



ST. AMELIA SCHOOL

Inspiring Excellence Every Day

PARENT AND STUDENT HANDBOOK 2026-2027



2999 Eggert Road
Tonawanda, New York 14150

Dr. Lori Jonas, Principal

Phone: 716-836-2230

FAX: 716-832-9700

Website: www.stameliaschool.org

Email: office@stameliaschool.org



www.stameliaschool.org



2999 EGGERT RD. TONAWANDA, NY 14150



716-836-2230

Dear Parents and Students,

Welcome to St. Amelia Catholic School! In choosing St. Amelia Catholic School, you have demonstrated a commitment to the values and philosophy of a Catholic education. The Parent/Student Handbook reflects the policies of our educational institution.

Please read this document carefully and sign and return the attached agreement(s) which will be/have been sent home with your child(ren) during the first week of school.

These signed agreements state that you intend to abide by the policies of St. Amelia School. The faculty and staff of your school look forward to working with you to promote academic excellence and spiritual development in the context of the teachings of the Catholic Church.

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

Sincerely,

Rev. Michael LaMarca

Dr. Lori Jonas

Saint Amelia School

A "Five Star" Catholic Elementary School

New York State School of Excellence

United States National School of Excellence

Prayer for St. Amelia Catholic School

Lord, Thank you for all that you have given us,
Our School where we learn and our friends who are always there for us,
For our priests and teachers who direct and educate us, we pray that your honor and enthusiasm
be forever with them. For our families that love and support us, we pray that your love and guidance
be forever with them.
St. Amelia, brave, loving, and true, helps us to love and serve God in all that we do. Amen.

Mission Statement for St. Amelia Catholic School

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

Mission Statement for St. Amelia Parish

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

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

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

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

Core Values for St. Amelia Catholic School

- Affirming Faith
- Awakening Knowledge
- Aspiring to Serve
- Assuring Leadership
- Advancing Character

Character Education Pledge

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

School Board

The St. Amelia Catholic School Board consists of the school chaplain, the principal, an officer of the Home School Association, a teacher representative, parishioners, and parents of St. Amelia Catholic School. The role of the Board is advisory and to make recommendations in the areas of school planning, finance, public relations, and curriculum.

About St. Amelia School

St. Amelia School, located on the campus of St. Amelia Church in Tonawanda, New York, is a Catholic elementary and middle school serving students from **Pre-Kindergarten 3 through Grade 8**.

Rooted in our Catholic faith, St. Amelia School provides a nurturing and challenging educational environment where students are known, loved, respected, and encouraged to reach their full potential. Guided by our call to **“teach as Jesus did,”** we strive to educate the whole child—spiritually, academically, socially, and emotionally.

Our academic program follows the curriculum guidelines of the Diocese of Buffalo and is aligned with New York State learning standards. Through rigorous instruction, engaging learning experiences, and current educational practices, we prepare students for continued academic success while helping them grow in faith, character, responsibility, and service to others.

History

Our parish was founded in 1953 by Bishop Joseph A. Burke and named in honor of his mother's Patron Saint, Amelia. The first Mass was celebrated on September 13, 1953, in a field owned by the Brighton Fire Company on Jamaica Road, by the founding pastor, Msgr. John L. McHugh.

Two years later, in September of 1955, the school opened its doors for some 1,600 pupils, under the supervision of the Felician Sisters. The Sisters continued to operate the school until September of 1995, when the leadership was passed on to the school's first lay principal, James Mulé. Approximately 4,000 pupils have graduated from the school since 1956. The school enjoys consistent support from its alumni and from parents of the alumni.

A highlight in the school's history was its designation in 1999 as a National School of Excellence by the United States Department of Education, at ceremonies in Washington, D.C., where the pastor and principal received congratulations from President Bill Clinton and the Secretary of Education. The school was subsequently recognized as a New York State School of Excellence and since 1991 has been Middle States Accredited. It is also a National School of Character and has earned the "excellent" rating from the Council on Private Education.

Our patron, Amelia, was a religious sister in present-day Belgium in the eighth century. She founded a Church in the town of Temse, just south of Antwerp, around 760. Amelia is the patron of farmers and fishermen, and is often invoked by people with arm and shoulder ailments, and by young people striving to be faithful to their Christian ideals. Temse is today the home of what we believe is the world's only other Saint Amelia School.

Catholic Identity and Educational Philosophy

As an integral part of the St. Amelia parish community, St. Amelia School is dedicated to providing an excellent education rooted in the teachings of Jesus Christ. In partnership with families, we educate the whole child, **spiritually, academically, socially, emotionally, and physically**, within a community of faith, compassion, and respect.

We recognize parents and guardians as the primary educators of their children and value a strong partnership between home and school. Through open communication, mutual respect, and a shared commitment to each child, we work together to help every student recognize and develop their unique, God-given gifts.

The St. Amelia Difference

Our Catholic identity is not limited to religion class; **it is woven into every aspect of school life**. Students are challenged to grow in their relationship with God, live the Gospel, serve others, and become people of faith, character, compassion, and integrity.

At St. Amelia School:

- Students deepen their faith through prayer, Scripture, the Sacraments, Mass, religious instruction, and service.
- Faculty and staff model our Catholic faith through their words, actions, relationships, and service to others.
- Students learn the importance of responsibility, self-discipline, respect, forgiveness, compassion, and making choices rooted in faith.
- Students of all faith backgrounds are welcomed into our community and participate in the faith-filled experiences that are central to a St. Amelia education.
- Students are encouraged to recognize the dignity of every person and to use their gifts in service to others, particularly those who are vulnerable or in need.

Faith and Character Formation

Character formation has always been an essential part of Catholic education. At St. Amelia School, we believe academic excellence must be accompanied by the development of strong moral character.

Throughout the school year, students learn about and practice virtues that encourage them to become responsible, respectful, compassionate, and faith-filled individuals. These values are reinforced through classroom instruction, prayer, service, relationships, discipline, and the everyday experiences of school life.

Character formation begins in the home and is strengthened through the partnership between families and school. Together, we seek to prepare students not only for academic success, but to become young people who know what is right, choose what is good, serve others, and recognize God's call in their lives.

Policies and Procedures

St. Amelia Catholic School does not discriminate on the basis of race, sex, color, national and ethnic origin, or handicapping conditions (if, with reasonable effort on the part of the school, the disabled student(s) can be accommodated). We strive to meet the needs of the students and families we serve, and we are committed to provide opportunities for all backgrounds to receive a Catholic education.

The school is subsidized by the parish and gives preference in admission to Catholic students who are members of St. Amelia Parish. The mission of the Catholic school is an extension of the overall evangelical mission of the Catholic Church. All Christians and non-Christians are welcome when openings exist. As members of the St. Amelia Parish family, we are all one body in Christ and recognize the importance of celebrating the Eucharist together each Sunday. Each child and his/her parent or guardian must participate

in Mass at St. Amelia Church or their home parish each Sunday. It is understood that there may be occasions when you will celebrate Mass at another parish, but your commitment must be to attend Mass at St. Amelia Church or your home parish on a regular basis.

St. Amelia Catholic School strives to provide an environment for successful student growth in all aspects of development. In order to ensure a successful educational career at St. Amelia Catholic School, all students are held to both high academic and behavioral standards.

All new students will be given a trial period of no less than one marking period in which to prove himself/herself both socially and academically. St. Amelia Catholic School reserves the right to unenroll a student after the trial period if it is in the best interest of the school community and/or the new student. If during this trial period there are any problems, a student may be asked to withdraw his/her attendance at St. Amelia Catholic School.

Nondiscriminatory Policy

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

Admissions/Tuition Information

Re-Registration

Re-registration of the current student body normally occurs in early winter and it is an auto re-enrollment system unless a parent/guardian notifies the office otherwise. All financial obligations and volunteer service requirements for the school year must be current in order to re-register.

Withdrawal

It is expected that the office will be contacted in writing via our Departure Survey when withdrawing children from St. Amelia Catholic School. Student records cannot be released without this notification and the completion of our departure survey. The education of a student is a partnership between the parents and the school. Just as the parents have the right to withdraw a child if desired, the school administration reserves the right to require the withdrawal of a student, if the administration determines that the partnership is irretrievably broken. We also reserved the right to withdraw a student from the school for tuition payments that are significantly behind with no plan in place with the school to rectify balances.

Probation

All new students will be given a trial period of not less than one trimester period in which to prove him/herself both socially and academically. If during this trial period there are attendance, behavior or academic issues, St. Amelia Catholic School reserves the right to require the withdrawal of the student and the remainder of the academic year's tuition will be refunded.

To qualify for Parishioner Rate, family must be:

(a) Practicing Catholics and attending weekly Mass; (b) registered in the parish family (St. Amelia Parish, OLC,

St. Christopher Parish) (c) contributing regularly through the use of Church envelopes for attendance and giving.

Fundraising Agreement

All families are encouraged to raise \$600 or more through the multiple fundraising opportunities that we provide each year.

There are many sources of financial aid for students at our school in Grades K-8: Contact Mrs. Golinski in the school business office, 716-836-2230, for more information.

Attendance and School Hours

School Hours, for all grades PK3-8th:

7:45 am - 2:35pm

Arrival begins and students may enter classrooms	7:25-7:45am
Breakfast served	7:25-7:45am
School Day/Instruction begins	7:45am
Afternoon prayer and announcements	2:30pm
Dismissal	2:35pm
After School Program begins	2:55pm

School Office Hours

The school office is open on all school days from 7:25 am - 3:00pm

Arrival at School/School Entrances

Main Entrance: Eggert Rd. (parking lot), all PK-8th Grade students.

Back Entrance: St. Amelia Drive, bus drop off/pickup

Arrival Procedures:

Students in grades PK3 - 8: The parking lot will be divided into three (3) lanes for arrival:

- The closest lane to the curb should be used when dropping off students in car seats.
- Upon driving up, a staff member will greet and guide the students from the parking lot into the building after they have left their car.

Dismissal Procedures:

End of the Day Dismissal: Students in Gr. PK-8 are dismissed from their classrooms out of designated doors following afternoon announcements (which begin at 2:35pm).

Designated Doors for Dismissal:

PK/K students are dismissed from the McHugh Door (Door 2) to the car seat section between the school and the church.

All students who are pickups must exit through the main front doors. All bus riders and walkers must exit into our bussing area.

All students must be picked up from school by 3:00pm daily. *Any students remaining after 3:00pm will be sent to our After-School Program, and a fee will be applied.*

Students in extracurricular activities remain in their homeroom classrooms until released to the club advisor/coach.

If your child will be going home differently than what he/she normally does (default plan in Raptor, bus rider, walker, After-School Program, etc.), **the dismissal plan needs to be communicated to the office by 2:00pm.**

Attendance, Absences, and Tardies

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

Absences: If your child is going to be absent or late, please alert the office and also share the reason for the absence or tardy. When a student returns to school following an absence, we must have a note from the parent stating the reason.

Early Dismissal Procedures: Every effort should be made to schedule appointments after school hours. In the event that this is not possible, contact the office. Students can only be picked up by a parent/guardian or an authorized adult. The person must report to the main office door to sign out the student and provide the proper identification (driver's license). Parents are not allowed beyond the front foyer. The student will remain in class until the parent arrives at the school to pick up the child. Parents must remain in the school foyer until their child exits the building with them. **Under no circumstances can children be sent out to a waiting car in the parking lot; they must be accompanied by an adult for safety reasons.**

If the child returns to school during the same school day, he/she must be signed back into school in the office by the parent/guardian. The bell can be rung and staff will meet students and parents at the Eggert Road door.

Ineligibility due to Absence: A student who is absent from school on a given day cannot participate in an extracurricular activity (sports, clubs, etc.) on that same day. A student must be in school for at least half of the school day in order to participate, except in the case of medical exemptions or a death in the family. Our Athletic Director will monitor absences and communicate with coaches regarding absences.

Vacations: Students removed from school for vacations, the absence will be considered an unexcused absence from school. Parents are to notify the school of the vacation, in writing, at least one week in advance. Teachers **are not required** to prepare work for a student prior to unexcused absences. The family assumes responsibility for the educational needs of the child while on vacation.

After School Program:

St. Amelia Catholic School offers an After School Care Program. Any student in our Pre-K through 8th grade is eligible to attend the After School Program. Students will be supervised in various indoor and outdoor activities (weather permitting). It is suggested that students bring a healthy snack if they are attending the after school program.

Parents will come to the back door (St. Amelia Drive entrance) for pick up. A staff member will bring the child to the door for release. Parents will not be allowed in the building.

Students may attend the After School Program following regular school dismissal until 5:30 pm. There is NO After School Program on days we are not in session and on all half-days.

After School Program Phone Number: 716-836-2230

Transportation:

Students who take the bus are required to obey the directions of the driver, who is authority on the bus. It is important that children remain seated on the bus, following the rules of courtesy and safety. If a child becomes a continued disciplinary problem, endangering the safety of others, the parents will be informed. There may be a suspension of riding privileges.

Bus Rules:

- Approach the bus only after it comes to a complete stop.
- Be seated immediately and use a soft, indoor voice.
- Keep everything inside the bus--arm, legs, heads, objects, etc.
- Respect the driver and the other passengers.
- No disorderly or disrespectful behavior will be tolerated.
- Eating or drinking is not permissible on the bus.

When a student is NOT going to take the usual bus home, the parent is expected to update this by calling the office. Children may not go to a friend's home by riding a bus from a district other than their own, since insurance of the district does not cover the child.

Parking: Your patience and cooperation is critical to ensure safety in the parking lot. Our goal is safety for your children, not convenience and time saving efforts for the benefit of parents.

You can help us promote our safety program by observing the following regulations: ● Allow enough time for arrival and dismissal to ensure the safety of all our students and staff. ● In the morning, you may drop off your children by following the cars in the lanes designated. Proceed to the drop off area of the lot.

- Please do not leave your car. Staff will guide the students from the parking lot into the building after they have left their car.
- Parents may not walk to the building with a student from the unloading portion of the arrival lane.

Classroom Interruptions and Student Telephone Use: We make every effort to keep interruption of the instructional program to a minimum. Therefore, students and teachers will not be called to the phone during the school day. The office phone is a business phone and students are permitted to use it only in case of an emergency. Forgotten homework, athletic equipment, etc. do not constitute emergencies.

Parents/Visitors in the School Building:

Upon approaching our school building, ALL visitors, including parents, will be asked to present an ID such as a driver's license, which can either be scanned or manually entered into the system.

If a parent or guardian for any reason does not have a US government-issued ID, the school staff member can use any form of identification and manually enter the person's name into the security system. The security system will check to ensure that registered sexual offenders are not entering our school campus without our knowledge. The security system checks the visitor's name and date of birth for comparison with a national database of registered sex offenders. The registered sex offender database is the only official database checked by the security system. No other data from the ID is gathered or recorded and the information is not shared with any outside agency.

No parents will be allowed into the building unless approved by the school principal or for a school sponsored function during the school day.

Cafeteria Services:

The school cafeteria provides several choices of lunch. Breakfast is also available for students from 7:25-7:55 am every day and will be consumed in their homerooms.

Monthly lunch menus are sent in the "Knighly News" and posted on the school website.

Parents may pre-pay for lunches and deductions will be made as the child purchases lunches and snacks. Student lunch accounts will not be allowed to have a negative balance for snacks.

Please note: If your income changes during the school year, contact the school office for an application form. Students may bring in a water bottle to keep at their desks and students may also pack a daily snack to be consumed at the teacher's discretion.

Bathroom Requirements of All Students Enrolled in Pre - Kindergarten & Kindergarten: St. Amelia Catholic School is an elementary school environment, not a daycare, and, as such, teachers or teacher assistants are not permitted to assist children in the bathrooms.

- Children need to function independently with all bathroom procedures
- Students must be able to wash hands, manage bathroom needs, and dress themselves
- Wearing of pull-ups is not acceptable
- If a student experiences repeated bathroom accidents, parents will be called to school to attend to their child
- Continued accidents will require the student to remain at home until they are fully trained

Academic Policies:

Class Preparation: Each teacher will specify the particular supplies for the class. A supply list is provided in June and can also be found on the school website. All students should have their own supplies for daily use. Students should come to school fully prepared with the needed supplies and a fully charged Chromebook if they are in grades 6-8.

Student Agenda: All students in Grades 1-8 are issued an assignment agenda. It will be the responsibility of each student to bring the book to class and record assignments daily. There is also room in the assignment book for communication from parent to teacher or teacher to parent. Help your child use their book daily as a tool for success. If students lose their agenda, a replacement will be provided and a \$5 charge will be added to your FACTS account.

Assessments and Testing:

Assessment is essential to evaluating student progress. The testing program at St. Amelia Catholic School includes teacher-constructed tests, statewide pupil and program evaluation tests, and national standardized tests. Results of these tests are used to evaluate student performance, assess program effectiveness, and prescribe educational programs.

- June exams are administered at the end of the year. The material tested reflects the required curriculum taught in each unit (Sept. - June). Grades 3 through 8 are included in this testing program.
- Benchmark Assessments are conducted in Grades K-8, three times per year.
- **Progress Reports:** Progress Reports are available in the eSchool Portal for Grades 3-8. The purpose is to keep the parents informed of the student's progress or areas for improvement. These reports are not sent home; they can be accessed by families via their eSchool Portal.
- **Report Cards:** Report cards (hard copies and via the eSchool Portal) are issued for grades PreK-8 each trimester. The Trimester 1 and 2 report cards are sent home with students. Trimester 3's report card will be mailed home approximately 1 week after the school year ends.

Promotion/Retention/Transfer Policy

Advancement to the next grade in St. Amelia Catholic School is based on the student's daily performance, test results, recommendations of teachers, attendance, 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. 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. Students may also be transferred to the next grade. A student who is transferred to another grade may not be allowed to continue as a student at St. Amelia Catholic School.

Graduation Requirements

The requirement for a diocesan diploma is an average of 70% in the subjects tested. A diocesan diploma is a

document stating that the student has satisfactorily completed all diocesan requirements for graduation and is eligible for admission to high school.

Grading:

Student Management System (eSchool): Teachers post grades, progress reports, and report cards onto the Parent Portal of eSchool. This allows 24-hour access to all parents. In order to access the Parent Portal, call the school office for information.

Grades 3 – 8

Report Cards are issued three times a year. Passing is achieved by maintaining marks of 65% and above. Students are graded with number grades in all subjects.

Homework Policy Due to Illness: Students will be allowed one day for each day of absence due to illness to turn in missed work. For example, a student who was absent three days should be given three school days to complete the missed work. This does not apply to long-term absences as old material must be learned before new material can be taught. In these cases, please email the homeroom teacher and Dr. Jonas to arrange special accommodations.

Homework Policy Due to Unexcused Absence (i.e. vacation): Students are responsible for missed work due to an unexcused absence. Additionally, in the case of an extended vacation, new material may be missed and the student and family must work together with the teacher(s) to ensure that material missed is completed in a timely manner.

Dress Code:

St. Amelia Catholic School has an established uniform policy and registration of a child requires compliance to the uniform code. The school uniform is to be worn at all times. If a student arrives out of uniform without a note/email to the homeroom teacher, his or her parents will be informed and may be asked to deliver the proper articles of clothing to school if it is a repeated issue.

Additional Dress Code Expectations:

To maintain a neat, modest, and school-appropriate appearance, the following guidelines apply:

- Girls may wear one small necklace, one small pair of earrings, and one bracelet.
- Light and modest makeup is acceptable.
- Nail polish should be modest and neutral in color, such as light pink or a French manicure. For safety reasons, artificial nails are not allowed, and nails should not extend beyond the fingertip.
- Hair should remain a natural color. Extreme hair colors and hair tinsel are not allowed.



ST. AMELIA SCHOOL

YEAR ROUND UNIFORM GUIDELINES

KINDERGARTEN – 8TH GRADE – 2026–2027

SHIRTS



SHORT SLEEVE WHITE
OR NAVY POLO WITH
LOGO



LONG SLEEVE WHITE
OR NAVY POLO
WITH LOGO



NAVY BLUE BUTTON DOWN
CARDIGAN WITH LOGO;
NAVY V-NECK SWEATER
WITH LOGO;
NAVY FLEECE WITH LOGO,
NAVY BLUE 1/4 ZIP
WITH LOGO



GRADES 3–8

BOYS

BOTTOMS

GIRLS



NAVY, BLACK,
BROWN BELT

SOLID NAVY
UNIFORM
SHORTS;
APPROPRIATE
LENGTH



SOLID NAVY UNIFORM PANTS



PLAID OR NAVY
UNIFORM
JUMPER



PLAID OR NAVY
UNIFORM SKIRT
OR SKORT



NAVY UNIFORM SHORTS



NAVY UNIFORM PANTS

GYM UNIFORM



SAS GYM SHIRT
WITH LOGO



SAS GYM SHORTS OR SOLID
NAVY BLUE SHORTS;
APPROPRIATE LENGTH



SAS HOODIE WITH
LOGO



SNEAKERS



SAS GYM JOGGERS
OR SOLID NAVY BLUE
JOGGERS

SHOES & SOCKS



SOLID NAVY, BROWN, GREY OR
BLACK DRESS SHOES
ON UNIFORM DAYS



SNEAKERS ON GYM DAYS
KINDERGARTEN SNEAKERS
EVERYDAY



NAVY, BLACK, WHITE ANKLE OR
KNEE SOCKS

WHITE OR NAVY TIGHTS OR
LEGGINGS UNDER UNIFORM
SKIRT

Extracurricular Experiences:

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

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

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

- Principal recommendation
- Maintaining a passing average
- Medical Release Form with physician's signature

Please Note: No student is allowed to try-out for any sport activity unless all of the above criteria are met.

Policies for Participation:

- Signed parental permission slip required
Required health forms on file in the Nurse's Office (7th and 8th grade parents please check the Sports Info on our website for specific information on these particular grades' NYS requirements)
- Passing performance in ALL academic classes
- Shows pride in team and sportsmanship
- Suspensions, both in and out of school may result in student suspension from sports participation as well.

A student who is absent from school on a given day cannot participate in an extracurricular activity (sports, clubs, etc.) on that same day. A student must be in school for at least half of the school day.

Parties

All parties held at school are arranged with the consent of the principal/homeroom teachers. Students are permitted class parties during the year to celebrate: Halloween, Christmas, and Valentine's Day.

Birthday Celebrations

We are happy to celebrate our students on their birthdays! Students in **PreK3 through Grade 8** may bring a small birthday treat to share with their class. Students with summer birthdays are welcome to celebrate their half-birthday during the school year.

Families should check with the homeroom teacher regarding **food allergies or classroom-specific guidelines** before sending in treats.

To help us celebrate students while keeping the school day running smoothly:

- Locker decorating is not permitted.
- Birthday celebrations should remain simple and appropriate for the classroom setting.
- Invitations to parties held outside of school should be distributed outside of school **unless the entire homeroom is invited.**

Thank you for helping us ensure birthday celebrations are fun, inclusive, and respectful of all students.

Service to Others

All students entering 8th grade are required to complete 30 hours of service prior to graduation. Those students enrolled in National Junior Honor Society (NJHS) are required to complete an additional 15 hours for a total of 45 hours of service. All service hours must be submitted to Miss Emily Dauer for tracking purposes.

Lockers

Each student is assigned a locker in which to store clothing and textbooks. In order to maintain a quiet atmosphere for class, students are allowed to go to their lockers only at specified times. The school reserves the right to inspect lockers at any time.

Communication:

Open and honest communication between home and school is critical to build and maintain a strong home to school connection. Direct communication with your child's teacher is the most effective way to receive correct information. PreK-5 can use Class Do Jo and all grades can use teacher email.

If as a parent, you have any concerns regarding academics, social emotional needs, etc. please reach out to your child's classroom/homeroom teacher first.

E-School Parent Portal

Parents have access to their child's grades (homework, tests, etc.), Progress Reports, and Report Cards. Sign up with the office staff in the main office.

School Calendar

Each month, a calendar of upcoming events, the cafeteria menu, and any changes from the beginning of the year calendar will be sent to families via the "Knightly News."

Raptor Technologies

These automated systems are the Instant Parent Contact System that is used to reach parents and staff with information regarding important school news. This system will enable school personnel to notify all households and parents by calling, texting, and/or e-mailing within minutes of an emergency or unplanned event that causes early dismissal, school cancellation, or late start. The service may also be used from time-to-time to communicate general announcements or reminders.

Conferences

Conferences will be held twice per year: once in the fall and once in the spring. However, they may be held anytime at the request of the parent or the teacher throughout the year. An emailed request to the teacher is necessary to set up an appointment time for the conference.

Parent-Teacher Conferences

Spontaneous, unannounced visits to the classrooms are disruptive and are not allowed. Parent-teacher conferences are scheduled during the fall and can also be scheduled with the teacher on an as needed basis.

Administration/Parent Conference

Appointments for a conference with administration can be set up through the school office. All parties involved should be communicated with BEFORE the matter is brought to this level. For example, disagreements with a teacher's classroom policies should be discussed with the teacher first.

Volunteers:

In order to volunteer in the school or for other activities involving the children, the Diocese of Buffalo has mandated the following requirements:

- Volunteers must undergo a complete background check and complete the Volunteer Sign-Up form.
 - Forms may be obtained from the school office.
- Volunteers must take Protecting God's Children class and remain up-to-date on Virtus requirements.
- Volunteers must sign in at the school office and receive a badge before going into classrooms, playground, cafeteria, etc.
- Volunteers must dress appropriately; all clothing should be modest and neat.
- The main responsibility of a volunteer is to assist the administration or teachers. For this reason, preschool siblings are not allowed to accompany parent volunteers to school for meetings, to serve lunches, to assist with class parties, or to decorate bulletin boards.

Any volunteer who does not complete the requirements will not be allowed to volunteer his or her time at the school.

Virtus

According to a Diocesan mandate, all employees, volunteers, staff, coaches, teachers, and aides working with children must attend a "Protecting God's Children Seminar." You may attend a seminar offered at St. Amelia Parish or any other Diocesan site. Registration may be completed online at www.buffalodiocese.org and click on Virtus Online registration.

When registering online, indicate what seminar you are attending, your position, (example: coach, teacher, aide, parent volunteer, etc.) After the seminar, you are asked to read monthly updates via the Internet. Additionally, all school volunteers must complete the "Volunteer Questionnaire" and "Code of Conduct" Forms – available at the school office.

Home School Association (HSA)

Our Home and School Association (HSA) works to bring a closer relationship between the home and the school so parents and teachers may cooperate in the education of the children.

General meetings are held and advance notice will be sent home throughout the year. Volunteers are always needed for special activities such as fundraisers, Santa's Secret Shop, Catholic Schools Week, and Field Day. We are proud of our Home & School Association and urge you to become involved.

Parent Liaisons

Appointed by the principal in conjunction with the pastor and Board of Education. The role of the parent liaison is to:

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

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

The St. Amelia Home School Association coordinates several fundraisers during the school year. As part of the Registration Fundraising Agreement Policy, all St. Amelia families are required to sell \$600 worth of raffle tickets as listed below from the HSA and a \$50 donation or basket raffle item of equal value.

School Records

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

Records of students transferring to other schools will only be sent through the U.S. Mail, fax, or email. No records will be given to parents to transport to the new school.

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

Consistent with the provision of the Family Educational Rights and Privacy Act of 1974, official records, files and data directly related to their children are available to parents upon request to the principal. The principal will schedule an appointment with you to review the records requested. A request form for the parent to examine the records must be signed and kept on file in the school office (Diocesan Guideline #6081).

When parents are divorced and custody of the child is part of the decree, it is advisable that the principal secure a copy of the court decree and keep it on file. Under the Buckley Amendment, a school may presume that either parent has access rights to the child's educational records, unless a court decree states the contrary.

Custody

If parents are divorced or separated, the school presumes that both parents have access to the children unless one parent can provide evidence that he or she has the sole right/access. A copy of documentation providing such evidence must be kept on file in the school office.

Non-Custodial Parent

In the absence of a court order to the contrary, St. Amelia Catholic School will provide the non-custodial

parent access to a student's academic records and other school-related information. If there is a court order denying access to the records and information, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

Emergency Information Cards

The Emergency Card must be completed and current so the school will have easy access to relatives in case of emergency. Changes of address and/or telephone number (as well as business address and/or numbers) should be reported promptly. Your child's Emergency Information Sheet should be kept up-to-date. It is imperative that we have the most current home and work phone numbers for every child's parents or guardians. If a child becomes sick in school and must be sent home, a parent or designated guardian must pick up and sign the child out. No ill or injured child will be released from school alone. No child will be released from school to the care of a relative, friend of parents, or babysitter unless this individual is named on the student's emergency card and can provide proper identification.

Safety Guidelines:

Crisis Plan

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

1. St. Amelia Church
2. Off Campus - Hamilton Elementary School
3. An alternative site may be chosen if the situation warrants.

Emergency Evacuation

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

Emergency Release Plan

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

1. 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 (St. Amelia Church) on St. Amelia Catholic School property.
5. If the entire complex must be evacuated, the children will be moved to a nearby public building.
6. The school will use SchoolMessenger to notify parents of the emergency dismissal and the point of evacuation.
7. Children will be released and transported by the Transportation Department from their school district if available.

Emergency Drills

State Law requires that fire drills be held twelve times per year and lockdown drills be held four times a year.

Closings:

Closing Due to Weather Conditions

Parents are asked to keep informed of school closings through SchoolMessenger, email and local TV stations channels 2, 4, 7. Please do not call the school or rectory. If the Kenmore/ Town of Tonawanda schools are closed, then St. Amelia Catholic School is also closed.

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

Closing Due to Illness

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

Health Guidelines:

New students, regardless of grade level must submit proof of a current physical exam and proof of immunizations BEFORE entering school. State mandated physicals for current students are also required for grades Pre-K 3, Pre-K 4, K, 2, 4, and 7. This form must be submitted to the health office in the first month of school. This form is available on the school website or from the health office. Your private physician's form is also acceptable.

State Education Department and local school board policies permit school personnel to provide first-aid (initial care) only.

A sick child should not be sent to school. Recovery is likely to be faster by remaining home. Other children should not be exposed to your child's illness. St. Amelia Catholic School reserves the right to send any student home who has not been fever and vomit free for at least 24 hours. Please do not send students back to school before this window of time has expired.

Please notify the school office if your child will be absent due to illness and/or hospitalization. Please report to the school office any communicable illness your child may contract, e.g., measles, chicken pox, rubella, strep throat, scarlet fever, head lice, whooping cough, fifth disease, scabies, impetigo, etc.

Parents of a new student that has a "life threatening" or serious medical problem such as an allergy that requires an epi-pen, diabetes, seizure disorder, etc. must make an appointment with the school nurse before the first day of school to discuss the required medication, procedures, and medical forms necessary for school.

Medications

Medications may be given at school if it is necessary.

- All medication is to be administered through the school nurse.

- All prescription and over-the-counter medication must have a "Prescription and Over-the-Counter Medication Permission Request" filled out by the physician and signed by the parent.

This form is available on the school website or from the health office. Medication must be brought to school by an adult. All medication must be in the original container with the student's name, name of medication, dosage, and time to be given. All medication will be disposed of at the end of the school year if it has not been picked up by a parent by the last day of school.

St. Amelia Catholic School Progressive Discipline Policy and Positive Behavior Intervention Programming

Behavior Expectations:

St. Amelia Catholic School is committed to providing a Catholic education that helps each student grow spiritually, academically, and socially while developing respect for God, self, and others. Our approach to discipline reflects this mission and recognizes the shared responsibility of the school and parents in guiding student behavior.

A safe, respectful, and well-ordered environment is essential for learning. Through clear expectations, positive role models, appropriate consequences, and partnership with families, we help students develop self-discipline, personal responsibility, and respect for others.

All members of the St. Amelia community—students, parents, and staff—share responsibility for creating an environment where every child can learn and grow. The guidelines that follow outline expected student behavior and the consequences when expectations are not met.

Parents and students are expected to become familiar with these guidelines. The principal and/or pastor retain final authority in interpreting and addressing school disciplinary matters.

Our Expectations for Students:

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

Basic Classroom Rules: Our basic classroom rules are based on the Golden Rule (Matthew 7:12) which states, "Do unto others as you would have them do unto you." *1. Be Respectful 2. Be Responsible 3. Be Safe.*

Unacceptable Student Conduct:

St. Amelia Catholic School expects students to conduct themselves in a manner consistent with our Catholic values and the safety and well-being of our school community. Unacceptable behavior, whether specifically listed in this handbook or not, may result in disciplinary action.

Depending on the nature and severity of the behavior, disciplinary action may include suspension or expulsion. Serious or repeated misconduct, persistent disobedience, criminal activity, or behavior that threatens the safety, well-being, or best interests of the school community may warrant more significant consequences.

When appropriate, school officials may work with families and utilize available school or community resources to address persistent or significant behavioral concerns. Conduct that may violate criminal law may be reported to the appropriate law enforcement agency.

School expectations apply on school property, on school transportation, and during school-sponsored activities, including those held off campus. **Off-campus or online behavior, including social media activity, may also result in school disciplinary action when it negatively impacts students, staff, school safety, the learning environment, or the St. Amelia Catholic School community.**

Bullying and Harassment

St. Amelia Catholic School is committed to providing a safe, respectful environment in which every student is treated with dignity. Bullying, harassment, intimidation, and other behaviors that interfere with a student's safety or well-being are not permitted.

Bullying generally involves repeated behavior intended to harm, intimidate, exclude, or exert power over another person. Not every conflict, disagreement, or unkind interaction meets the definition of bullying; however, behavior does not need to meet the definition of bullying to violate St. Amelia Catholic School's expectations for student conduct.

Bullying may include, but is not limited to:

- **Physical:** Hitting, pushing, threatening physical harm, or intentionally damaging another person's belongings.
- **Verbal/Emotional:** Name-calling, insults, threats, humiliation, teasing, or other behavior intended to cause emotional harm.
- **Social/Relational:** Deliberately excluding, isolating, embarrassing, or damaging another person's relationships or reputation.
- **Cyberbullying:** Bullying or harassment through social media, text messages, online platforms, electronic devices, or other forms of digital communication.

Examples may include repeated derogatory comments or nicknames, spreading rumors, purposeful exclusion, threatening or intimidating behavior, sharing demeaning or embarrassing content, or damaging another person's property.

Reporting and Investigation

Students who experience or witness bullying or harassment should report the behavior to a teacher, staff member, counselor, or administrator as soon as possible. Students may tell the other person to stop if they feel comfortable doing so, but **students are not required to confront another student before seeking help from an adult.** Parents or guardians are also encouraged to promptly report concerns to the school.

Administration will review reported concerns and conduct an appropriate investigation, which may include speaking individually with the students involved, witnesses, staff members, and others who may have relevant information.

Parents/guardians will be informed as appropriate regarding concerns involving their child. **To protect student privacy and confidentiality, the school will not disclose disciplinary consequences or other confidential information regarding another student.**

Consequences and Interventions

Consequences will be determined based on the nature, severity, frequency, and circumstances of the behavior and may include parent conferences, counseling or behavioral interventions, loss of privileges, separation from other students when appropriate, in-school or out-of-school suspension, restriction from extracurricular activities or leadership positions, and, in serious or persistent cases, expulsion.

When necessary to protect student safety or allow for an appropriate investigation, a student may be required to remain home or be separated from other students while the matter is reviewed.

False Threats

St. Amelia Catholic School takes all reports of threats seriously. Knowingly making, communicating, or reporting a false threat is a serious violation of school policy and may result in disciplinary action, including suspension or expulsion. When appropriate, false threats may also be reported to law enforcement or other authorities.

Hate Speech and Harassment

St. Amelia Catholic School is committed to creating a Catholic school community in which every person is treated with dignity and respect. We believe that each person is created in the image and likeness of God and deserves to feel safe, valued, and supported within our school community.

Hate speech, harassment, discrimination, or other conduct that targets, demeans, threatens, intimidates, or humiliates another person based on an individual characteristic or perceived characteristic will not be tolerated. This may include, but is not limited to, conduct related to race, ethnicity, culture, religion, sex, disability, physical appearance, socioeconomic status, academic ability, or other personal characteristics.

Prohibited conduct may be verbal, physical, written, visual, sexual, or electronic and may include slurs, insults, threats, offensive jokes or comments, degrading images or messages, unwanted physical contact, or other intimidating or discriminatory behavior.

Reports of hate speech or harassment will be taken seriously and reviewed promptly and appropriately. Disciplinary consequences will be based on the nature, severity, frequency, and circumstances of the behavior.

St. Amelia Catholic School is committed to working with students and families to foster a community in which all students are respected, supported, and able to flourish.

Alcohol and Drugs

Students may not possess, use, distribute, provide, or be under the influence of alcohol, illegal drugs, or other prohibited substances while on school property, during school-sponsored activities, or while representing St. Amelia Catholic School. Violations are considered serious and may result in disciplinary action, including suspension or expulsion, and may be reported to appropriate authorities when required.

Personal Electronic Devices

St. Amelia Catholic School maintains a **device-free school day**. Students may not use personal cell phones, smartwatches, or other personal internet-enabled devices from arrival through dismissal. This policy is consistent with New York State's Distraction-Free Schools initiative, which established bell-to-bell restrictions on personal internet-enabled devices in public schools beginning with the 2025–2026 school year.

Device Storage

- All devices must be powered off and stored for the entire school day in the provided space.
- Students who bring a cell phone or smartwatch to school must place it in their assigned homeroom storage pocket upon arrival.
- Younger students who bring a device to school will have it stored securely by their teacher.
- Devices should not be stored in student lockers.
- Students may not carry, check, or use personal devices during class, lunch, recess, passing periods, or other portions of the school day.
- Families who need to reach their child during the school day should contact the Main Office. Likewise, students who need to contact a parent or guardian may do so through the Main Office.

Exceptions

Exceptions may be made when use of a device is required for a documented medical need accompanied by an IEP or 504 Plan.

Why We Are Device-Free

A device-free school day reduces distractions, protects student privacy, encourages face-to-face interaction, and allows students to remain focused on learning and one another.

Inappropriate Images or Content

Creating, possessing, requesting, sharing, or transmitting sexually explicit or otherwise inappropriate images or content involving students is strictly prohibited and may result in suspension or expulsion. When required or appropriate, the matter may also be reported to law enforcement or other authorities.

Devices in Restrooms and Changing Areas

Students may **never possess or use a cell phone, smartwatch, camera, or other recording-capable device in a restroom, locker room, or changing area**. Violations will be treated as a serious student safety and privacy

concern and may result in detention, suspension, expulsion, or other disciplinary action depending on the circumstances.

Academic Integrity: Cheating, Plagiarism, and AI

St. Amelia Catholic School expects students to demonstrate honesty and integrity in all academic work. Cheating, copying another person's work, plagiarism, sharing or obtaining answers dishonestly, or submitting work that is not the student's own is prohibited.

The use of Artificial Intelligence (AI), including tools such as ChatGPT, is permitted **only when specifically authorized by the teacher** and must follow the guidelines established for the assignment. Using AI to complete or substantially produce work without teacher permission, or presenting AI-generated content as one's own work, is considered academic dishonesty.

Violations may result in academic and/or disciplinary consequences.

Additional expectations regarding technology, internet use, and Artificial Intelligence are outlined in the school's **Acceptable Use Policy (AUP), available from the Technology Office.**

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

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. The school has a right to discipline a student whose out of school conduct brings scandal to the school and Church community or which seriously detracts from the reputation of the school. The administration of St. Amelia Catholic School reserves the right to discipline its students for off-campus behavior that is not in line with behavior expectations of its students during the course of the school day. Examples of this off-campus behavior may include, but is not limited to, cyber-bullying or the distribution of inappropriate content or pictures.

Physical Safety and Weapons

St. Amelia Catholic School is committed to maintaining a safe environment for all students and staff. Students may not possess, bring, use, or threaten to use any weapon on school property or at school-sponsored activities. Weapons include firearms, knives, or any other item designed or intended to cause harm.

Students may not use **any object as a weapon or in a manner intended to threaten, intimidate, or injure another person**, regardless of the object's intended purpose.

Violations are considered serious safety concerns and may result in suspension, expulsion, notification of law enforcement, or other appropriate disciplinary action.

Misuse of School Technology Resources

St. Amelia Catholic School provides technology and internet access to support learning, research, creativity, and communication. Students are expected to use all school-owned devices, networks, accounts, applications, and other technology resources responsibly, safely, and for appropriate educational purposes.

Students may not use school technology to access inappropriate content, circumvent security or filtering systems, damage or alter technology resources, access another person's account or files, engage in harassment or other prohibited conduct, or use technology in a manner that violates school expectations.

Misuse of school technology may result in restricted or revoked technology privileges as well as additional disciplinary consequences when appropriate.

Students are responsible for following all expectations outlined in the school's **Acceptable Use Policy (AUP)**. **Additional details regarding appropriate technology use are available in the AUP from the Technology Office.**

Sexual Harassment and Misconduct

St. Amelia Catholic School is committed to maintaining a safe and respectful environment for all students, staff, and visitors. Sexual harassment or misconduct of any kind is prohibited.

Prohibited behavior may include unwelcome comments, jokes, gestures, conversations, messages, images, touching, threats, intimidation, coercion, or other conduct of a sexual nature. Such behavior may occur in person, electronically, or through social media.

Students who experience or witness behavior of this nature should report it promptly to a teacher, counselor, administrator, or other trusted staff member. Parents/guardians who become aware of a concern should contact school administration.

All reports will be taken seriously and reviewed promptly and appropriately. Depending on the nature and severity of the conduct, consequences may include disciplinary action up to and including suspension or expulsion, as well as notification of appropriate authorities when required.

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

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

Child Abuse and Mandated Reporting

St. Amelia Catholic School is committed to the safety and protection of all children and complies with applicable New York State child abuse and mandated reporting laws.

School employees who are mandated reporters are required by law to report suspected child abuse or

maltreatment when they have reasonable cause to suspect that a child has been abused or maltreated. **Mandated reporters are responsible for making required reports directly and do not need permission or approval from school administration before doing so.**

When appropriate and consistent with legal requirements, employees should also notify the principal so the school can provide appropriate support and ensure necessary procedures are followed.

St. Amelia Catholic School will cooperate fully with Child Protective Services, law enforcement, and other appropriate authorities in matters involving the safety and welfare of children.

Social Media and Online Conduct

St. Amelia Catholic School expects students and parents/guardians to use social media and other digital communication responsibly and respectfully. Online activity that threatens, harasses, bullies, intimidates, targets, or otherwise causes harm to members of the school community may result in appropriate school action when the conduct impacts the safety, well-being, or learning environment of the school.

This expectation applies to social media platforms, group chats, messaging applications, online forums, and other forms of electronic communication.

All communication between parents/guardians and teachers must take place through approved school communication channels, including email, ClassDojo, and Google Classroom. Parents/guardians should not communicate with teachers through personal text messages or social media platforms. This helps maintain appropriate professional boundaries and ensures that school-related communication takes place through established school channels.

Parent/Guardian Conduct

Parents and guardians are expected to communicate respectfully with and about students, other families, faculty, staff, administration, the parish, and the school community. Social media, parent group chats, or other online platforms may not be used to harass, threaten, intimidate, target, demean, or encourage inappropriate behavior toward another member of the St. Amelia community.

Parents are encouraged to bring concerns regarding their child, a staff member, school policy, or school operations **directly to the appropriate teacher or school administrator rather than attempting to resolve concerns through social media or parent group discussions.** Raising a concern or respectfully disagreeing with a school decision does not, by itself, constitute a violation of this policy.

School-Affiliated Social Media

Parents/guardians may not create social media accounts, pages, groups, or profiles that represent themselves as an **official St. Amelia Catholic School account, grade-level account, team, club, or school organization** without prior authorization from school administration.

Only accounts authorized by St. Amelia Catholic School may represent the school or its programs in an official capacity.

Serious or repeated violations of these expectations may result in restrictions on a parent/guardian's participation in school activities or access to school property and, in circumstances that significantly interfere with the school's ability to provide a safe and effective educational environment, may affect the family's continued enrollment at St. Amelia Catholic School.

Truancy, Cutting Class, and Unauthorized Leaving

Students are expected to attend school and all assigned classes unless they have an authorized absence or permission from school personnel.

Students may not leave a classroom, supervised area, school building, or school grounds without permission. Leaving or attempting to leave the supervision of school personnel without authorization is considered a serious safety concern and may result in disciplinary action.

Threats

St. Amelia Catholic School takes all threats to the safety or well-being of students, staff, or other members of the school community seriously.

Students may not make verbal, written, electronic, or physical threats of harm, whether communicated in person, through another individual, online, through social media, or by any other means. **Statements involving threats of violence or harm may be treated seriously even when a student claims they were made as a joke or without intent to act upon them.**

School administration will assess the circumstances and determine an appropriate response. Consequences may include detention, suspension, expulsion, a safety or threat assessment, and/or notification of parents, law enforcement, or other appropriate authorities.

Referrals: Referrals are used to communicate disciplinary issues between the student, the school, and home. Parents are provided with a copy of referral when requested.

Progressive Discipline and Consequences

St. Amelia Catholic School utilizes a **progressive discipline model** designed to teach responsibility, correct behavior, and maintain a safe, respectful, and orderly learning environment. Discipline is intended to be corrective and educational while holding students accountable for their choices.

Whenever appropriate, consequences will increase when behaviors are repeated or when previous interventions have not resulted in improvement. The school considers the **nature and severity of the behavior, the student's age and developmental level, prior conduct, frequency of the behavior, impact on others, and response to previous interventions** when determining appropriate consequences.

Progressive discipline does not mean that every student must receive every level of consequence. **Serious**

misconduct, threats to safety, significant disruption, or other severe violations may result in immediate suspension, expulsion, or another significant consequence, even for a first offense.

Parents/guardians are important partners in the discipline process and will be involved as appropriate. Minor concerns are generally addressed by teachers and staff. Repeated patterns of behavior, significant violations, or behaviors that have not improved through classroom interventions will be referred to administration.

Disciplinary interventions and consequences may include, but are not limited to, warnings, parent communication, restorative or reflective activities, loss of privileges, detention, behavioral plans, administrative conferences, removal from activities, suspension, or expulsion.

Detention

Detention may be assigned for violations of classroom or school expectations or as part of the progressive discipline process. The date, time, and conditions of the detention will be determined by the teacher or administration. **School-assigned detention takes precedence over extracurricular activities, athletics, practices, lessons, tutoring, and other non-emergency commitments.**

Suspension

Suspension may be assigned for serious misconduct, repeated violations, failure to respond to previous interventions, or behavior that substantially disrupts the school environment.

A student may not be suspended for more than ten school days for a single offense or more than 30 school days within one school year unless expulsion is being recommended.

Immediate Suspension and Safety Concerns

When administration determines that a student's continued presence may pose a safety concern or significant disruption to the school environment, the student may be immediately removed from the classroom or suspended from school while the situation is reviewed.

When a young child exhibits behavior that cannot be safely managed within the school setting, including repeated hitting, kicking, biting, elopement, or other unsafe behavior, a parent/guardian may be required to pick up the child. Administration will work with the family and appropriate staff to determine supports and next steps.

Extracurricular Activities, Athletics, and School Events

Participation in athletics, clubs, field trips, class trips, leadership opportunities, and other extracurricular activities is a privilege. Student conduct may affect eligibility to participate.

Administration reserves the right to temporarily or permanently restrict a student's participation in extracurricular activities, athletics, off-campus events, field trips, class trips, or leadership positions when warranted by the student's conduct.

Students Sent Home During the School Day

When a student is suspended or otherwise required to leave school due to a disciplinary or safety matter, the school will contact a parent/guardian or authorized adult to arrange prompt pickup.

Until an authorized adult arrives, the student will remain under school supervision in a location determined by administration.

Expulsion

Expulsion is the most serious disciplinary consequence and is reserved for circumstances in which administration determines that continued enrollment is no longer appropriate.

Expulsion may be considered for serious misconduct, repeated or chronic violations, failure to respond to interventions, behavior that threatens the safety or well-being of others, or conduct that significantly interferes with the school's ability to fulfill its mission and maintain an appropriate educational environment.

The decision to expel a student will be made by the principal in consultation with the pastor and in accordance with applicable diocesan policies.

A student who has been expelled may not return to St. Amelia Catholic School property or attend school-sponsored events without prior permission from the principal.

Fair and Consistent Process

Students will be given an opportunity to understand the concern or allegation and, when appropriate, provide their account of what occurred before significant disciplinary decisions are made.

Parents/guardians will be notified of significant disciplinary action involving their child and will have an opportunity to discuss the matter with administration.

The principal retains discretion to determine the appropriate disciplinary response based upon the individual circumstances of each situation and the best interests, safety, and well-being of the St. Amelia Catholic School community.

Chromebook Use and Care Policy - 2026-2027

Using My Chromebook

- I will charge my Chromebook's battery to full capacity each afternoon before leaving school.
- I will bring damage to my Chromebook to the attention of a faculty member immediately. ● I will never loan out my Chromebook to other individuals.
- I will use my Chromebook only in ways that are appropriate for education.
- I will follow the policies outlined in the Acceptable Use Policy at all times during school as well as outside the school day.
- I understand that the only acceptable locations for my Chromebook are on a desk or in the storage cart. ● I understand that this Chromebook is a school loaned device designated for educational purposes and, therefore, inappropriate actions may result in the suspension or removal of my device privileges.

Taking Care of My Chromebook

- I will take good care of my Chromebook as I will be issued one in grade 5 that I will continue to use until grade 8.
- I will never leave my Chromebook unattended in an unsecured or unsupervised location.
- I will know where my Chromebook is at all times.
- I will keep food and beverages away from my Chromebook since they may cause damage to the device.
- I will not disassemble any part of my Chromebook or attempt any repairs (eg. removing keys). ● I will protect my Chromebook by always carrying it in a secure manner to avoid damage. ● I will not place decorations (e.g. stickers, markers, writing) on the Chromebook.
- I understand that the Chromebook I am issued is subject to inspection at any time without notice and remains the property of St. Amelia Catholic School.

Damage or Loss of Functionality

- Parents(s)/guardian(s) are responsible for their child's use of the device, including any damage to the device. In the event that a student's device is lost or damaged, the school may assess the parent(s)/guardian(s) a charge to cover the replacement or repair. The decision to assess a charge, as well as the amount of a charge, is at the sole discretion of the school, but will not be greater than the full replacement value of the device. All charges will be processed through the FACTS Tuition Management system
- If a problem arises with the functionality of a student's device, the student must notify his or her teacher of the problem within 24 hours or on the next school day. Under no circumstances may the student or his/her parent(s)/guardian(s) attempt to fix or allow anyone but school staff to attempt to fix suspected hardware faults or the device's operating system. Do not take the device to any repair shop.

St. Amelia Catholic School Contact Information

Dr. Lori Jonas, Principal, ljonas@stameliaschool.org
Mrs. Elizabeth Finnegan, Director of Special Education, finnegan@stameliaschool.org
Mrs. Jillian Golinski, Director of Student Advancement, jgolinski@stameliaschool.org
Mrs. Robyn Turri, Main Office Manager, rturri@stameliaschool.org
Mrs. Sara Frank, Administrative Assistant, sfrank@stameliaschool.org
Ms. Lisa Kibler, School Nurse, lkibler@stameliaschool.org
Mrs. Melissa Dudziak, After School Program, afterschool@stameliaschool.org
Ms. Karen Phillips, Cafeteria Manager, cafemanager@stameliaschool.org
Attendance, attendance@stameliaschool.org
Athletic Directors, athleticdirector@stameliaschool.org
**Bookkeeper (questions about FACTS, tuition payments),
bookkeeper@stameliaschool.org**

Parent/Student Handbook Agreement
St. Amelia Catholic School – 2026-2027 School Year

I have read the **Parent/Student Handbook** provided via email and available on the school's website and will conduct myself accordingly.

Student Signature Date

I have read the **Parent/Student Handbook** provided via email and available on the school's website and will support its implementation.

Parent Signature Date

Student Name (Please print) _____ **Grade** _____ **Homeroom** _____