effect of significantly interfering with a child’s academic performance;
- Can have the effect of significantly impacting a child’s emotional or mental well-being; or
- Can have the effect of significantly disrupting the order within a school.

Any member of the St. Francis-St. Stephen school community who has reason to believe that he/she is the victim of any form of harassment should report the matter immediately to the Principal. A timely investigation will be conducted by the Principal. The school will take appropriate corrective action when necessary, as deemed appropriate by the Principal and/or Dignity Act Coordinator.

If a student reports that he/she has been the focus of harassment the following steps will be taken:

1. The student and parents of the accused will be notified as soon as possible;
2. The parents of the reporting students will be notified of the incident;
3. When necessary, the Principal will meet with parents of the accused student;
4. At the discretion of the Principal, the student may be suspended after such meeting;
5. In appropriate circumstances, the Geneva Police Department may be notified;
6. After further review, the accused student may face further sanctions, which are deemed appropriate by the Principal;
7. The Principal will meet with the parents/guardians of the reporting student as needed/desired.

BULLYING POLICY

Bullying: The United States Department of Education defines **bullying** as unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated over time. Bullying can occur before and after school hours, and anywhere children are during the school day.

Bullying may involve, but is not limited to:

- **Imbalance of Power:** Children who exhibit bullying behavior use their power, whether it is strength, popularity, etc., to control or harm others.
- **Intent to Harm:** The goal of the action(s) is to cause harm to the victimized individual.
- **Repetition:** Behaviors occur more than once, possibly over the span of weeks, months, or in some cases, years.

Examples of **bullying** can include, *but are not limited to*, the following:

- **Verbal** – name calling, teasing, threats, taunting, and intimidation;
- **Social** – rumors, excluding others, telling children not to be friends with others, public humiliation, stalking, hazing, and cyber-bullying;
- **Physical** – hitting, punching, shoving, kicking, pinching, spitting, tripping, pushing, taking or breaking someone’s belongings, and making rude gestures.

Cyber-bullying: This takes on the same form as bullying, but is committed over an electronic device and/or network. Cyber-bullying can occur at anytime, anywhere, and with a large audience. Typically, this type of bullying is executed by using a cell phone and/or internet.

Therefore, any event, whether real, digital, or perceived, that occurs between our students can be acted on by the school Principal. While most incidences of cyber-bullying occur off school grounds, disciplinary action will be instituted when deemed by the Principal that this conduct would potentially create a risk of substantial disruption within the school environment.

BUS BEHAVIOR

Conduct on the school bus is included as a form of campus behavior. Therefore, students are expected to act properly on and around the school bus at all times. The behavior expected throughout the school day is also expected on the bus. *St. Francis-St. Stephen students will be held accountable for their behavior on the bus as if they were in school.*

Parents will be notified if a St. Francis-St. Stephen student receives a bus referral. ***If a student receives two (2) bus referrals in a given calendar year, he or she will be suspended from the bus.*** The length of suspension is determined by the Principal. ***After subsequent referrals, the Principal has the right to request alternate transportation for the student.*** Please be advised, the bus is meant to be a form of safe travel for all students.

USE OF SCHOOL GROUNDS / STUDENT BEHAVIOR AT EVENTS

Students are not allowed on school property before, during, or after school, unless they are under the direct supervision of an adult.

SCHOOL PROPERTY

Students are responsible for the care of school property and materials. Respect for school property (desks, lavatories, equipment, etc.) is expected of all students attending our school. Students deliberately destroying property will be disciplined at the discretion of administration. It is important that children learn to value the many material goods available to them.

Desks and Storage: All students are assigned a classroom desk and additional form of storage within the classroom and/or school building.

All desks and units of storage within the school are the property of St. Francis-St. Stephen School and assigned to students for their use only. Students may use only the desks/ storage units assigned to them. Students should not share storage units with other students, unless designated by the classroom teacher. Sharing personal storage space can create a potential liability to each of the students. Desks and other forms of storage are to be kept sanitary, free from graffiti, and organized.

The school Principal and/or designated school personnel have the right to search desks or any storage unit within the school when they have reasonable cause to believe that a student is concealing something, or has possession of an item, which is either dangerous or is in violation of the school rules. Items that disrupt or interfere with the educational process may be confiscated from the student.

All personal belongings and school issued materials must be kept in the desk or storage unit. This includes all books and book bags. Extreme care and good judgment should be exercised in the use of desks/storage units and their contents.

Books: Books must be covered and kept in good condition during the year. Students are responsible for defaced and/or lost books.

INTERNET ACCESS

St. Francis-St. Stephen School offers internet access for student use. The following is the acceptable use policy:

1. The school internet system has been established for a limited educational purpose. The “educational purpose” includes classroom activities, student reports, and limited high-quality self-discovery activities. It is not a public access service, public forum, commercial use, or for political lobbying.
2. Students will have access to internet information through the library, the technology lab, and classrooms under direct adult supervision.
3. Students may not post personal contact information about themselves or others. Personal contact information includes your address, telephone number, school address, work address, etc. No meeting may be set up through the school internet.
4. Students will promptly disclose to teachers or other school employees any messages received that are inappropriate or uncomfortable.
5. Students will not attempt to gain access to unauthorized systems, or disrupt the school system.
6. Students will not use inappropriate language; engage in personal, prejudicial or discriminatory attacks; nor engage in any form of harassment or cyber bullying.
7. Permission from teachers or administration must be secured before downloading any information.
8. Students may not plagiarize works found on the Internet, and must respect the rights of copyright owners.

Should any of the above rules be broken, students may lose their right to use the Internet.

LUNCH/RECESS

All students in grades K-4 will have lunch for one half hour and recess each day. Grades 5-8 will have one half hour for lunch. Recess is at the discretion of the principal and/or faculty. Students are expected to know the proper table etiquette and use it each day during their lunch periods.

Lunch Room:

- Students will sit with classmates at assigned tables.
- Students may talk quietly while eating.
- Students will remain seated during the lunch period, leaving seats only with the permission of the lunch monitor(s).
- Insubordination with lunchroom monitors will result in loss of recess time. A parent conference will be called should disrespect or misbehavior continue.

Playground:

- For playground recess, all classes must be accompanied by a classroom teacher.

DISCIPLINE POLICY

As a Catholic school community, we expect the highest standards of respect and dignity of each student at St. Francis-St. Stephen School. Both attitude and character are developed during the school year. Every adult in our

building is responsible for making sure that all students understand and observe the school rules. Adults in the school include: faculty, staff, volunteers, parents, and the principal.

SCHOOL'S ROLE:

Not every adult carries the same role in the enforcement of the school rules. In addressing discipline issues, normal corrective action(s) is/are guidance given by an adult to a student to assist the student in making minor adjustments to self-correct the issue. Disciplinary consequences are different from a normal corrective action. *Consequences* are behavioral modification that is applied when a student cannot or will not self-correct and, therefore, does not observe the school rule(s).

All discipline questions and concerns, regardless of the nature or severity, are to be directed only to the Principal. The Principal will discuss the situation with the faculty or staff person and either give guidance and direction as to how to proceed or will accept a referral and address the situation personally. It is expected that student behavior reflect the high standards of good Christian living. When necessary, students are referred to the Principal or designee (i.e. Teacher-In-Charge when principal is off-site). Parents will be notified when there are incidents that warrant a parent phone call and/or meeting.

The Dignity Act Coordinator should not be involved in disciplinary situations except at the discretion of the Principal. Conversely, if there is a concern about bullying, harassment, or discrimination, the Principal will inform and involve the Dignity Act Coordinator.

PARENT'S ROLE:

Any form of discipline is effective only when it is reinforced within the home. If you have a question about your child's behavior or should you disagree with a method used, please first discuss this matter with the teacher. Problems are typically solved with communication between parent and teacher. ***Remember, each student is responsible for his/her own actions.***

The Principal, faculty, and staff are only able to discuss **your child** with you in conversation. *The Principal has the final decision in all matters and disciplinary circumstances.* The Principal/Teacher-In-Charge becomes involved when a teacher refers a student. A teacher will contact the Principal regarding a student after recognizing inappropriate behavior and attempting to correct the situation through classroom corrective actions. The Principal will review the incident(s), interview the student(s), and assign appropriate consequences that may include, but are not limited to: a verbal and written apology, detention, meeting with parents or guardians, in-school suspension (ISS), and/or out of school suspension (OSS).

CONFIDENTIALITY:

If the Principal is handling a situation he/she will communicate with faculty and staff on a need-to-know basis. Anyone who is a part of the disciplinary process must keep everything confidential. Students are entitled to confidentiality.

Please do not inquire about disciplinary measures that have been taken with any child other than your own or compare consequences your child receives with those assigned to another child. As we explain to the children, fair and equal are not always the same thing. You do not have personal knowledge of a child's circumstances nor are we at liberty to discuss that with you. We are willing and able to discuss what is fair and appropriate for *your* child, however the principal, in consultation with Diocesan administration will make final determinations.

POSSIBLE OFFENSES:

- Any action that potentially endangers or jeopardizes the safety and health of the St. Francis-St. Stephen school community, to include tampering with fire safety equipment;
- Disturbance that interferes with a lesson or results in removal from class;
- Dress code violations;
- Eating and/or drinking at times not designated by the classroom teacher;
- Failure to behave appropriately at school liturgies, prayer services, assemblies, extracurricular activities, field trips, and/ or school-sponsored events;
- Fighting and or physical violence of any kind, including shoving, inappropriately touching, or even the threat of violence;
- Insubordination, disrespect, or vulgarity towards a member of the school community;
- Introduction or practice of anti-Christian activities;
- Lying;
- Plagiarism/Copying;
- Possession, use, or sale of weapons;
- Repeated tardiness to class;
- Smoking and/or use of tobacco products;
- Theft/stealing;
- Truancy from school or classes;
- Use of a cell phone in school, to include making or receiving calls, sending or receiving text messages, checking the time, and/or taking photos in school, including unauthorized distribution of these photos;
- Use of inappropriate language;
- Vandalism and/or destruction of school property or another student's property;
- Violations of the Bullying Prevention/Harassment Policy, Drug and Alcohol Policy, Computer/Internet Use Policy, and/or Academic Honesty Policy.

Some misbehavior is minor and will be handled routinely through corrective actions by the classroom teachers.

When the students receive reminders by the teachers, they should be able to self-correct.

Major offenses are any serious misbehavior that creates an unsafe environment for anyone. These types of offenses are always to be referred to the Principal. These may include physical or emotional harm, inappropriate language, destruction of property or any action the teacher deems significant. Additionally, repeated misbehavior should be treated as disobedience or insubordination and should be referred to the Principal.

All Students, Faculty, and Staff are entitled to respect and dignity.

POSSIBLE CONSEQUENCES:

To ensure that consequences meet all of the above the Principal will, in every case possible, consult with the adult(s) most directly involved to gather information. In cases of serious misbehavior, the Principal will always consult with the Superintendent's Office.

To be effective, consequences need to be:

- timely
- reasonable
- meaningful
- appropriate to the student
- appropriate to the situation

Examples of **possible** consequences:

- | | |
|---------------------------------|----------------------------|
| Conversation with Teacher | After school detentions |
| Conversation with Principal | Conference with parents |
| Phone call or e-mail to parents | Suspension from activities |
| Writing assignments | In-school suspension |
| Loss of privileges | Out-of-school suspension |
| Lunch detentions | Expulsion |