SAINT BENEDICT
School Est. 1921

SAINT BENEDICT SCHOOL

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Student & Family Handbook

2026-2027

Updated 7/23/2026

Dear Families,

Welcome to another school year at St. Benedict School! Please use this handbook as a reference tool regarding our school policies and procedures. Some policies we encourage you to pay special attention to are:

- **Morning Drop Off** - Students will be allowed in the building at **7:15 a.m**. Students should not be in the building before 7:15 a.m. unless invited by a teacher. Students arriving at 7:15 and prior to 7:30 should report to the gym. Students dropped off after 7:30 may go directly to homeroom. Students arriving after 7:50 a.m. will be considered tardy and should stop at the office for a pass. The Eggert Door will open at 7:30 am for PK and Kindergarten arrivals. Earlier arrivals should use the front door.
- **School Day**- Homeroom begins at **7:50 a.m**. **All students must be in homeroom at this time.** Dismissal for Pre-K students will be at 2:20 p.m. Dismissal for students K-2 & 8 is 2:30 p.m, and dismissal for grades 3-7 is 2:40. Students in 3-7 who have PK-2 & 8 siblings will be dismissed at 2:30.
- **Please** encourage your K-8 children to be ready to exit the car promptly at drop-off so that the line can continue at a steady flow. **No adult should be exiting their car to unbuckle children in the drop-off car line. If you need to unbuckle your child, please park your car and walk with your child in the parking lot**. Do *NOT* pass any cars when in line, even if your child has gotten out - it is dangerous to pedestrians in the parking lot.
- **Dress Code** - The dress code policy will be enforced as outlined in this handbook. ALL items must have the stained glass logo as the SB logo has been officially retired. The code has been simplified to improve consistency. Please be mindful of pant type, socks, and shoes.
- **Home-School Association (HSA)** – All parents are invited and encouraged to become active in St. Benedict's Home-School Association. Please see the section entitled **Saint Benedict Home-School Association/School Volunteers** for information about the HSA and volunteer opportunities available throughout the school year.
- **Anti-Bullying, Non-Discrimination, Non-Harassment Policy** – St. Benedict's maintains an Anti-Bullying, Non-Discrimination, Non-Harassment policy that can be found in this handbook.
- **Asbestos Hazard Emergency Response Act (AHERA)** - In accordance with the EPA/AHERA regulations, our school is required to have an asbestos plan in place. If any parent, teacher, or employee wishes to see this plan it is on file in the school office and available for review.

Please take the time to read the handbook, especially the policies and release statements located at the back of the handbook. **To indicate that you understand and are willing to support Saint Benedict's policies and release statements as outlined in the Handbook, please initial and provide your signature as requested on the Handbook Release Form located in the back of the handbook, and return only the signature page to your child's homeroom teacher by Monday, 9/14/26. *You will also have the option to submit family signatures via Google form in place of the physical signature page.***

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

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

Sincerely,

Mr. Ryan Kloetzer	Mrs. Nancy Kindred
Principal	Dean of Students

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MISSION STATEMENT

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

PHILOSOPHY OF ST. BENEDICT SCHOOL

The Role of the School

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

The Role of Families

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

The Role of the Student

Students are to be treated with respect and dignity. In return, through their behavior, they must demonstrate respect for themselves, for others, and for Catholic values. Respect and responsibility are demonstrated when a student comes to school prepared, on time, and ready to learn; shows respect for themselves, for others, and for those in authority; refrains from bringing anything to school that may compromise personal safety; follows the established rules, and takes responsibility for their own actions.

ADMISSION REQUIREMENTS

We are a parish school that is subsidized by St. Benedict Parish. St. Benedict School does not discriminate on the basis of race, sex, color, national and ethnic origin, age (in accordance with the law), and physical or learning disability (if, with reasonable effort on the part of the school, the disabled person can be accommodated). Our primary concern in the admission procedure is that St. Benedict School is able to meet the needs of the currently enrolled students. Students with Individualized Education Plans (IEPs) designed for special education support are closely reviewed before acceptance into St. Benedict School. **Families must notify Amherst Central School District annually of their intent to enroll a student with an IEP/504 no later than June 1st to receive services.**

Admission Guidelines

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

- Siblings of children already registered have first preference.
- The second preference is to children of parishioners who give their time, talent, and treasure to St. Benedict Parish. A parish family must be currently registered and participate in weekend liturgies as evidenced by envelope usage. Continued support of the parish financially through regular offertory contributions will retain the status of "parishioners" from year to year.

- Non-parishioners may then be accepted, with preference to Catholics, if necessary. Non-parishioners will be charged the non-parishioner rate and adhere to the fundraising mandates required of all school families.
- When grade levels are filled, a waiting list will be maintained.

Our Preschool Program

St. Benedict School's Preschool program has two options: Pre-K (PK3; age 3) and Kindergarten Readiness (KR; ages 4 & 5). PK3 is in attendance five, three, or two days a week. This program runs half-day from **7:50 a.m. - 11:00 a.m**., or full-day from **7:50 a.m. - 2:20 p.m**. Our PK4 program is in attendance 5 days a week either half days or full days. **All PK3 & KR students must be in homeroom by 7:50am**. Both are a Catholic Preschool program, but children do not have to be Catholic to attend. We follow Diocesan approved curriculum for PreK, and we include developmentally appropriate activities that will allow the children to explore, engage in hands-on activities, and learn through play. The curriculum will also include time for physical education, music, art, and library. KR also includes computer classes. KR students begin to attend Mass on Thursday mornings after the start of the school year based on teacher discretion. *All children entering the PK3 or KR program must be completely "bathroom" trained.* Please see additional details below.

Bathroom Accident Protocol (Pre-Kindergarten & Kindergarten Readiness)

At St. Benedict School, children entering Pre-Kindergarten (PK3) and Kindergarten Readiness (KR) are expected to be fully toilet-trained. We understand that accidents sometimes occur, especially during the first few weeks of school as children adjust to new routines. Our goal is to support students with compassion and consistency while maintaining a safe, clean, and learning-focused environment for all.

Initial Adjustment Period

During the first **two weeks** of school, we recognize that children may need extra support as they adapt. Accidents may happen, and staff will address them calmly, privately, and respectfully. After this adjustment period, a child will not be considered fully toilet-trained if accidents continue to occur on a regular basis.

Guidelines After the First Two Weeks

One–two accidents in a week

Parents will be notified. Families are expected to work with the school to reinforce consistent toileting routines at home and at school.

Three or more accidents in a week

Parents will be notified. If the concern is not corrected by the end of the following week, the child may be asked to remain at home for at least one week (or longer, if necessary) until they are reliably toilet-trained.

Multiple accidents in a single day

Parents will be notified the same day. If this continues for three consecutive days, the child may be asked to remain at home for at least one week (or longer, if necessary) until they are reliably toilet-trained.

Important Notes

- These guidelines are not meant to shame or punish children or inconvenience families.
- Cleaning accidents is time-intensive and takes staff away from teaching, supervision, and engaging with the class. The protocol ensures that teachers can focus on creating a safe, faith-filled, and nurturing learning environment for all students.
- We encourage open communication with families to establish consistent bathroom routines at home and school.
- If accidents continue despite consistent support, families may be asked to consult with their pediatrician to rule out medical or developmental concerns.

Registration Fee

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

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

- Birth Certificate
- Immunization - Students must meet all New York State immunization requirements to attend school. Children who are not fully immunized must have received at least the first dose in each required vaccine series before the first day of school and must be actively following the age-appropriate catch-up schedule as prescribed by their healthcare provider. Families must provide documentation of all scheduled immunization appointments and submit updated immunization records to the school as additional doses are received. Students who do not meet New York State immunization requirements may be excluded from school until they are in compliance.
- A completed New York State School Health Examination Form, dated within 12 months prior to the start of the school year, is required.
- Registration fee

Kindergarten - 8th Grade Screening
Prospective Kindergarten students, including those in our PreK program, must meet the requirements of a screening evaluation given at St. Benedict prior to the school term. Skills that are observed include auditory, gross motor, language, visual, and fine motor. The results of these evaluations help us determine a child's Kindergarten readiness.
Prospective 1-8 students must meet the requirements of a screening evaluation given at St. Benedicts that will assess their reading and math skills.

Transfer Students
Students registering into grades 1-8 must present:

- Completed application
- Current report card
- Current academic, standardized, or psychological testing results
- IEP and 504 Plans (if applicable) **Families must notify Amherst Central School District annually of their intent to enroll a student with an IEP/504 no later than June 1st to receive services .**
- Registration fee
- Birth Certificate
- School records (a request form is available in the office)
- Any additional paperwork provided by St. Benedict's school office

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

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

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

- BISON Fund
- St. Benedict School financial scholarship

The applications for the BISON Fund are located on their website bisonfund.com. **St. Benedict School will not consider any family for a financial scholarship unless the BISON application has been submitted.** Both financial aid options must be applied for annually. Receipt of funds from BISON does not necessarily include or preclude a family from receiving a St. Benedict School financial scholarship. Applications for St. Benedict School Financial Scholarship must be submitted by June 1, 2025. All applications are considered.

ACADEMIC PROGRAM

The academic program of St. Benedict School is designed to holistically meet the needs of each student. Religion is part of daily instruction. The instruction of our faith, involvement in the liturgy, paraliturgical celebrations, and sacramental preparation are important parts of our program. Students at St. Benedict School also study English Language Arts, Mathematics, Social Studies, Science, Art, Music, Library Skills, Physical Education, Spanish, Mandarin, and Computers. Aligning itself with 21st Century learning, St. Benedict School also has a strong focus on STREAM principles: Science, Technology, Religion, Engineering, Arts, and Math.

Primary Team: Pre-Kindergarten-Grade 2
Pre-Kindergarten, Kindergarten Readiness, Kindergarten, and Grades 1 and 2 form the **Primary Team.** Student instruction is held in each corresponding homeroom with their grade level teacher and classmates. Students move as a group with their homeroom teacher to attend their regularly scheduled specials: Art, PE, World Languages (starting in K), Music, Library, and Computer class. Students also study character education and service-learning. Students in Grades 1 and 2 are given an opportunity to study a string instrument; Paul Effman Music provides instrument lessons that are paid for privately by parents, but lessons take place during the school day.

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

Middle School Team: Grades 6-8
Students in Grades 6-8 form our **Middle School Team**. Students are assigned to a homeroom and change classes throughout the day. Students at this level are instructed in character education, study skills, service learning, and human growth and development. Students in Grades 6 - 8 are also assigned a locker for their books and personal belongings. Students attend regularly scheduled specials: Art, PE, Spanish or Mandarin, Music, Library, and Computer class. An opportunity to run for student council secretary begins in grade 6, treasurer in grade 7, and vice president and president in grade 8. Student council representatives are also elected in Grades 5-8. Grade 8 students are invited to become a member of the National Junior Honor Society (NJHS) in the middle of the school year. All students in Grade 8 participate in a musical presentation and have the opportunity to go on class field trips.

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

National Junior Honor Society
St. Benedict School has a membership with the National Junior Honor Society (NJHS). Grade 8 students are invited to become a member of St. Benedict's NJHS in the middle of the school year. An advisory committee reviews each

application and selects the new inductees. New members will be inducted into the NJHS based on scholarship, service, leadership, character, and citizenship. An induction ceremony takes place in the Spring.

Music Program
Instrument lessons are available for students in Grades 1-8. Lessons are paid for privately by parents, but take place during the school day. Information on instrument lessons is available in the office. Chorus and Mass Singers are also available for students in Grades 2-8.

Liturgy
Students attend the weekly Thursday Mass at 8:00 am. Students have the opportunity to receive Sacraments during the school year. Mass is a requirement for Kindergarten-Readiness through 8th grade students, as is considered part of regularly school day.

Sacramental Preparation
The School and the Religious Education office work together to prepare parents and their children for the Sacraments of Reconciliation and Holy Eucharist. Preparation for the Sacrament of Reconciliation is in Grade 2. The religion curriculum for Grade 3 focuses on preparation for the Sacrament of the Holy Eucharist.

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

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

Assessment and Grading
PreK3 and KR do not receive formal grading, but are assessed throughout the school year based on the appropriate PreK standards. Report cards documenting their progress will be sent home after each trimester.

Kindergarten through 2nd grade will begin to receive scored assignments that will help in creating their Standard Based Progress Reports and Report Cards during the school year. Teachers will begin to utilize eSchool to input some assignments and families will have access to their gradebooks.

Beginning in 3rd grade, parents can actively monitor grades using eSchool and are encouraged to do so throughout each trimester. Class participation, completion of classwork, homework, projects, tests, and quizzes, determine student achievement. The passing mark is 70% Any individual or overall grade less than 70% is considered a failing grade. Teachers will make every effort to communicate missing or incomplete work with students, but it is the student's responsibility to check with teachers to be sure all required assignments are complete. Incomplete or missing assignments may be entered as a zero grade into the student's averages.

Honor Roll Criteria (Grades 3-8)
- HIGH HONORS – Average 95.0 – 100

Effort and Conduct must be average or above in all classes
- HONORS – Average 90.0 – 94.99
  Effort and Conduct must be average or above in all classes
- MERIT – Average 85.0 – 89.99
  Effort and Conduct must be average or above in all classes

Promotion to the Next Grade Level
The following factors are considered in the promotion of a student:
- Class performance according to grade-level requirements
- Student age and ability
- Performance on tests and exams
- Successful achievement of required passing average overall, as well as in each of the core subject areas of religion, science, social studies, English language arts, and mathematics. World language 6-8 is considered to be a core subject area.
- Students who obtain an overall passing average but fail to meet the minimum requirement for any individual subject may be required to submit documentation of successful completion of summer instructional support in order to be promoted to the next grade level.

Retention in a Grade Level
Testing, diagnosis, and actual performance may indicate that some students cannot complete a year's work in the given time. Therefore, it may become necessary to retain a student an additional year in a particular grade. When the probability of retaining a student arises, the parents will be informed by the principal during Trimester 2. The primary criteria for considering retention are:
- A student has failed to pass the core subjects at grade level
- A student has consistently failed to achieve a satisfactory score on a standardized test in reading, mathematics, and/or English language arts
- A student has not demonstrated acceptable effort in achieving academic success, including, but not limited to:
  - Consistent failure to complete school assignments, homework, and projects
  - Consistent inattention to classroom instruction
  - Lack of preparedness for school assignments

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

Assessments
The following assessments are given during each school year:
- Fountas and Pinnell Literacy, Grades K-3 (4-8 in AIS Boost)
- New York State English Language Arts Assessment (ELA), Grades 3-8
- New York State Math Assessment, Grades 3-8
- New York State Science Assessment, Grades 5 and 8
- Algebra I Regents Exam, Grade 8
- Biology Regents Exam, Grade 8
- STAR Math, Reading, and Early Literacy - K-8

Awards
At the end of each school year, students from each class are recognized for their achievement in various areas. In addition to recognizing overall academic achievement for the year (High Honors, Honors, and Merit Roll), teachers also recognize student achievement in the various content areas. These awards are based on student effort, cooperation, and participation in class, and may or may not reflect high academic achievement.

HOMEWORK POLICY

Homework and other assignments may be given to reinforce learning, provide opportunities for practice, prepare students for upcoming lessons, or extend classroom learning. Assignments should reflect the goals of the curriculum and support students in developing responsibility, organization, and independence.

Students are expected to:

- Complete assignments on time and to the best of their ability.
- Produce neat, accurate, and thoughtful work that reflects their own effort.
- Follow teacher directions and classroom expectations for each assignment.
- Use technology appropriately and only as directed by the teacher.
- Demonstrate academic integrity by completing their own work unless collaboration is specifically permitted.

Teachers may require students to revise or correct assignments to demonstrate mastery of learning objectives. Late or incomplete work may affect a student's academic grade in accordance with classroom expectations.

Homework expectations, grading practices, and assessment procedures may vary by grade level and subject and will be communicated by the classroom teacher.

DAILY OPERATING PROCEDURES

School Hours

Students must be settled in classrooms by 7:50 for prayers and announcements. They may begin arriving at their homerooms at 7:30 a.m. Dismissal is at 2:20 p.m. for PreK3 and KR; 2:30 p.m. for K, 1, 2 and 8; and 2:40 for 3-7. Unless an exception is noted on the school calendar, half-day dismissal is at 11:00 a.m.

Arrival of Students

The school day begins promptly at 7:50 a.m. Bussing is available from most districts in the area. If a parent wishes to drive their child to school, the drop-off time is between 7:15 a.m. and 7:45 a.m. Students may not be left unattended on school grounds. Students will be welcomed no earlier than 7:15 a.m. unless an earlier meeting is specifically requested by a staff member. Students who arrive at school between 7:15 a.m. and 7:30 a.m. must report to the gym. Announcements will begin at 7:50 a.m. Arrival after 7:50 is considered tardy and the student must report to the office for a late pass. Students in PK should be walked in by a parent or guardian; a staff member will then escort the student to their classroom.

Parking Lot Procedures

The speed limit on all Saint Benedict School and Church property is **5 mph**. All drivers are expected to follow the designated traffic patterns to ensure the safety of our students, staff, families, and visitors.

Morning Drop-Off

- Enter the campus via the Westfield Road entrance.
- Form a single line of traffic in front of the school, facing Main Street.
- After your child exits the vehicle, continue forward and exit via the Main Street driveway.

Afternoon Pick-Up

- Enter the campus via the Westfield Road entrance.
- Park only in marked parking spaces facing the school. Do not park outside the marked lines, in fire lanes, or in designated traffic routes.
- Do not leave your vehicle unattended in any designated traffic lane or drop-off/pick-up route.
- Exit the parking lot using the designated traffic flow.

At all times, all vehicles must stop for school buses displaying flashing red lights, including while traveling or waiting within the parking lots.

Campus traffic maps and additional arrival and dismissal procedures are available in the Digital Backpack.

Public Bussing for Students

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

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

Dismissal of Students

Dismissal is at 2:20 p.m. for PreK3 and KR; 2:30 p.m. for K, 1, 2 and 8; and 2:40 for 3-7. Unless an exception is noted on the school calendar, half-day dismissal is at 11:00 a.m.

- **Walkers** - At the beginning of the year, students who walk home will be documented by the teacher. If a student is walking home on a random day, who normally is picked up or takes a bus, this must be communicated to the attendance@saintbenedicts.com AND the classroom teacher via email.
- **Pick-ups - All** parents of students in all grades should park their car and pick up their child at the main entrance steps of the school. Parents should check in with the supervising staff before taking their child. No students should walk into the parking lot to their car.
- **Late pick-ups** - Students will wait in the office if not picked up by 2:45 pm. Families have the option to enroll in the Extended Day Program if needed, for an additional charge.

Authorized Persons

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

If your child will be dismissed in a manner different from their regular routine, a parent or guardian must notify the school **by 8:00 a.m.** on the day of the change by emailing **attendance@saintbenedicts.com** and copying the classroom teacher. To ensure the safety of all students, **written notes sent with students will not be accepted**. All dismissal changes must be communicated by email. If the Attendance Office and classroom teacher do not receive notification by **8:00 a.m.**, your child may not be prepared for the change in dismissal, and the school cannot guarantee that an early dismissal request will be accommodated. It is the parent or guardian's responsibility to inform their child of any change to their normal dismissal routine. To minimize disruptions to end-of-day procedures, **all early dismissals must occur before 1:45 p.m.**

Visitors

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

ATTENDANCE EXPECTATIONS

Regular attendance is essential for academic success, student well-being, and the development of positive habits. Students who attend school consistently are better able to participate in classroom instruction, build meaningful relationships, and achieve their full potential.

Saint Benedict School aligns with New York State guidelines, which define **chronic absenteeism** as missing **10% of the school year (Equivalent to 18 or more school days)** for any reason, whether absences are excused or unexcused. Excessive absences, tardiness, or early dismissals may impact academic progress and may result in attendance interventions, disciplinary action in accordance with the Discipline Policy, or limitations on participation in school activities.

Saint Benedict School is committed to partnering with families to promote regular attendance and support every student's success.

Attendance Expectations
Students are expected to:

- Attend school regularly and arrive on time.
- Be in their homeroom by **7:50 a.m.** each school day.
- Be prepared to participate in learning.
- Complete all makeup work following an absence.
- Communicate with teachers regarding missed assignments and assessments.

Parents/Guardians are expected to:

- Ensure their child attends school regularly and arrives on time.
- Notify the school of absences or tardies by **7:45 a.m.**
- Schedule appointments outside of school hours whenever possible.
- Notify the school in advance of appointments requiring early dismissal.
- Partner with the school to address attendance concerns when they arise.

Daily Attendance
Attendance is recorded each school day.

Students must arrive in their homeroom by **7:50 a.m.** to be marked present. Students arriving after **7:50 a.m.** will be marked tardy.

Repeated tardiness disrupts learning and may result in parent conferences, attendance interventions, or disciplinary action in accordance with the Discipline Policy.

Reporting an Absence or Tardy
Parents or guardians must notify the school by emailing **attendance@saintbenedicts.com and** the student's homeroom teacher **before 7:45 a.m.**

Written notes will not be accepted.

If a student is absent and the school has not received notification, school personnel will contact the parent or guardian to verify the student's whereabouts.

Failure to provide notification may result in the absence being recorded as unexcused.

Excused and Unexcused Absences
An excused absence still counts as a missed day of school.

Excused absences include, but are not limited to:

- Personal illness
- Illness or death in the immediate family
- Court appearances
- Religious observances
- Quarantine
- Attendance at health clinics

- Approved high school or college visits
- Other circumstances approved by school administration

Absences that do not meet the criteria above may be considered unexcused.

Attendance Intervention

Saint Benedict School believes that regular attendance is a shared responsibility between home and school. When a pattern of excessive absences, tardiness, or early dismissals develops, the school will work collaboratively with families to identify concerns and improve attendance.

Attendance interventions are intended to support students and families and are **not** considered disciplinary actions. Interventions may include:

- Parent or guardian communication
- Conferences with school administration
- Development of an attendance improvement plan
- Referral to the Student Support Program or other available school resources
- Referral to appropriate community resources, when appropriate
- Ongoing monitoring of attendance and progress

The goal of attendance intervention is to remove barriers to attendance while supporting student success.

Makeup Work

Students are responsible for completing all assignments missed during an absence.

As a general guideline:

- Students will be provided one school day to complete makeup work for each day absent.
- Students are responsible for contacting their teachers regarding missed assignments, quizzes, and tests.
- Teachers will establish reasonable timelines for completing long-term projects or assessments.
- Tests and quizzes missed due to an absence should generally be completed within one week of the student's return unless other arrangements have been approved by the teacher.

Assignments are generally not provided in advance of planned vacations or other anticipated absences.

For absences of two or more consecutive days, parents may request assignments through the school office before 9:00 a.m. Materials will be available for pickup after lunch whenever reasonably possible.

Medical Appointments and Early Dismissals

Whenever possible, medical, dental, and other appointments should be scheduled outside of school hours.
If an appointment during the school day is unavoidable, parents must notify the school by emailing **attendance@saintbenedicts.com** before the appointment.

Students leaving early must be signed out through the school office by a parent or authorized adult.
Early dismissals will not be permitted after **1:45 p.m.**, except in cases of illness, emergencies, or circumstances approved by school administration.

Planned Absences and Vacations

Families are encouraged to schedule vacations during school breaks whenever possible.

Because classroom instruction cannot be fully replicated outside of school, assignments are generally **not provided in advance** of planned vacations. Students remain responsible for completing all missed work upon their return.

Extended absences may affect a student's academic progress and participation in classroom activities.

Chronic Absenteeism
Students who miss **18 or more school days** during the school year, whether excused or unexcused, are considered chronically absent under New York State guidelines.

Students identified as chronically absent may be referred for attendance interventions and additional support to improve attendance and academic success.

Attendance and Promotion
Excessive absences may significantly impact a student's academic progress.

Students who accumulate 40 or more absences, or the equivalent through a combination of absences, excessive tardiness, and early dismissals, may be considered for grade retention when attendance has substantially interfered with their ability to meet grade-level expectations. Each situation will be reviewed individually, taking into consideration the student's attendance history, academic performance, developmental needs, and individual circumstances.

Comprehensive Attendance Policy
This section provides a summary of Saint Benedict School's attendance expectations. Additional procedures and information regarding attendance requirements may be found in the school's **Comprehensive Attendance Policy**.

Click here for our Comprehensive Attendance Policy.

SCHOOL CLOSINGS

St. Benedict School is automatically closed when Amherst Central School District is closed. Cancellation of school takes place during circumstances such as extreme weather, equipment failure, or public crisis. We will notify local news networks and communicate directly with families using our Flocknote messaging system.

Emergency Drills
In the event that St. Benedict School must close early for any reason, student safety is our primary concern, and we will make every effort to contact parents, beginning with parents of younger children. Parents should make sure that family emergency dismissal plans are current and that their child is comfortable following the plan. **We encourage families to routinely discuss emergency dismissals.** Parents should notify the office immediately of any changes in their family emergency dismissal information. The students and staff periodically practice safety drills during the school day. During a drill, students must be silent and orderly so that directions can be heard. Each classroom teacher will instruct students in advance of the procedures to follow for that particular classroom.

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

FAMILY/SCHOOL COMMUNICATION

General Communication
At Saint Benedict School, we believe that open, timely communication is essential to a strong partnership between home and school. Throughout the school year, the school office sends a **weekly update** to each family's registered email address. This communication includes important school information, upcoming events, deadlines, and other announcements. Supporting documents, forms, and flyers are available in the **Digital Backpack**, which can be found at **StBenSchool.org** by selecting **Digital Backpack** from the top navigation menu. Saint Benedict School uses **Flocknote** to communicate with families through both email and text messages. Families are encouraged to ensure their contact information remains current so they receive all school communications. Email addresses and phone numbers provided to the school are used solely for

official Saint Benedict School communications and will not be sold or shared with anyone that is not actively involved in school activities.

Individual Communication
Parents with concerns, questions, or comments should first contact their child's teacher by email. School personnel's email is their first initial followed by their last name and @saintbenedicts.com. Teachers will make every effort to respond within one school day. If a reply is not received within two school days, contact the school office at 716-835-2518.

Resolving Concerns
Parents or guardians with questions or concerns should first contact their child's teacher. The classroom teacher is best positioned to address most academic or classroom-related concerns. If additional assistance is needed, the Dean of Students or Principal will become involved as appropriate. Saint Benedict School values the partnership between home and school and encourages open, respectful communication.

Office Hours
St. Benedict School's office is open from 7:30 a.m. - 3:00 p.m. and can be reached by calling 716-835-2518. If the office is closed or is unable to take a call, follow the instructions on the automated answering machine to leave a message. If a parent must reach their child during the day with an emergency message, call the office at 716- 835-2518.

Scheduling Meetings
Saint Benedict School values open and respectful communication with families. To ensure that teachers and administrators can give each family the time and attention they deserve, we ask that parents refrain from requesting "on-the-spot" meetings or phone calls before school, during the instructional day, at dismissal, or during school events.

If you would like to speak with a teacher or administrator, please contact them by email or through the school office to schedule a mutually convenient time. While school personnel will make every effort to respond promptly, some matters require time to gather information or speak with others before a meaningful conversation can take place.

In the event of an urgent matter involving student safety or a time-sensitive concern, parents should contact the school office immediately, and appropriate personnel will respond as quickly as possible.

Take Home Folders
In the first week of school, all students receive a green take home folder. This is an essential component of the school-home communication. Important information from teachers, flyers for school events, permission slips, assignments that must be completed and/or reviewed, and more all go into the take home folder on a daily basis. This should be reviewed at home on a daily basis. Materials to be returned to school go into the other side of the folder. Students in Middle School are responsible for ensuring that these items are provided to their family.

Student Cell Phones & Smart Watches
To support a focused learning environment, Saint Benedict School follows a Phone Away All Day policy. Students may bring cell phones, smart watches, or other personal communication devices to school for the sole purpose of communicating with a parent or guardian before or after the school day. Upon arrival, all personal communication devices must be turned off and turned in during homeroom, where they will be securely stored until dismissal.

Families who need to communicate with their child during the school day should contact the school office. Likewise, students needing to contact a parent or guardian during the school day must do so through the school office.

The use of personal communication devices for calls, texting, photography, video recording, social media, or internet access during the school day or during any school-sponsored activity is prohibited unless specifically authorized by a school administrator or teacher.

Please refer to the Student Acceptable Technology Use Policy for complete expectations regarding personal electronic devices, appropriate technology use, and disciplinary consequences.

Report Cards
St. Benedict School's academic school year is based on trimesters. Students receive report cards three times a year: December, March, and June. Report cards for K-8 are sent digitally. Students in PK will receive a paper copy.

Progress Reports
Progress reports are a way to communicate student progress and are produced for all students half-way through each trimester. Progress reports for K-8 are sent digitally. Students in PK will receive a paper copy.

Beginning in 3rd grade, parents can actively monitor grades using eSchool's Parent Portal and are encouraged to do so throughout each trimester.

Parent-Teacher Conferences
Parent-teacher conferences may be requested by either a parent/guardian or a teacher at any time during the school year. To schedule a conference, parents should contact the teacher directly by email. A formal Parent-Teacher Conference Day is held each December for families of students in PreK–8.

Progress Monitoring
In addition to the report cards, progress reports, and conferences previously mentioned, teachers will utilize a variety of assessment tools to monitor progress of each student. In some cases where an academic deficiency is evident, we may require additional testing and screenings, which could include reports from pediatricians, local school systems, and other resources.

Student Records
Barring a court order, St. Benedict School is required to furnish grades and attendance records to non-custodial parents. Student records are confidential. Health records will be sent in accordance with state law. Parents have a right to inspect the educational record of their children. Upon written request, parents may view the records in the presence of the principal or her/his designate. Parents have the right to request the removal of material and, if such request is denied, to add their own written statements to the records. All requests to review records should be made in writing at least 48 hours in advance of the review. Non-custodial parents have the same rights as custodial parents to inspect the records of their child unless a court order to the contrary is on file in the school.
Health records, as mandated by the state, shall be kept for every child. These records shall be sent to the next school upon the student's transfer.

ST. BENEDICT SCHOOL DRESS CODE 2026 - 2027

At St. Benedict School, our dress code is an extension of our values. It teaches self-discipline, encourages personal responsibility, and fosters a sense of pride and unity within our school community. All students are expected to arrive in full uniform and remain in uniform through dismissal each day. Consistency in dress supports a focused learning environment and ensures that all students are held to the same high standard.

Failure to follow the dress code will result in disciplinary action. This may include a Uniform Violation Notice sent home for signature or, in repeated or serious cases, a student being excluded from school until the appropriate uniform is worn. We ask families to partner with us in ensuring students are dressed for success each day.

Items with logos must be purchased from McKays, Lands End, or our school store. Other items may be purchased from McKays or Lands End, but may also be available at other retail outlets that sell school uniforms. If buying from another retail outlet, items must match the items available at our uniform providers. All uniform items must have the **Stained Glass logo**. The SB logo has been officially retired following the 2024-2025 school year.

SAINT BENEDICT
School Est. 1921

Where to Buy

McKay's
851 Abbott, Buffalo, NY 14220
McKay's Website

Lands End
www.landsend.com
School number: **900118878**.

Uniform Exchange
July & August Only

Squadlocker
Click here for limited uniform items and spirit wear.

Regular Uniform Notes

- Uniform items should fit appropriately and be worn as designed. Clothing should not require continual adjustment (such as sagging, rolling, folding, or pulling) during the school day. Families who have difficulty finding appropriately fitting uniform items are encouraged to contact the school so we can work together to identify suitable options.Jumpers, skorts, and shorts must be modest in length, no shorter than mid-thigh.
- **Leggings, sweatpants, cargo pants, and joggers are not permitted as replacements for regular uniform pants.**
- Hooded sweatshirts are not allowed during the school day, except for the 8th grade hoodie available in January.
- Hats, coats, and jackets may not be worn inside the building unless approved by administration.
- All clothing must be clean, in good condition, and free of holes or distress.
- St. Ben's non-uniform items, including hooded sweatshirts, team apparel, and "Dare to Dream" shirts, may only be worn on designated dress-down days.

Dress Down & Spirit Days

- On approved St. Ben's, Bills or Sabres spirit days, students may wear a St. Ben's or specified team shirt with **uniform bottoms**.
- On scheduled dress-down days, acceptable attire includes:
    - Jeans, Chinos, Khakis, etc.
    - Sweatpants, sweatshorts, athletic wear when specified
    - Loose-fitting t-shirts and sweatshirts
    - Sneakers, dress shoes, boat shoes, "Hey Dude" style shoes, etc are permitted. Crocs, or similar shoes are not permitted.
    - Dresses, skirts, skorts, and shorts must be no shorter than mid-thigh.
    - Leggings can be worn with a skirt or dress **only**
- Inappropriate items include:
    - Leggings may not be worn with oversized sweatshirts/t-shirts
    - Flip-flops, sandals, Crocs, or open-toe shoes
    - Pajama pants

- Torn jeans or clothing with holes
- Shirts that expose the stomach or are too low-cut
- Any clothing with inappropriate images or text

Appearance Guidelines

Hair & Grooming (All Students)

- Hair must be neat and out of the face
- No extreme hairstyles or unnatural hair colors
- No body piercings are permitted (including nose, tongue, etc.)

Jewelry (All Students)

- Permitted items:
  - One necklace with or without a religious medal, cross, or pendant
  - One bracelet or band per hand
  - One non-smart watch
  - Jewelry should be simple, modest, and not distracting to other students
  - Jewelry should not pose a safety hazard or be easily lost or tangled
  - Jewelry should not be worn on Physical Education days
- Earrings:
  - Girls may wear up to two sets (quarter-sized or smaller)
  - Boys may wear up to one set (dime-sized or smaller)

Additional Guidelines for Girls

- Nail polish is permitted but must be neat and nails kept at an appropriate length.
- Chapstick and neutral lipgloss is permitted
- Minimal makeup is allowed for **Grades 6–8 only** (limited to concealer/foundation & light mascara; must appear natural; no eye-liner, eye shadow, contour, or blush)

Girls Uniform Dress Code

	Tops	Bottoms	Socks	Shoes
PreK3	Play clothes that students can easily maneuver during bathroom breaks; sneakers.			
Kindergarten Readiness	Polo: Hunter Green Long or short sleeve No logo Sweatshirt: Grey crew neck sweatshirt with logo over polo or grey quarter-zip with logo over polo Fleece: Green with logo	Pants or skort: Solid navy blue uniform pants - no cargo pants Jumper or skort: Hunter plaid **Navy blue shorts Sept/Oct and May/June** **NO SKIRTS OR LEGGINGS**	Navy blue or White Above the ankle Navy blue or white knee socks Navy blue, white, or black tights	Sneakers Boots (Winter only - student will change into sneakers upon arrival)

K-4th	Polo: Hunter Green Long or short sleeve with logo Sweatshirt: Grey crew neck sweatshirt with logo over polo or grey quarter-zip with logo over polo Fleece: Green with logo	Pants or skort: Solid navy blue uniform pants - no cargo pants or joggers Jumper or skort: Hunter plaid **Navy blue shorts Sept/Oct and May/June** Shorts and pants are to be paired with a belt (3rd-8th) **NO SKIRTS OR LEGGINGS**	Navy blue or White Above the ankle Navy blue or white knee socks Navy blue, white, or black tights	Sneakers Boots (Winter only - student will change into sneakers upon arrival)
5th-7th	Polo: Hunter Green Long or short sleeve with logo Sweatshirt: Grey crew neck sweatshirt with logo over polo or grey quarter-zip with logo over polo Fleece: Green with logo	Pants: Solid navy blue uniform pants - no cargo pants or joggers Skort: Solid navy blue or hunter plaid **Navy blue shorts Sept/Oct and May/June** Shorts and pants are to be paired with a belt (3rd-8th) **NO SKIRTS OR LEGGINGS**	Navy blue or White Above the ankle Navy blue or white knee socks Navy blue, white, or black tights	Sneakers Boots (Winter only - student will change into sneakers upon arrival)
8th	Polo: Hunter Green Long or short sleeve with logo Sweatshirt: Grey crew neck sweatshirt with logo over polo or grey quarter-zip with logo over polo	Skort or twill pants: Khaki - no cargo pants or joggers **Khaki shorts Sept/Oct and May/June** Shorts and pants are to be paired with a	Navy blue or White Above the ankle Navy blue or white knee socks Navy blue, white, or black tights	Sneakers Boots (Winter only - student will change into sneakers upon arrival)

	Fleece: Green w logo 8th grade hoodie (available in January)	belt (3rd-8th) **NO SKIRTS OR LEGGINGS**		

Boys Uniform Dress Code

	Tops	Bottoms	Socks	Shoes
PreK3	Play clothes that students can easily maneuver during bathroom breaks; sneakers.			
Kindergarten Readiness	Polo: Hunter Green Long or short sleeve No logo Sweatshirt: Grey crew neck sweatshirt with logo over polo or grey quarter-zip with logo over polo Fleece: Green with logo	Pants: Navy blue uniform pants - no cargo pants **Navy blue shorts Sept/Oct and May/June	Navy blue or White Above the ankle	Sneakers Boots (Winter only - student will change into sneakers upon arrival)
K-4th	Polo: Hunter Green Long or short sleeve with logo Sweatshirt: Grey crew neck sweatshirt with logo over polo or grey quarter-zip with logo over polo Fleece: Green with logo	Pants: Navy blue uniform pants - no cargo pants or joggers **Navy blue shorts Sept/Oct and May/June Shorts and pants are to be paired with a belt (3rd-8th)	Navy blue or White Above the ankle	Sneakers Boots (Winter only - student will change into sneakers upon arrival)
5th-7th	Polo: Hunter Green Long or short sleeve with logo Sweatshirt: Grey crew neck sweatshirt with logo over polo or grey quarter-zip with logo over polo Fleece: Green with logo	Pants: Navy blue uniform pants - no cargo pants or joggers **Navy blue shorts Sept/Oct and May/June Shorts and pants are to be paired with a	Navy blue or White Above the ankle	Sneakers Boots (Winter only - student will change into sneakers upon arrival)

		belt (3rd-8th)		
8th	Polo: Hunter Green Long or short sleeve with logo Sweatshirt: Grey crew neck sweatshirt with logo over polo or grey quarter-zip with logo over polo Fleece: Green with logo 8th grade hoodie (available in January)	Pants: Khaki uniform pants - no cargo pants or joggers **Khaki shorts Sept/Oct and May/June Shorts and pants are to be paired with a belt (3rd-8th)	Navy blue or White Above the ankle	Sneakers Boots (Winter only - student will change into sneakers upon arrival)

Middle School Physical Education Uniform

ALL ITEMS MUST BE PURCHASED AT LAND'S END EXCEPT THE CREW SWEATSHIRT AND LONG-SLEEVE T-SHIRT, WHICH ARE SOLD EXCLUSIVELY AT OUR SCHOOL SQUADLOCKER.

Tops: All tops must have the approved St. Benedict Stained Glass logo

T-shirts are available in long or short sleeves.

Bottoms: All bottoms must have the approved St. Benedict Stained Glass logo

Sneakers & Socks: Style and brand of sneaker is up to the family. No Crocs, Uggs, Vans, Hey Dudes, etc.

Students are responsible for following their schedule and being dressed for PE. Students will not receive full credit if they are not dressed for PE.

SCHOOL AND PERSONAL SUPPLIES

A list of supplies needed for each grade is available in our Digital Backpack on our website.. Whenever possible, students should have all their supplies on the first day of school. Supplies should be replenished as needed throughout the school year.

***Please make sure your child's items and uniform pieces are clearly labeled with their name!**

Books

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

Chromebooks and Tablets

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

Library

Reading books may be borrowed from the library during a class specified period. Fines are charged for lost, overdue, and severely damaged materials.

Lockers
Students may go to their lockers during the school day during transitions, and as determined by their teachers. Items should be retrieved quickly and quietly. Students must avoid visiting with friends at the lockers and go directly to class. Lockers belong to the school and are not the personal property of the students. Students are only allowed to put items in their own locker; the school is not responsible for lost or stolen items if a student puts their items in another student's locker.

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

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

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

STUDENT EXPECTATIONS & CONDUCT

At Saint Benedict School, we are committed to fostering a faith-filled, safe, and respectful learning environment rooted in the Gospel. Every member of our community shares the responsibility of demonstrating kindness, integrity, personal responsibility, and respect for others. The following policies outline our expectations for student behavior and the procedures used to ensure a positive learning environment.

CODE OF CONDUCT

Behavior Expectations
Students are expected to conduct themselves in a manner that reflects the Gospel values of Saint Benedict School. Respect for God, self, and others should be evident in students' words, actions, and decisions both in and out of the classroom.

Parents, faculty, and staff work together to support students in developing responsibility, integrity, self-discipline, and respect for others. Students are expected to come to school prepared to learn, follow school expectations, care for school property, and contribute positively to our faith-filled community.

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

- We strive to support the positive growth and development of every student.
- We treat one another with kindness, dignity, and respect.
- We honor our minds, hearts, and bodies as gifts from God.
- We take responsibility for our words, actions, and choices.
- We contribute to a safe and welcoming learning environment.

Inappropriate Behavior
Students are expected to uphold the values and expectations of Saint Benedict School while on school property, at school-sponsored activities, while traveling to or from school-sponsored events, and whenever representing the school.

Conduct occurring off campus may also be subject to school disciplinary action when it substantially disrupts the school environment, threatens the safety or well-being of members of the school community, or violates school policies.

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

Academic Integrity
Students are expected to complete their own work and demonstrate honesty in all academic endeavors. Cheating, plagiarism, unauthorized collaboration, falsifying information, or misuse of technology or artificial intelligence to complete assignments without teacher permission are inconsistent with the values of Saint Benedict School and may result in disciplinary and academic consequences.

Bus Expectations
Students are expected to follow the directions of bus drivers and bus monitors at all times. When the school is notified of an incident on the bus, they will inform the family. The school will partner with the bus companies and public school district if disciplinary action, up to and including suspension or expulsion from the bus, is required.

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

- Follow the directions of cafeteria supervisors.
- Speak using appropriate indoor voices.
- Treat all workers and classmates respectfully.
- Remain seated unless given permission to leave your seat.
- Practice good table manners by using "please" and "thank you."
- Dispose of trash properly.
- Walk at all times.
- Leave your area clean.
- Push in your chair before leaving.
- Keep food and beverages in the cafeteria unless otherwise directed.
- Leave the cafeteria only with permission.

Physical Safety

Physical aggression, including fighting, pushing, hitting, kicking, or other unsafe physical behavior, is prohibited. Any incident involving physical aggression will be investigated by school administration. Students involved may be subject to disciplinary action in accordance with the Discipline Policy.

Hallway Expectations
A quiet and orderly school environment supports learning for all students. Students, faculty, staff, parents, and visitors are expected to move through the hallways respectfully and use quiet voices to avoid disrupting classroom instruction.

During the school day, students should remain in their assigned classrooms unless they have permission from a faculty or staff member. Students leaving class during instructional time must carry a hall pass or bathroom pass and proceed directly to their destination before returning promptly to class.

Students are expected to transition between classes efficiently and appropriately. Hallways are not a place for socializing, congregating, or delaying arrival to class. Students should move directly to their next destination and avoid conversations or behaviors that interfere with the orderly transition of others.

TECHNOLOGY USE & DIGITAL CITIZEN POLICY

Technology is an important educational resource that supports teaching, learning, creativity, communication, and the development of responsible digital citizens. At Saint Benedict School, technology is used intentionally to enhance instruction while reflecting our Catholic values and promoting a safe, respectful, and productive learning environment.

Students are expected to use technology responsibly, ethically, and in a manner that reflects the dignity of every person. The use of school technology and personal electronic devices is a privilege, and all students are expected to comply with the following expectations.

The expectations outlined in this policy are guided by Saint Benedict School's Technology Philosophy, which describes our commitment to using technology intentionally to support learning, develop responsible digital citizens, and foster healthy childhood development. Click here for our Technology Philosophy.

Personal Electronic Devices
Saint Benedict School maintains a Phone Away All Day philosophy to promote focused learning, meaningful relationships, and healthy technology habits.

Personal electronic devices, including cell phones, smartwatches, tablets, earbuds, headphones, and similar devices, may be brought to school only in accordance with school procedures.

Students are expected to:

- Turn off all personal communication devices upon arrival at school.
- Store devices in the designated collection area during homeroom.
- Leave devices stored throughout the entire instructional day unless specifically authorized by a teacher or administrator.
- Use the school office if communication with a parent or guardian is needed during the school day.

Students may not:

- Use personal electronic devices during the instructional day, including in classrooms, hallways, restrooms, cafeterias, locker rooms, playgrounds, school Masses, assemblies, or other school activities unless expressly authorized.
- Photograph, record, livestream, or distribute images, audio, or video of students, staff, or school activities without school authorization.
- Use personal devices to access social media, games, messaging platforms, or entertainment during the school day.

Personal electronic devices are brought to school at the student's and family's own risk. Saint Benedict School is not responsible for lost, stolen, or damaged personal devices.

School-Issued Technology
School-issued devices and technology resources are provided to support instruction and student learning.
Students are expected to:

- Use school technology only for educational purposes as directed by faculty or staff.
- Follow teacher directions regarding when and how technology is used.
- Demonstrate honesty and academic integrity in all digital work.
- Protect passwords and login credentials and never access another person's account.
- Respect the privacy, dignity, and intellectual property of others.
- Use appropriate language and respectful communication in all digital interactions.
- Handle all school technology carefully and report damaged equipment, technical problems, or inappropriate content immediately.
- Return devices to their assigned location when instructed.

Students may not:

- Access, create, possess, or distribute inappropriate, offensive, explicit, violent, or threatening content.
- Use school technology for unauthorized games, entertainment, social media, or messaging.
- Download or install unauthorized software, applications, files, or browser extensions.
- Attempt to bypass internet filters, monitoring systems, or school security measures.
- Alter hardware, software, or device settings without authorization.
- Share passwords or allow another student to use their account.
- Use artificial intelligence (AI) to complete assignments or academic work unless specifically authorized by the classroom teacher.

School-issued devices remain the property of Saint Benedict School. Students should have no expectation of privacy while using school-owned devices, accounts, networks, or digital resources. The school reserves the right to monitor, review, and investigate the use of school technology when necessary to protect students, maintain network security, investigate policy violations, or comply with legal obligations.

Internet Safety & Digital Citizenship
Technology should reflect the same Christian character expected in every aspect of school life.
While using the internet on school devices, students are expected to:

- Treat others with kindness, dignity, and respect in all digital interactions.
- Think carefully before posting, sharing, or communicating online.
- Protect their own personal information and respect the privacy of others.
- Verify information before accepting or sharing it.
- Respect copyright laws and properly credit the work of others.
- Understand that online actions have real-world and long-lasting consequences.
- Immediately report any accidental access to inappropriate content or any online activity that threatens the safety or well-being of another student.

Conduct occurring outside of school, including through electronic communication or social media, is generally the responsibility of parents or guardians. However, Saint Benedict School may investigate and respond when such conduct substantially disrupts the educational environment, threatens the safety or well-being of members of the school community, or otherwise violates school policies.

Care of School Technology
Students are expected to demonstrate good stewardship of all school-owned technology.
School-issued devices should be handled carefully, kept clean, and used only as directed by school personnel.

Classroom Chromebooks remain on campus and are stored in designated classrooms unless a teacher or administrator authorizes a temporary loan for a specific educational purpose.
Students and families may be financially responsible for damage, loss, or replacement resulting from negligence or intentional misuse of school-owned technology. Current repair and replacement fees are available from the school office.

Agreement
Enrollment at Saint Benedict School signifies the student's and family's agreement to comply with this Student Acceptable Technology Use Policy and all related school technology procedures.

Failure to comply with these expectations may result in disciplinary action in accordance with the Saint Benedict School Discipline Policy.

Care of School Technology
Students are expected to demonstrate good stewardship of all school-owned technology. Chromebooks, iPads, chargers, and other technology resources are provided to support learning and should be handled with care and respect at all times.

Students are expected to:

- Handle all school-issued technology carefully and use it only as directed by school personnel.
- Use only the device assigned to them unless otherwise instructed by a teacher.
- Keep food and beverages away from technology.
- Report damaged, malfunctioning, or missing equipment immediately to a teacher or staff member.
- Return devices, chargers, and accessories to their designated location after use.
- Leave all identification labels, cases, and school-installed software intact.

Classroom Chromebooks remain on campus and are stored in designated classrooms unless a teacher or administrator authorizes a temporary loan for a specific educational purpose.

Students and families may be financially responsible for the repair or replacement of school-owned technology that is lost, damaged, or destroyed due to negligence, misuse, or intentional acts. Current repair and replacement fees are available from the school office and are subject to change.

ANTI-BULLYING AND ANTI-HARASSMENT POLICY

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

The NYS "Jack Reid Law: Protect All Students Act" was signed into law by Governor Hochul on October 23, 2025. This bill protects all elementary, middle school and high school students in New York from harassment and bullying. Our school has the following policies in place that meet the requirements of this law.

Anti-Bullying and Harassment Statement
Our school strives to provide a safe environment for all individuals. All students and employees are to be treated with dignity and respect. Bullying or harassment of any kind will not be tolerated on school property or at school functions**.**

Anti-Bullying and Prevention Programming
Our school maintains an environment that reflects the values of dignity, respect, and the inherent worth of every person created in the image and likeness of God. In accordance with the *Jack Reid Law: Protect All Students Act*, our school has

implemented an anti-bullying and harassment policy that applies to all students. We also have an **anti-bullying and prevention program** designed to:

- Promote awareness among staff, students, and families.
- Provide training and resources for recognizing, reporting, and responding to bullying and harassment.
- Establish a safe and inclusive environment that supports the ongoing mission of preventing and eliminating bullying behavior.
- Offer ongoing opportunities for education and restorative practices.

Annual staff training is provided to recognize, report, and respond to bullying and harassment.

Definition of Bullying

Bullying is defined as repeated acts of verbal, physical and emotional, or social aggression by individuals who have more strength, confidence, status, or aggressiveness over another student. This may occur in the classroom, while changing classrooms, or in transitional areas such as bathrooms, on the playground, during school practices or events, via the Internet, by spreading rumors, or by excluding others, to name a few.

Definition of Harassment

Harassment is the creation of a hostile environment by conduct or by threats, intimidation or abuse, including cyberbullying, that (a) 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; (b) reasonably causes or would reasonably be expected to cause a student to fear for their physical safety; (c) reasonably causes or would reasonably be expected to cause physical injury or emotional harm to a student; or (d) occurs off school property and creates, or would foreseeably create, a risk of substantial disruption within the school environment, where it is foreseeable that the conduct, threats, intimidation or abuse might reach school property. For purposes of this definition, the term "threats, intimidation or abuse" shall include verbal and non-verbal actions.

Bullying and harassment include **physical, emotional, social, or cyber** forms of harm, such as:

- Physical: intentional harm to another's body or property
- Emotional: intentional harm to another's emotional well-being
- Social: intentional harm to another's group acceptance or relationships
- Cyber: bullying or harassment that occurs through any form of electronic communication

Examples of behavior that may constitute bullying or harassment when they meet the definitions (repeated, power imbalance, harmful impact; would reasonably be expected to cause a student to fear for their physical safety, or cause physical injury or emotional harm) may include, but are not limited to: teasing, using derogatory nicknames or slurs, spreading rumors or demeaning stories, social exclusion, intentional destruction of property, or sharing demeaning content online.

Note: Age-appropriate conflict, isolated incidents, or mutual disagreements do not automatically constitute bullying or harassment; these will be addressed through appropriate behavioral or restorative responses.

Definition of Retaliation

Inappropriate behavior toward any individual who in good faith reports bullying or harassment or assists in any investigation of suspected bullying or harassment.

How to Report Incidents of Suspected Bullying and/or Harassment

All reports of bullying or harassment will be taken seriously and addressed promptly.

- Any student who believes they are a target of bullying and/or harassment or has witnessed another student they believe is being bullied or harassed should immediately tell any school employee about the incident(s) either verbally, by email, or in writing.

- Parents who have heard reports of bullying or harassment from their child or have witnessed incidents that could be bullying or harassment should report the incidents to any school employee verbally or in writing as soon as they are made aware of the incident.
- Any suspected incidents of bullying and/or harassment shared with or witnessed by a school employee will be reported to the Principal and Dean of Students by the end of the next school day.

Investigation Process

- Upon receiving a report of suspected bullying, harassment, or retaliation, the Principal or Dean of Students will investigate the incident promptly by interviewing all parties separately.
- The parents of all students involved will be notified.
- If it is determined that bullying or harassment has occurred, the child who bullied or harassed another student is subject to consequences as the school deems appropriate. The Principal or Dean of Students will take immediate steps and appropriate follow-up action reasonably calculated to ensure that any confirmed bullying and/or harassment conduct will stop and ensure the safety of the student or students, including retaliation against any individual who in good faith reports such bullying or assists in the investigation.
- The Principal or Dean of Students shall notify the targeted student and his/her parent/guardian of the outcome of the investigation in an age-appropriate manner.
- If bullying/harassment occurred, any specific consequences given to the student(s) who bullied or harassed the targeted student will not be shared.
- Parents should be advised to contact the appropriate law enforcement agency, if warranted. If determined necessary, the Principal should contact law enforcement.
- Referral to counseling should be made for all parties if deemed necessary.
- The Principal or Dean of Students must follow up to see that the offending conduct has stopped.
- All students will be notified that retaliation against anyone who makes a report will not be tolerated and those that retaliate will be subject to disciplinary actions.
- Any proven bullying or harassment incidents will be reported to the Superintendent's office, including any escalation to law enforcement.

Documentation of Suspected Incidents

- Any school employee who witnesses or receives a report of suspected harassment or bullying, either verbally or in writing, will submit a written report of the incident to the Principal and Dean of Students.
- Documentation of all reported incidents, investigations, and responses related to suspected bullying or harassment will be created by the Principal or Dean of Students.

False Reports:

- Any student who falsely reports bullying or harassment may be subject to disciplinary action, which may include suspension or expulsion, and, if warranted, referral to local authorities.

This policy is available in the Digital Backpack on Saint Benedict School website. The policy is shared annually with employees, parents, and students before the end of September each school year.

DISCIPLINE POLICY

Philosophy of Discipline

Saint Benedict School believes that discipline is an essential part of education and the development of Christian character. Our goal is to help students grow in responsibility, self-discipline, accountability, and respect for others while maintaining a safe, orderly, and faith-filled learning environment.

Discipline is intended to be educational, restorative, and developmentally appropriate. Whenever possible, students are encouraged to reflect on their choices, repair harm caused by their actions, restore relationships, and make better decisions in the future. At times, disciplinary consequences are necessary to protect the safety of the school community, preserve the learning environment, and uphold the expectations outlined in this handbook.

Progressive Discipline
Saint Benedict School utilizes a progressive discipline model that emphasizes teaching appropriate behavior while providing consistent responses to misconduct. Most behavioral concerns are addressed by the classroom teacher and increase in severity only when behaviors become repetitive, more serious, or create a safety concern.

Student behavior is evaluated based on the student's age, developmental level, intent, severity of the behavior, disciplinary history, impact on others, and any other relevant circumstances. While many behaviors follow the progression outlined in this policy, serious misconduct may result in immediate administrative intervention without prior disciplinary steps.

Repeated Level I behaviors may result in a Level II referral. Likewise, repeated or serious Level II behaviors may result in Level III disciplinary action.

Key Definitions
The following definitions are intended to provide guidance and promote consistency in the application of the Discipline Policy. The examples provided are illustrative and are not intended to be an exhaustive list.

The following definitions are intended to provide guidance and promote consistency in the application of the Discipline Policy. The examples provided are illustrative and include, but are not limited to, the behaviors listed below.

- **Unsafe Behavior** – Any action that creates or has the potential to create a risk of physical harm to oneself or others or interferes with the safe operation of the school. Examples include, but are not limited to, horseplay, pushing, shoving, tripping, throwing objects, running in unauthorized areas, climbing on furniture or railings, misuse of school equipment, or any other behavior that could reasonably result in injury. **A student's intent does not determine whether a behavior is considered unsafe.**
- **Physical Aggression** – Intentional physical contact directed toward another person, including, but not limited to, hitting, kicking, punching, slapping, biting, spitting, grabbing, or any other action intended to cause physical harm.
- **Fighting** – A physical altercation in which two or more individuals willingly engage in physical aggression or retaliation against one another. School administration will determine whether an incident constitutes fighting based on the circumstances.
- **Disruptive Behavior** – Behavior that interferes with teaching, learning, school operations, or another student's ability to participate appropriately in the educational environment. Examples include, but are not limited to, repeated interruptions, excessive talking, refusal to follow directions, distracting others from learning, or other actions that significantly interfere with instruction or school operations.
- **Academic Dishonesty** – Any act that misrepresents a student's own learning or work, including, but not limited to, cheating, plagiarism, unauthorized collaboration, falsifying information, or the unauthorized use of technology or artificial intelligence to complete academic work.
- **Technology Misuse** – Any use of personal or school-issued technology that violates the **Technology Use & Digital Citizenship Policy**, including, but not limited to, unauthorized recording or photography, inappropriate online communication, misuse of school accounts, circumventing school security measures, or unauthorized use of artificial intelligence.
- **Vandalism** – The intentional or reckless destruction, defacement, misuse, or theft of school property or the property of others.

Discipline Procedures

Early Childhood (PreK-2nd Grade)
Recognizing the developmental needs of young children, discipline in PreK through Grade 2 is primarily teacher-managed and focuses on teaching appropriate behavior, reinforcing positive choices, and helping students develop self-control, responsibility, and respect for others.

Whenever possible, teachers will address behaviors through age-appropriate interventions that may include:

- Redirection and reteaching of expectations
- Restorative conversations
- Reflection and problem-solving
- Loss of classroom privileges
- Temporary removal from an activity
- Parent communication
- Collaboration with school administration, when appropriate

When behaviors are repeated, significantly disrupt the learning environment, involve unsafe behavior, or pose a risk to the safety or well-being of the student or others, the classroom teacher will involve the Dean of Students or Principal. Additional disciplinary responses may be implemented in accordance with this policy.

The school recognizes that every child develops at a different pace. Therefore, disciplinary decisions for students in PreK through Grade 2 are made on an individual basis, considering the student's age, developmental level, intent, behavioral history, and the specific circumstances of the incident.

Elementary & Middle School (3rd-8th Grade)
As students mature, they are expected to demonstrate increasing independence, responsibility, and accountability for their behavior. Saint Benedict School utilizes a progressive discipline model that emphasizes teaching appropriate behavior while providing consistent responses when expectations are not met.

Most behavioral concerns begin with teacher interventions and classroom-based supports. However, repeated behaviors, unsafe conduct, or serious violations of school expectations may require administrative involvement.

The examples below include, but are not limited to, those listed. The disciplinary responses represent the school's typical course of action. Depending on the student's age, disciplinary history, severity of the behavior, safety concerns, and other relevant circumstances, administration may determine that a different response is appropriate.

The expectations and disciplinary procedures outlined in this policy apply during the school day, on school property, while traveling to or from school-sponsored activities, and at all school-sponsored events, including field trips, athletic competitions, extracurricular activities, dances, retreats, and other school functions.

Teacher Interventions
Teachers are expected to establish clear classroom expectations, build positive relationships, and utilize proactive classroom management strategies that promote student success. Whenever appropriate, teachers should address minor behavioral concerns through classroom interventions before initiating a disciplinary referral.

Teacher interventions may include, but are not limited to:

- Redirection or verbal reminders
- Reteaching classroom or school expectations
- Restorative conversations
- Reflection activities
- Seat changes or classroom adjustments
- Parent communication

- Temporary loss of classroom privileges
- Classroom-based consequences that are reasonable, age-appropriate, and related to the behavior

Not every behavioral concern requires an office referral. However, behaviors that are repeated, significantly disrupt the learning environment, involve unsafe behavior, or pose a risk to the safety or well-being of the student or others should be referred to the Dean of Students or Principal.

Level I – Teacher-Managed Behaviors
Examples include, but are not limited to:

Behavior	Typical Response
Minor classroom disruption or off-task behavior	Teacher intervention and reteaching
Failure to follow classroom expectations	Teacher intervention and reflection
Minor disrespect toward peers	Restorative conversation
Dress code violation	Student corrects violation; parent communication if needed
Missing materials or incomplete assignments	Classroom consequence
Tardiness to class	Teacher intervention; repeated tardiness may result in parent communication
Minor hallway or transition expectation violations	Teacher intervention
Minor cafeteria expectation violations	Assigned seating or other cafeteria consequence
Minor misuse of classroom technology	Temporary loss of classroom technology privileges
Minor misuse of personal electronic devices (cell phone, smart watch, etc.)	Device secured in accordance with the Technology Use & Digital Citizenship Policy
Minor misuse of school property	Restorative action or restitution when appropriate

Repeated Level I behaviors typically result in a Level II administrative referral.

Level II – Administrator-Managed Behaviors
Examples include, but are not limited to:

Behavior	Typical Response
Repeated Level I behaviors	Administrative conference and parent communication
Defiance or insubordination	Administrative conference and detention
Unsafe behavior	Parent communication, detention, or ISS depending on severity
Profanity or inappropriate language	Administrative conference; detention when appropriate
Repeated tardiness to class	Parent conference and detention
Academic dishonesty	Academic consequence and administrative consequence
Unauthorized use of AI	Loss of technology privileges and administrative consequence
Unauthorized recording or photographing	Parent conference and loss of technology privileges
Sharing passwords or misuse of school accounts	Temporary restriction of technology access
Repeated violations of the Technology Use & Digital Citizenship Policy	Loss of technology privileges and detention
Repeated cafeteria misconduct	Lunch detention or assigned seating
Leaving assigned areas without permission	Administrative consequence
Minor vandalism	Restitution and administrative consequence
Repeated failure to follow staff directions	Detention or behavior contract
Disrespect toward faculty, staff, or visitors	Administrative conference and parent communication

Repeated or serious Level II behaviors may result in Level III disciplinary action.

Level III – Serious Behaviors
Examples include, but are not limited to:

Behavior	Typical Response
Fighting	ISS or OSS
Physical aggression	ISS or OSS
Bullying, harassment, or discrimination	Administrative investigation; ISS, OSS, or further disciplinary action
Threats of violence or intimidation	Immediate administrative intervention; suspension; law enforcement when appropriate
Possession or use of a weapon or dangerous object	Immediate suspension; possible expulsion; law enforcement notification
Possession, use, or distribution of alcohol, tobacco, vaping devices, controlled substances, or paraphernalia	Suspension and possible recommendation for expulsion
Theft	Restitution and suspension when appropriate
Serious vandalism	Restitution, suspension, or recommendation for expulsion
Major technology misuse (cyberbullying, hacking, explicit material, serious digital misconduct)	Suspension and loss of technology privileges; possible recommendation for expulsion
Leaving school property without permission	Immediate administrative intervention; parent notification
Serious misconduct during field trips, athletic events, extracurricular activities, or other school-sponsored events	Removal from the activity and additional disciplinary action
Conduct that significantly threatens the safety or well-being of the school community	Suspension or recommendation for expulsion

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Additional Disciplinary Responses
The disciplinary responses described below may be used individually or in combination, depending on the nature, severity, frequency, and circumstances of the behavior. These responses are intended to promote student growth, accountability, restoration of relationships, and the continued safety of the school community.

Detention
Detention may be assigned by school administration for behaviors requiring additional intervention beyond classroom-based consequences. During detention, students may be asked to reflect on their behavior, complete restorative activities, complete academic work, or participate in other activities designed to reinforce positive decision-making.

Recess
Recess is an important part of the school day and provides students with opportunities for physical activity, social interaction, and emotional regulation. As a general practice, recess will **not** be withheld as a disciplinary consequence. However, when a student's behavior creates a safety concern or occurs during recess, the school may assign an alternative supervised recess, structured reflection, or another appropriate consequence to ensure the safety and well-being of all students.

In-School Suspension (ISS)
In-School Suspension (ISS) removes a student from their regular classroom setting while allowing them to remain under the supervision of school personnel.

During ISS, students are expected to:
- Complete assigned academic work.
- Follow all directions provided by supervising staff.
- Participate in reflection or restorative activities, when assigned.
- Demonstrate behavior consistent with school expectations.

Students assigned ISS will not participate in extracurricular activities, athletics, field trips, or other school privileges on the day of the suspension unless otherwise approved by administration. Lunch, recess, and participation in other school activities will be determined by administration based on the student's age, the length of the suspension, and the circumstances of the incident.

Out-of-School Suspension (OSS)
Out-of-School Suspension (OSS) removes a student from school for a designated period when the severity of the behavior warrants separation from the school community.

During an OSS, students:
- May not be present on school property without prior approval from school administration.
- May not participate in or attend any school-sponsored activities, athletics, practices, or events.
- Are responsible for completing assigned schoolwork as directed by their teachers.

A conference with the student and parent/guardian may be required before the student returns to school.

Behavior Contracts and Behavioral Probation
Students demonstrating repeated or significant behavioral concerns may be placed on a Behavior Contract or Behavioral Probation.

These interventions establish specific behavioral expectations, goals, supports, and monitoring procedures to help students successfully meet school expectations. Failure to comply with the terms of a behavior contract or probation may result in additional disciplinary action.

Restitution
Students may be required to repair, replace, restore, or reimburse the school or another individual for damage, destruction, theft, or misuse of school property or the property of others.
Restitution may be assigned in addition to other disciplinary consequences when appropriate.

Dismissal/Expulsion
Saint Benedict School is committed to working collaboratively with students and families to help students grow academically, socially, emotionally, and spiritually. Dismissal or expulsion is considered only after reasonable interventions have been unsuccessful or when a student's behavior is so serious that continued enrollment is not in the best interest of the student or the school community.

Behaviors that may result in dismissal or expulsion include, but are not limited to:

- Serious or repeated violations of the Code of Conduct or Discipline Policy
- Conduct that significantly threatens the safety or well-being of students, faculty, staff, or visitors
- Possession or use of weapons, illegal drugs, or other dangerous items
- Serious acts of violence or credible threats of violence
- Persistent bullying, harassment, or discrimination
- Significant criminal activity
- Repeated failure to comply with the terms of a Behavior Contract or Behavioral Probation
- Other conduct determined by the administration to be incompatible with the mission, values, or safe operation of Saint Benedict School

The Principal, in consultation with the Pastor and the Diocese of Buffalo when appropriate, reserves the right to dismiss or recommend the expulsion of a student whose continued enrollment is determined to be contrary to the mission, safety, or welfare of the school community.

Administrative Discretion
The disciplinary responses outlined in this policy are intended to provide guidance and promote consistency in addressing student behavior. They are not intended to represent every possible behavioral situation or disciplinary response.
Saint Benedict School reserves the right to determine the appropriate disciplinary response based on the individual circumstances of each incident. In making disciplinary decisions, the school may consider factors including, but are not limited to:

- The student's age and developmental level
- The severity and intent of the behavior
- The student's disciplinary history
- The impact on students, faculty, staff, and the school community
- Safety concerns
- The student's willingness to accept responsibility and repair harm
- Any other relevant circumstances

Administration may determine that a behavior warrants a higher or lower level of intervention than those outlined in this policy when appropriate.

EXTRACURRICULAR ACTIVITIES/ATHLETICS

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

Eligibility
Extracurricular activities are an earned privilege by students. Cooperation, responsibility, and accountability are expected while participating in activities. If a commitment is made for a certain activity, it should be followed through. It is important that discretion be used in the number of extracurricular activities in which a student is involved and the amount of time dedicated to the extracurricular activities, especially if the activities interfere with the student's academic achievement and responsibilities. All students wishing to participate in athletics must have a current physical on file in the

health office. An interval health history may need to be completed by parents prior to participation if Sudden Cardiac Arrest documentation has not been provided on the current physical.

Student Responsibilities

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

- Receive an overall passing grade of at least 70% in each subject area in the preceding week.
- Be on time and ready to work every day by 7:50 a.m.
- Receive favorable progress reports in each subject area
- Exhibit proper and respectful behavior in and out of school and maintain no less than a 3 in conduct
- Be aware that if they have detention on the day of a school-sponsored team practice, game, club, or other extracurricular activity, they cannot participate in any extracurricular activities that day
- Attend all athletic practices unless previously excused by the coach
- Be present in school in order to participate in either a game or practice that day
- Maintain and return uniforms, equipment, etc. at the end of the season

Competitive sports offered

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

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

Special Music Programs and Clubs

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

Birthdays
If a student wishes to celebrate a birthday in school, families may send in **simple treats** with any necessary paper products clearly marked with the student's name and grade. **Frozen treats such as ice cream, popsicles, etc. are NOT PERMITTED due to lack of storage space in our freezer.** Students will be able to hand out their treat to their classmates, the office, and one other classroom if desired. Do not send balloons, gift bags, toys, flowers, etc. We ask that party invitations not be issued in school because it is often not possible for a child to invite each and every one of their classmates to outside events. Teachers will determine celebration procedures for their classes and will make you aware of any allergies in their class. Some classes may be peanut/treenut free and only snacks clearly labeled will be distributed.

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

MIDDLE SCHOOL SERVICE HOUR REQUIREMENTS

Program Rationale:
At St. Benedict School, we believe that service is central to living out our Catholic faith. In keeping with our mission to nurture the academic, spiritual, social, and moral development of every student, all middle school students are required to complete meaningful acts of service during their time in Grades 6–8.

Beginning in the 2025–2026 school year, all students in Grades 6–8 must complete a minimum of 20 documented service hours by the end of the second trimester of 8th grade. This requirement is mandatory for all students, regardless of whether they wish to participate in or qualify for the National Junior Honor Society (NJHS).

Timeline
All 20 service hours must be completed and submitted by: Midpoint of Trimester 2, 8th Grade Year. Students are encouraged to distribute hours across their three years of middle school. Students who do not meet this requirement by the deadline may face additional consequences, including, but not limited to:

- Loss of eligibility for 8th grade privileges and events
- Required alternative service assignments
- Delay in graduation participation

Tracking Service Hours

Middle School students MUST obtain a tracking sheet before their expected service opportunity. One service opportunity is to be recorded on one sheet at a time and handed in to the designated area as soon as completed. Additional sheets for tracking opportunities will be located in the same area. Students are responsible for:

- **Bringing a tracking sheet to every service activity**
- **Obtaining an adult supervisor's signature on the day of service**
- **Ensuring legible, complete, and truthful documentation**

Service hours must be:

- **Verified by a supervisor or responsible adult**
- **Approved in advance if outside of school-related service, see Dean of Students**
- **Submitted with proper documentation and a brief reflection**, if requested

Lost tracking sheets will not be replaced with pre-filled records. Students must take responsibility for safeguarding their form and submitting as soon as possible.

What Counts as Service

Service should benefit others and reflect our Catholic values. Examples include:

- **School-based service**: helping at school events such as Tiger Nights and Open House, volunteering at fundraisers (including your own grade level), or summer maintenance
- **Parish or community-based service**: altar serving, volunteering at parish events, community clean-up, working with local shelters or food banks, helping at youth ministries, etc.

Note: Participation in sports or clubs **does not count** toward the required service hours, though these are still strongly encouraged.

Recognition

Students who fulfill or exceed their service hour requirement will be recognized at a school-wide Mass in 8th grade. Students who go above and beyond may be eligible for additional awards.

Implementation Plan for 2026-2027

To support a smooth transition to the new **mandatory middle school service hour graduation requirement**, the following expectations will apply based on student grade level and enrollment status:

Current Students

- **6th & 7th Graders (Classes of 2028 and 2029):**
    - Required to complete **20 hours** of approved service by mid-Trimester 2 of 8th grade.
    - First full classes under the new policy.
- **8th Graders (Class of 2027):**
    - Required to complete **15 hours** of service by mid-Trimester 2 of 8th grade.
    - Prorated due to 2-year implementation period.

New Students (Transfer Policy)

- **New 7th Grade Students:**
    - Required to complete **15 hours** by mid-Trimester 2 of 8th grade.
    - Same as peers.
- **New 8th Grade Students:**
    - Required to complete **10 hours** by mid-Trimester 2.
    - Students enrolling **after October 1** must complete a minimum of **5 hours** and will be offered school-based opportunities to help fulfill this.

Final Reminders

- Service is a graduation requirement.
- Students are responsible for tracking, obtaining signatures, and submitting their sheets in a timely manner.
- Parents and guardians are encouraged to check-in with their students to avoid risk of falling behind.
- Questions about qualifying service activities should be directed to the Dean of Students.

TUITION POLICY

Tuition Payment Plans
THREE payment plans are available. Each payment plan requires enrollment in FACTS. Payments are due as follows:

- **Option 1** Full tuition by automatic bank draft or credit card (credit cards have a convenience fee of 2.85%) through FACTS Management, due August 15. A discount of $40 will be applied.
- **Option 2** Semi-annual payments by automatic bank draft or credit card (2.85% convenience fee) through FACTS Management, Inc. This option entitles the responsible party to pay tuition in two installments, the first due August 15 and the second due February 15. An annual fee of $10 applies to this FACTS option.
- **Option 3** Monthly payments by automatic bank draft or credit card through FACTS Management, Inc. This option entitles the responsible party to budget payments over 10 months, beginning August 15 and ending May 15. An annual fee of $40 applies to this FACTS option.

FACTS Tuition Management

Please note: The school does not accept monthly tuition payments by check or any other method. All monthly payments are processed through FACTS Management, Inc.

- New families must enroll in FACTS as a part of the registration process. A link to enroll in FACTS will be sent to the email provided on your tuition agreement.
- Re-enrollment in FACTS occurs automatically each year unless the responsible party requests changes.
- FACTS accounts must have a valid payment method at all times.

Tuition Collection Policy

A. If a responsible party has selected Option 1 and payment is not received by August 15, the discount will not apply. All contracted payments due must be received before a student is admitted to school in September.

B. A responsible party who chooses the 2 or 10-month payment plan and misses a monthly payment due to insufficient funds will be charged a missed payment fee by FACTS and may incur a fee from his/her own financial institution. The missed payment will be reattempted by FACTS on the next draft date. If the August 15th payment is not successful, the payment must be received before a student is admitted to school in September.

C. If a student's account is in arrears or FACTS account is not maintained with an authorized bank account or credit card linked to your account for more than 30 days at any time during the school year, the student will remain at home and not attend class until the student's tuition account is up to date. If the May 15th payment is declined for any reason, this and any other balances must be paid by June 1st or the student will not be able to participate in any end-of-year activities. If this occurs more than once in a school year, the family will be asked to pay the remaining balance in full or withdraw from the school.

D. Grades and transcripts will not be forwarded to another educational institution on behalf of any student whose tuition account is not current.

E. Before a student may take part in any club, school-related activity, or program, the tuition account must be current.

F. Trimester grades and report cards will be held for all students whose financial obligations have not been met.

G. If an account is in arrears consistently, the school reserves the right to require payment in advance for subsequent years.

H. If a student's tuition or fees are outstanding, they will not be permitted to participate in any graduation exercises or field day.

I. A $30 charge will apply for each check returned to the school unpaid due to insufficient funds or unavailable funds.

J. All current students will be charged a registration fee on the advertised date to be paid on February 15th through your FACTS account. Withdrawals for the next school year must be made in writing to lantonucci@saintbenedicts.com For re-registration fees collected beyond the scheduled date, your account will be subject to a $100 late fee.

K.Withdrawls after August 1st will be charged for August's monthly tuition.

L. Payments are due on the 15th of the agreed-upon month/months. Changes to payment dates or amounts will not be permitted.

M. Deferred plans will be approved only in those instances where a genuine need is evident and income will be available at a known time later in the school year to meet the tuition obligation.

N. All K-8 students must be registered with their home school district or will be charged a $75 fee on their FACTS account.

Student Withdrawal Policy

If a registered student withdraws, the following apply:

A. The $150 registration fee is non-refundable.

B. Tuition is invoiced on the first day of the month from August to May inclusive. Amounts invoiced before a student formally withdraws are due; monthly tuition payments that are made prior to a student's withdrawal are non-refundable. Invoiced amounts do not represent a month's instruction, but rather a method of dividing annual tuition into manageable installments.
C. Any part of a month will be considered a whole month. If the monthly payment has not been remitted at the time of the student's withdrawal, it is due and payable before the student's transcripts are released.
D. In the event that full tuition has been paid in advance, amounts will be refunded according to items A, B and C of this policy.

OTHER IMPORTANT INFORMATION

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

Lunch Program
Saint Benedict School participates in the **New York State Universal Free School Meals Program** and partners with **Cater Tots** to provide nutritious lunches each school day. One lunch is available **at no cost** to every enrolled student.

Families must register through the school's online lunch ordering system and submit meal selections by the published weekly deadline. Information regarding registration, ordering, and menus will be provided before the start of the school year.

Students who bring lunch from home may not share or trade food or beverages with other students. Caffeinated beverages are not permitted at school. Food deliveries from third-party services (including DoorDash, Grubhub, Uber Eats, and similar services) are not permitted.

Free and Reduced Lunch
Although all students receive a free school lunch through New York State, every family is still required to complete the annual Catholic School Family Income Survey, regardless of income.

The information collected helps determine Saint Benedict School's eligibility for important state and federal funding, including Title I, Title II, Title IV, and other educational support programs, as well as funding for textbooks and instructional materials. Completing the survey benefits our entire school community, and we appreciate every family's participation.

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

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

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

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

Child Abuse Reporting
All school personnel are mandated child abuse reporters. All situations of suspected child abuse and/or maltreatment will be reported to the New York State Child Abuse and Maltreatment Register. Both the Education Law and the Social Services Law of New York State clearly and forcefully mandate such reporting. The statute refers to "reasonable suspicion" of child abuse. As mandated reporters we cannot communicate with families prior to contacting social services.

HEALTH SERVICES

A full-time registered professional nurse is on duty in the school health office during regular school hours. Concerns about sick or absent students should be directed to the school nurse at 835-2518 option 1. The purpose of the health office is to provide first aid treatment for accidents and injuries which occur during school hours and to maintain up-to-date records on each student. Children who become ill during school hours will be sent to the health office, at the teacher's discretion, where the student's condition will be assessed. If it is deemed necessary by the school nurse, parents will be contacted to take the student home. Transportation is the responsibility of the parents. Parents are requested to provide emergency phone numbers through the use of the Emergency Contact Form and to update the information as necessary. Parents will be contacted immediately if an ambulance is needed for their child. If a student exhibits symptoms of illness as outlined below, parents should keep their child home. The school will promptly record in writing and report any student accidents or injuries to the parents. Reporting does not constitute an acceptance of liability.

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

- Keep a child home if vomiting or diarrhea has occurred within the past 24 hour period - (NYS guidelines state a student should not have vomited in the last 24 hours and must be eating.)
- Keep a child home if they have had a fever of **100°F or greater within the past 24 hours** (NYS guidelines state a child should be fever free for 24 hours without the use of medications, including acetaminophen or ibuprofen)
- Keep your child home if coughing or nasal drainage is excessive
- Teach your child the importance of correct hand washing to prevent spreading germs
- Remind your child of correct usage and disposal of tissues, and how to cover one's mouth when coughing

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

Participation in Physical Education Class
Physical education is required of all students in New York State unless medically exempt. If a student has a medical excuse for physical education, a note goes to the health office first, and then the physical education teacher will be notified. A

written statement from a physician is mandatory if your child needs to be excused. Participation in after-school sports is not permitted when a student misses physical education for health or injury reasons.

Medication Policy and Procedures

The New York State Department of Education has established the procedure by which medication may be administered in school. These procedures are established and maintained to protect all students. Medication sent to school that does not meet these requirements will be kept in the health office and will not be administered. Parents will be notified to pick up this medication. Also, any unused or expired medication will be disposed of if not picked up by the parent after notifications from the nurse. Any questions regarding these requirements should be directed to the school nurse at 835-2518 ex 203 or select option 1.

Medication Administration Requirements

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

Substance Abuse

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

Immunization Policy

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

- 4 doses of diphtheria for PK-K, 5 for K- DTP, DT, or Td, 4 doses DTaP/DTP/Tdap for Pre-K, 5 doses required for Kindergarten
- Tdap adolescent booster for students 10 years or older entering grade 6
- 3 doses of polio vaccine for PK; 4 for K-8
- 1 dose of measles vaccine for PK; 2 doses of measles vaccine for K-8
- 1 dose of mumps vaccine for PK; 2 doses for K-8
- 1 dose of rubella vaccine
- 3 doses of hepatitis B vaccine
- 1 dose of Varicella vaccine for PK; 2 for K-8
- 1 dose of Hib for PK
- 1 dose pneumococcal vaccine for PK
- 1 dose of Meningococcal conjugate vaccine for students entering grade 7

Physicals

The New York State Education Department (NYSED) requires a current physical exam for new entrants, students in grades Pre-K, K, 1,3,5,7,9,11, sports, working permits, and triennially, for the Committee on Special Education (CSE). This exam is valid for one year and must be completed within 12 months prior to the beginning of the current school year. Health certificates are required to be submitted within 30 days of the start of the school year and must be completed on the required NYS form. . It is recommended that each child have a physical and dental examination every year. Any questions regarding these regulations should be directed to the school nurse at 835-2518 ex 203.

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

CATHOLIC CHARITIES STUDENT SUPPORT PROGRAM

Saint Benedict School partners with Catholic Charities of Western New York to provide a Student Support Program (SSP) that promotes students' social, emotional, and behavioral well-being. The Student Support Clinician works collaboratively with students, families, teachers, and administrators to help address non-academic barriers to learning and support student success.

Services may include:

- Individual and small-group support
- Social-emotional learning (SEL) and character development
- Short-term counseling and mentoring
- Classroom support and consultation
- Referrals to community resources and services for families

The Student Support Clinician is available Monday through Thursday and works closely with school staff to provide support tailored to the needs of each student and family.

Parents or guardians who believe their child may benefit from Student Support Program services are encouraged to contact the Student Support Clinician or their child's teacher. Referrals are submitted electronically and reviewed to determine the most appropriate next steps.

EXTENDED DAY PROGRAM

Saint Benedict School is pleased to partner with **Just for Kids**, a program of the **Childcare Network of the Niagara Frontier, Inc.**, to provide before- and after-school childcare for our families. Just for Kids is an independent organization and is responsible for all program operations, staffing, registration, tuition, and policies.

The after-school program operates from dismissal until 5:30 p.m. on regular school days and offers homework support, enrichment activities, arts and crafts, games, sports, and a daily snack. Additional programming may be available on select early dismissal days and school breaks.

Families interested in enrolling should register directly with Just for Kids. Questions regarding registration, attendance, billing, tuition, or program policies should be directed to Just for Kids.

Contact Information

- Phone: (716) 639-8500
- Email: info@justforkidsonline.org
- Website: www.justforkidsonline.org

SAINT BENEDICT HOME-SCHOOL ASSOCIATION/ SCHOOL VOLUNTEERS

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

The purpose of the HSA is threefold: 1) fundraising, 2) coordination of volunteer needs at school, and 3) organizing the social events for parents and children. This organization is not a school board. The meetings occur every other month and provide a forum for parents' non-academic concerns.

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

Email the HSA at HSA@saintbenedicts.com

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

VIRTUS Training
All parents, guardians, coaches, and volunteers that have regular contact with children under the age of 18 must register for and participate in the VIRTUS training program. If a parent wishes to chaperone a field trip, they must be VIRTUS certified. This includes completing an online Protecting God's Children Workshop, reading monthly VIRTUS online training bulletins, and completing online recertification bulletins when assigned. Previous training and background checks from other agencies, including but not limited to government agencies does not exclude anyone from VIRTUS required training. Contact the School Operations manager with any questions.

SAINT BENEDICT SCHOOL
2026–2027 Family & Student Handbook Acknowledgement

All families are required to review the **2026–2027 Saint Benedict School Family & Student Handbook** and return this signed acknowledgement form no later than **September 14, 2026**. Failure to return a signed acknowledgement will result in withdrawal from Saint Benedict School.

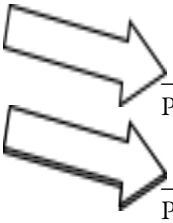
The handbook is available on the Saint Benedict School website in the **Digital Backpack**.

By signing below, we acknowledge that:

- We have read and reviewed the **2026–2027 Saint Benedict School Family & Student Handbook**.
- We understand the expectations, policies, and procedures outlined in the handbook and agree to comply with them as a condition of enrollment.
- We have reviewed the handbook with our child(ren), as appropriate for their age.
- We understand that the handbook may be revised during the school year. Any substantive changes will be communicated to families in writing.

This acknowledgement includes, but is not limited to, the following:

- Code of Conduct
- Technology Use & Digital Citizenship Policy
- Jack Reid Anti-Bullying, Harassment, and Discrimination Policy
- Discipline Policy
- All other policies and procedures contained in this handbook
- Reasonable classroom expectations and procedures established by teachers and school staff that are consistent with this handbook



_____ _____ _____
Printed name of parent/guardian Signature of parent/guardian Date

_____ _____ _____
Printed name of parent/guardian Signature of parent/guardian Date

*Name of student_____ Grade _____ Student Initial _____

*Name of student_____ Grade _____ Student Initial _____

*Name of student_____ Grade _____ Student Initial _____

*Name of student_____ Grade _____ Student Initial _____

*Name of student_____ Grade _____ Student Initial _____

*Name of student_____ Grade _____ Student Initial _____

*Name of student_____ Grade _____ Student Initial _____

Parents or guardians of students lower than Kindergarten may initial on behalf of their child.

Thank you for partnering with Saint Benedict School to provide a safe, faith-filled, and supportive learning environment for every student.

Please return this form to your child's homeroom teacher or the school office no later than September 14, 2026. Only one form is required per family.