

# I. STELLA NIAGARA EDUCATION PARK

*“NURTURING A CHILD’S HEART, MIND AND BODY FOR LIFE”*

## **HISTORY**

Stella Niagara Education Park is sponsored by the Sisters of St. Francis of Penance and Christian Charity and is a private, coeducational, Catholic elementary school. Stella Niagara Education Park (SNEP) is part of a continuing tradition of educational excellence begun in 1908 by the Franciscan Sisters. Formed from a pre-existing elementary school, Stella Niagara Education Park is committed to an educational program that involves and is focused on the development of the whole child.

## **MISSION**

The mission of Stella Niagara Education Park is to instill in our students our Franciscan heritage in an academic atmosphere that nurtures them physically, intellectually, emotionally, socially, and spiritually. This heritage is rooted in an understanding of the individual as unique, respected, and cherished. Stella Niagara Education Park is a community sharing a purpose and interest both in individual achievement and social responsibility.

## **PHILOSOPHY**

In the context of a Christian environment the student is nurtured and supported in the development of individual creative and intellectual abilities and God-given talents. Growth in personal faith, worship and values is integrated with a sense of social responsibility. Academic excellence is a hallmark of Stella Niagara Education Park’s education program. Meeting the needs of the student at each particular stage of growth provides the underlying structure of the educational program upon which the development of the student’s academic skills, critical thinking, and decision-making processes and social skills is based. Fostering growth in self-awareness, self-esteem, and self-expression is also fundamental to the structure of the program. At Stella Niagara Education Park parents are involved and seen as the primary educators; it is only through this partnership with parents that the educational program is truly successful.

Fostering an environment of sharing, caring, and respect among students, parents, faculty, administration, and support staff is a primary importance at Stella Niagara Education Park.

## **ACCREDITING AGENCIES**

Stella Niagara Education Park holds an absolute charter from the New York State Board of Regents.

Stella Niagara Education Park is accredited by the Commission on Elementary Schools of the Middle States Association of Colleges and Schools.

In granting this accreditation the Association states:

“They (SNEP) are to be commended on their commitment to academic excellence which affords each student the opportunity to realize their maximum potential. Additionally, they are to be lauded on their diverse complement of curricular and extracurricular activities which enable children to develop their multiple talents and enrich their horizons.”

## **EDUCATIONAL PROGRAM**

Montessori: 3 – 5 year olds

Kindergarten: 5 year olds

Grades 1 – 8

## **INTELLECTUAL DEVELOPMENT**

Stella Niagara Education Park is committed to an educational approach that allows for sequential skill development with provision for both remediation and enrichment. Students are encouraged to seek out knowledge for themselves. They are prepared to take an active part in the social, economic, environmental and spiritual challenges of the future.

From pre-school to eighth grade Stella Niagara Education Park offers a program designed to meet the student at his/her stage of development. Stella Niagara follows the Common Core Standards adopted by New York State. The faculty and administration create an atmosphere of caring and respect and an educational program that challenges and encourages each student to attain his/her best.

Members of the Stella Niagara Education Park faculty are chosen for their educational preparation, instructional abilities, genuine interest in and concern for children – their present and their future.

## **SPIRITUAL DEVELOPMENT**

Woven through all grade levels and supporting the desire to create a community based on sharing, caring and respect is the religious education program of Stella Niagara Education Park. Students receive instruction in the basic teachings of the Catholic Church in the context of our Franciscan tradition. Prayer is an integral part of the school as each day begins with prayer and pledge. Throughout the school year celebration of holidays, the liturgical seasons and feasts are given importance. A Campus Ministry Team oversees the spiritual life of the school community.

## **PHYSICAL DEVELOPMENT**

The development of a healthy body enhances the growth of a strong mind. SNEP offers a full program of physical education, which includes swimming for students in grades 1-8. Physical education begins with motor development skill for the very young and continues to provide students with various programs suitable for their age. The program is designed to provide students with the opportunity to develop skills, encourage teamwork and good sportsmanship and build self-confidence in one's talents and abilities. The athletic program complements the physical education program. The Athletic Committee, comprised of parents and the physical education teacher as chair, oversees the various athletic teams, schedules, fees, coaches and other details of the program. They meet regularly and notices of meetings are posted in the school's newsletter. Parent involvement is vital in Stella Niagara's ability to maintain athletic teams, both competitive and recreational.

## **THE MONTESSORI CLASSROOM**

Our Montessori program is characterized by an emphasis on independence and guided choice. This program respects a child's natural psychological development and allows each child opportunities to grow at his/her own pace. Students choose activities from a prescribed range of options. Students learn concepts from working with hands-on materials, as well as some group instruction.

The Montessori classroom is a multi-age setting where students are guided and observed by a team of certified teachers and an aide. Students generally

spend at least two and often three years in this program. At age 5 students engage in Kindergarten lessons and are prepared to enter first grade the following year.

## **KINDERGARTEN**

Kindergarten is a direct preparation for elementary work. Kindergarten classes are divided into subject areas such as: reading, phonics, handwriting and mathematics. Art, music, ballet, technology, foreign language and gym are part of the weekly program. Three styles of instruction are involved in the Kindergarten classroom: group, small group and one-to-one interaction. Social activities are interwoven with academic disciplines and involve a variety of skills including cooking, story telling, gymnastics and scientific discovery.

## **GRADES 1-8**

Enabling each student to develop according to his/her potential is a major goal of the entire educational program at Stella Niagara Education Park.

Beginning in the early years of grades 1-3, individualized and small group instruction are the vehicles by which the faculty guides the students through the learning process. Major elements of the curriculum are reading, language arts and mathematics. Social studies, science/health, foreign language, religion, music, art, technology, library, physical education and ballet are integrated into the weekly schedule.

As the student moves into grades 4-6, instruction builds on previously learned skills and concepts in reading, language arts, and mathematics. Emphasis is placed on not only mastery of skills, but development of higher order thinking skills. Content area subjects such as social studies, science/health, religion, and foreign language begin to figure more prominently in the weekly schedule. Music, art, technology and information literacy complete the instructional program. Instruction occurs in small groups and class-size settings.

In grades 7 and 8, students begin the instructional sequence that is continued in high school. This rigorous curriculum, consisting of the major subject areas of English/language arts, social studies, science, health, foreign language, religion, technology, and mathematics calls for individual responsibility, a wise use of time and independence in learning. Students hone their skills in research, writing, thinking and test preparation.

## **GRADUATION, GRADE 8**

Stella Niagara Education Park is chartered by the State of New York, and therefore grants a diploma at the end of Grade 8 to students successfully completing the school's course of study.

The graduation ceremony is a formal occasion and takes place in Stella's auditorium, with a brief school-sponsored reception for all attendees immediately following. The date for graduation is published in the school calendar, and further details regarding the event are communicated to parents by letter.

During the 8<sup>th</sup> grade year Stella's faculty and administration assist the students and their parents in selecting the high school they wish to attend. Notices of open houses, registration and placement testing are made available, and students are permitted up to three shadow days to visit high schools they are seriously considering for application. The guidance counselor, teachers and administration assist in filling out evaluations and providing transcripts.

Parents can apply online to the independent Catholic high schools; students applying to local public or private institutions follow the admission procedures of each school or public school district.

## **SPECIAL PROGRAMS**

### **Foreign Language: Spanish**

Foreign language studies begin with the five-year old student and extend through Grade 8. Students are introduced to simple conversational Spanish in their primary years, and then gradually are led onto more comprehensive reading and writing of the language. Learning about the countries where the language is spoken, along with the culture, the people and their customs are among the enriching aspects of the foreign language program.

## **Library/Information Literacy Skills**

Stella Niagara Education Park is committed to teaching Information Literacy skills for 21<sup>st</sup> century learners. Students from K-8 have weekly access to the Library/Media Center to check out books and use the computers to aid in the completion of assignments. The Library Media Specialist and the Technology instructor are available at times other than formal classes to assist any student with both print and technology resources.

### **Library/Information Literacy Skills (continued)**

The youngest students begin developing Information Literacy skills by learning about the library, its organization and how to locate information and resources. As students transition to the intermediate grades and middle school, the focus shifts to digital citizenship, netiquette, locating information on the Internet and completing research.

Beginning in fourth grade, students complete projects and activities which require the use of various print materials, technology resources and the Internet. Often these projects are the result of collaboration between the classroom teachers and the Library Media Specialist. Learning how to locate acceptable and appropriate information, as well as evaluating sources for research utilizing means other than Search Engines, is emphasized.

The classroom teachers and the Library Media Specialist work together to assure each student's skills are developed according to State Common Core Standards. Students leave Stella Niagara with the skills needed in high school and beyond.

## **Technology And Acceptable Use – I pads And Classroom Resources**

Stella Niagara Education Park students are allowed access to the Internet through the Library/Media Center, the Media Lab, computers in classrooms and iPads. Access to the Internet enables students to develop and deepen their Information Literacy skills as described above.

Stella Niagara has taken considerable steps to ensure that all Internet content is age-appropriate. Students are always under adult supervision when accessing the Internet.

Each year the acceptable use policy is given to parents and students for review; parents and students sign the policy as a commitment to comply with the school's requirements.

## **Physical Education**

Physical education is a required course of study for students in Grades K-8. A complete program offering all the basic physical education skills leads to the development of the total person. Complementing the traditional program of physical education is our swim program that is conducted for students weekly from Grades 1-8. The swim program follows the developmental levels of the American Red Cross Swim Program.

Ballet is part of the curriculum for students in Grades K-3. Under the direction of a certified instructor, students develop fine and gross motor skills, balance and coordination, as well as a sense of natural dance, movement and rhythm. Mime is integrated into the program.

## **The Arts**

Stella Niagara Education Park understands and respects the unique, God-given talents of each student. The growth of self-expression is fostered through opportunities to develop one's creative abilities both individually and in group activities. An important element of the total educational program offered at Stella Niagara Education Park is the study of the arts.

- A. Art** is taught to students from their Kindergarten year through Grade 8. The curriculum includes art appreciation, drawing and painting using a variety of mediums and techniques. Participation, self-expression and pride in one's work are encouraged through displays and competitions.
- B. Music**, likewise, is taught to students from their Kindergarten year through Grade 8. The music curriculum includes music theory, appreciation and performance. Complementing and extending the music program are the opportunities offered in the After-School Program for private music lessons and participation in concerts and productions conducted at the school. Students also have the opportunity to join the school band. Lessons are provided at no additional cost in flute, saxophone, trombone, trumpet, percussion and guitar.
- C. Drama:** Students in Grades 4-8 have the opportunity to attend weekly drama club meetings during which students play theatre games, perform improvisations, learn vocal projection, stage movement and choreography, develop strong interpersonal relationships within and between grades and rehearse for two shows each year. By participating in the drama program at Stella, our students develop confidence, poise, self control and dedication: positive attributes that will serve them well as teenagers and adults.

## **After-School Clubs**

Students of Stella Niagara Education Park have the opportunity to attend clubs after school each day of the week. Teachers moderate a variety of clubs that appeal to children of all ages. Students may choose to attend a club that will develop a talent, explore technology or they may choose to go to a study hall where they can complete their homework. Clubs vary each semester and students have the opportunity to choose which activities they would like to participate in bi-annually. After-school programs run from 3:00 to 4:00 pm.

## II. COMMUNICATIONS

Each year Stella Niagara Education Park publishes the following:

- 1. Calendar-At-A-Glance** – Outlines the basic framework of the school year and is published in July.
- 2. School Calendar** – in September parents receive the full calendar which includes school activities, events and holidays/vacations.

### **THE SCHOOL WEBSITE IS WWW.STELLA-NIAGARA.COM**

Parents are strongly encouraged to visit the website often as the weekly newsletter, the monthly menu and other pertinent information is available.

A weekly newsletter is produced on Tuesdays and published on the website. Parents may choose to have the newsletter emailed to them by providing a viable email address to the school at the beginning of the school year. Parents must notify the school office if they wish to have a paper copy of the newsletter sent home with their child.

## **SAFETY AND SECURITY PROCEDURES**

The safety of all students, teachers and visitors to Stella Niagara Education Park is of utmost importance. To ensure safety for all who live, work, attend school or are visitors, a team of administrators have produced an Emergency Manual which is distributed to all teachers, staff and administration. It is reviewed yearly and addresses several safety/emergency procedures for all entities on the campus.

Fire drills are conducted at the beginning of the year to familiarize students with points of exit, destination upon evacuation of the buildings and proper behavior during emergency drills or situations.

**Points of entry** for the students and parents are as follows:

- 1. Door A** is at the north end of the main building is the point of entry and exit at the beginning and end of the day. It will be unlocked at 7:00 am and locked at 8:30 am; unlocked at recess between 11:30 am-12:30 pm; and unlocked between 3-4 pm. Teachers supervise students from 7:45-7:55; at recess 11:30-12:20; and, from 2:45-3:15

pm.

## **SAFETY AND SECURITY PROCEDURES (continued)**

- 2. Door B** (school ramp) should be used by parents when coming to school during the day. The access device to the right of the door allows you to buzz the school office and be let in. A camera and two- way speaker allows for visual and audio identification.
- 3. Door B** is unlocked between 4-5 pm to allow parents in for pick-up from extended care.
- 4. Door C** is locked. It is unlocked for major school events and activities. This is the door to be used for athletic events in the gym/pool and theater productions in the auditorium.
- 5. The Main Entrance** is staffed with a receptionist from 8:30 am to 4:30 pm. Parents of Montessori students may use this entrance for pick-up/drop-off during the school day.
- 6. The Montessori door** at the north end of the Center of Renewal is unlocked at the beginning and end of the school day for the convenience of parents.

## **TRAFFIC PATTERN FOR STELLA NIAGARA EDUCATION PARK CAMPUS**

- 1.** Enter the campus either by way of Pletcher Road or Lower River Road.
- 2.** Please obey the one-way entrance onto the campus from Lower River Road.
- 3.** Proceed to the parking lot or to the designated drop off/pick up student area.
- 4.** Obey stop signs.
- 5.** Exit using the vehicle turnaround route through the parking lot and leave campus via Pletcher Road, or exit south around the Center of Renewal and on to Lower River Road.
- 6. DO NOT PARK** along the driveway at any point between Lower River Road and the designated parking areas.
- 7.** The bus loop is for buses **ONLY!**

**YOUR COOPERATION GREATLY ENHANCES**  
**THE SAFETY OF EVERY STUDENT!**

# III. ACADEMIC INFORMATION AND POLICIES

## TEXTBOOKS

Students are assigned textbooks at the beginning of each school year. They are responsible for taking proper care of them and returning them in good condition. If a book is damaged or lost, the student is responsible for reimbursing the school for the cost of replacement. All textbooks and workbooks must be covered with a material that can be removed. Please do not use any adhesive, i.e. contact paper.

## HOMEWORK

Homework assignments are part of the general schooling process. They provide the opportunity for students to:

- 1.** Reinforce a lesson or concept
- 2.** Perform on an individual basis
- 3.** Establish and develop solid work habits
- 4.** Complete classroom assignments

In turn, these assignments provide parents an opportunity to encourage the student to put forth his/her best effort, and to budget time in relation to other school and family activities. Parents who become aware of any particular difficulties with homework assignments should contact the teacher.

Assignments will vary in length according to subject and grade level. Long-term assignments and project work give students the opportunity to work at an individualized pace. Parents are encouraged to see that a time and place are set forth for homework, that necessary materials are available, to check for completion and quality of work, and consult with the teacher if needed.

Homework is expected to be completed and submitted to the teacher on time. Assignments not completed will affect quarterly grades.

When a student is absent, the teacher will make note of that and provide the work upon the student's return. If parents are requesting homework to be picked up on a given day they should notify the office before 11:30 am. Books and assignments will be available for pickup after 3:00 pm.

## **PROGRESS REPORTS**

Faculty and administration collaborate in establishing the grading policies and format of the Progress Reports.

In the Montessori classroom observation is the primary method of evaluation. Conferences are scheduled on an individual basis, when needed, and Progress Reports are issued in January and June. Conferences are arranged through the school office and dates are published in the newsletter.

The Kindergarten students are issued Progress Reports in January and June. Conferences are arranged through the school office and dates are published in the newsletter.

Progress Reports are issued four times a year in Grades 1-8.

Progress Reports for the first and second quarters are mailed home one week prior to parent-teacher conferences. Parents are to call the school office to schedule a brief appointment with teachers. If a longer conference is required, arrangements are made through the school office for another day. Progress Reports for the 3<sup>rd</sup> and 4<sup>th</sup> quarter are mailed home.

The schedule for the Five-week reports, quarter endings and parent-teacher conference days are published in the school calendar.

For the benefit of all and to insure adequate preparation, parents are asked to schedule all conferences with teachers through the school office.

## **HONOR ROLL - HIGH HONORS AND HONORS**

Students can achieve High Honors or Honors and make the Honor Roll which is published after each Progress Report.

The following is the criteria for Honor Roll for Grades 4-8:

### **Grades 4-5**

High Honors  
Average = A

Honors

### **Grades 6-8**

High Honors  
Average = 94% +

Honors

Average = B+

Average = 90%-93%

In calculating the quarter average for the Honor Roll, major subjects are double weighted versus subjects that are taught once or twice a week.

## **FIVE-WEEK REPORTS**

Five-week reports are issued to students in Grades 4-8 who are experiencing academic and/or behavioral difficulty. These are mailed to parents and either a phone call or conference follows up the report. These are kept in the student's file. Parents should sign their portion of the five-week report and return it within one week to the issuing teacher.

We ask that parents not conference with teachers during the school day, but make appointments through the school office.

When necessary Montessori, Kindergarten and Grades 1-3 schedule conferences on an individual basis.

## **SNEP ACADEMIC POLICY FOR STUDENTS IN EXTRA-CURRICULAR ACTIVITIES (GRADES 4-8)**

Student athletes and students participating in extra-curricular activities are expected to maintain passing grades while participating in any extra-curricular activity sponsored by the school. Students are also responsible for keeping up with homework and classroom assignments.

If a student receives two or more five-week reports, he/she is on probation and suspended from participating in the team sport or activity until improvement is verified by the issuing teacher in writing.

The probation will be lifted when improvement is made and the teacher who issued the five-week report notifies school administration in writing.

If a student receives two or more "D's" and/or "F's" on the Progress Report, he/she will continue on probation and will be suspended from participating in the team sport or extra-curricular activity until improvement is made and verified by the teacher.

## **RETENTION POLICY**

In some cases, it becomes necessary to retain a student in a grade. This is necessary if the student:

- 1.** Fails two major subjects in one year

- 2.** Is unable to master the work of the grade
- 3.** Is not developmentally ready for the next grade
- 4.** Is recommended for retention by the teacher(s)

Because of the serious nature of retention, cases are handled on an individual basis with the guidance counselor, administrators, teacher(s) and parents.

## **ASSESSMENTS AND EVALUATIONS**

Stella Niagara Education Park uses a variety of methods to observe and measure student achievement in knowledge and skills in all areas of the curriculum. Assessments are both formal and informal.

Teacher-produced assessments in subject areas allow the teacher to customize the assessments to fit the teaching process and timeline in a particular grade/subject. These include publisher-based assessments that accompany textbooks in English, mathematics, social studies, science and Spanish.

Stella Niagara Education Park participates in the New York State Testing Program (NYSTP) in Grades 4 and 8. The assessments are aligned with the Common Core Learning Standards (CCLS) and are designed to benchmark student achievement and how the student applies knowledge and skills in English/Language Arts and Mathematics. The Science Assessments consist of a written test and a performance-based, hands-on set of tasks.

Test dates are published in the school calendar and test scores are recorded on the student's permanent record.

In Grades 3, 5 and 7 the TerraNova Test of Basic Skills is administered. This is a standardized test in reading, language and mathematics. TerraNova is aligned with the CCLS and scores are reported in the same format as the NYSTP. National percentiles show us where our students are compared to same age/grade levels nationally.

The Scholastic Reading Inventory (SRI) is also used to track students from Grade 1 to Grade 8 using the Lexile framework to develop individualized and classroom reading programs that are appropriately challenging. The SRI enhances student success by matching students with their reading level. Students are motivated to read at and above their level which increases comprehension and reading fluency.

January and June examinations are administered to students in Grades 4 – 8. The general period during which exams take place is published in the school calendar. A daily schedule of exams is published early in January and June. Parents are encouraged to set aside time for study and to avoid absences.

Should January exams be canceled due to bad weather, the day's schedule that was missed will occur on the first day back to school. Subsequent days' schedules will follow.

When a student is absent for an exam it is expected that he/she will take the missed exam the day he/she returns to school. If a student is absent for an extended period due to illness or family emergency, the advisability and scheduling of missed exams will be discussed between teachers, parents and school administration.

## IV. SNEP CODE OF CONDUCT

Standing firm in the Roman Catholic tradition, the mission of the Sisters of St. Francis, and, in our commitment to the beliefs and ideals of a Peace Site, we strive to exemplify the following code of conduct:

***Respect, for self, for all members of the school community, as well as visitors to the school, is the fundamental value of Stella Niagara Education Park. This is exhibited through courtesy in speech and mannerism, respect for personal space and property, self-control in dealing with others, and acceptance of responsibility for one's own actions.***

All students and staff benefit from a learning environment that is free from disruption and is physically safe and emotionally nurturing. Students are expected to support a positive learning environment by complying with the general rules of conduct which are outlined and reviewed at the beginning of each school year.

Discipline is essentially a positive experience. Its goal is not just to change or control behavior, but to aid in the process of forming self-discipline in a student.

If the occasion arises that infractions regarding conduct, completion of academic responsibilities, or cooperation with uniform requirements occur, appropriate discipline measures will be taken to fit the age of the student and the nature of the infraction.

Ordinarily a verbal prompt is sufficient to remind a member of the school community about our standards. Repeat infractions are dealt with in the milieu in which they occur or are referred to administrative staff. Parents will be contacted when behavior is a serious issue for the student and the environment in the classroom. Parents, teachers and administrators work together to address behavioral issues and work towards positive solutions.

The Code of Conduct is noted on the quarterly Progress Report for Grades 4-8.

## **SEARCH AND SEIZURE**

Lockers, desks and storage spaces provided for student use remain the exclusive property of the school and, therefore, can be examined by school administrators when deemed appropriate. This includes computer storage areas; administrators may review files and communications to maintain system integrity and ensure that students are using the system responsibly.

Students are assigned school lockers to store their belongings. These lockers are not locked for security reasons; therefore, students are encouraged to leave personal belongings at home.

## **HEALTH AND SAFETY**

At no time may students bring to school any item that is considered dangerous to him/herself or to others. This includes, but is not limited to projectiles, laser pointers, knives, or firearms.

In line with the above-stated Code of Conduct, SNEP will not tolerate or ignore any act or threat of violence (bullying verbally, physically, electronically, or in any form) against the students, school faculty, staff or administration.

Serious infractions that involve the safety of other students, faculty or staff, verbal disrespect, destruction of school property, or injury to self or others will result in parents being called and the student being sent home until behavior is appropriately dealt with. All infractions of this nature can result in suspension, either in-house or at home, or expulsion from the school. The infraction will be properly investigated, documented and kept in the school files.

The school will take precautions to insure that students' personal property is secure, but the school assumes no responsibility for lost/stolen or broken/damaged items. Expensive items or large amounts of money should not be brought to school.

## **ELECTRONIC DEVICES**

iPods, electronic games, cameras, and any electronic device with an on/off switch are not permitted in school.

Students are discouraged from having cell phones in school. If a student needs to contact his/her parent(s) during the school day, which is between the hours of 7:45 am and 4:00 pm, he/she must use the school office phone with the permission of a teacher or administrator. Parents will be contacted in the event of illness, injury or any other major concern by the appropriate school

personnel. Between 4:00 and 5:00 pm students must use the phone in the extended care room where there is a supervisory person.

If a parent deems it necessary for his/her child to have a cell phone for the purposes of contacting them after school hours, the following procedure is required:

- 1.** At no time is the cell phone to be on the person of the student, in a purse or a binder during the school day or the school function (dances, swim/gym, athletic banquets, etc.) Teachers will collect cell phones and keep them safe during the school day. The phones will be returned to the student at the end of the school day.

## **ELECTRONIC DEVICES (continued)**

- 2.** The cell phone is to be turned off and remain in the student's backpack or in their locker during all after-school activities or clubs.
- 3.** Use of cell phones during school or at school functions (receiving/making calls, texting or camera use) will be considered a serious infraction and the cell phone will be confiscated.



Please see **ADDENDUM TO HANDBOOK**

## **SNEP UNIFORM CODE**

### **GRADES 1 – 3**

	Basic Uniform	Uniform Choices	Footwear	Vests/Sweaters
<b>Girls</b>	<p>Plaid jumper</p> <p>Navy uniform slacks may be worn from January through March only</p>	<p>White blouse with Peter Pan collar</p> <p>White polo/SNEP logo, long or short sleeve</p> <p>Navy polo/SNEP logo, long or short sleeve</p> <p>Plain white or navy turtleneck or polo</p>	<p>Navy or black knee highs or tights</p> <p>Black, brown or navy shoe with buckle or tie – Flat heel</p>	<p>Plain navy cardigan sweater without hood</p> <p>Cardigan sweater with SNEP logo</p> <p>Navy sleeveless V-neck vest with SNEP logo</p>
<b>Boys</b>	<p>Navy uniform trouser with black or brown belt</p>	<p>White oxford shirt, long or short sleeve with navy, black or blue/gold stripe tie</p> <p>White polo/SNEP logo, long or short sleeve</p> <p>Navy polo/SNEP logo, long or short sleeve</p> <p>Plain white or navy turtleneck or polo</p>	<p>Navy or black dress socks</p> <p>Black, brown tie shoe or loafer – Flat heel</p>	<p>Plain navy cardigan sweater without hood</p> <p>Cardigan sweater with SNEP logo</p> <p>Navy sleeveless V-neck vest with SNEP logo</p>

**Please see ADDENDUM TO HANDBOOK**

**GRADES 4 – 8**

	Basic Uniform	Uniform Choices	Footwear	Vests/Sweaters
Girls	<p>Gray or plaid uniform skirt</p> <p>Skirt length is to be no more than 2 inches above the knee</p> <p>Navy uniform slacks may be worn from January through March only</p>	<p>White oxford blouse, long or short sleeve</p> <p>White polo/SNEP logo, long or short sleeve</p> <p>Navy polo/SNEP logo, long or short sleeve</p> <p>Plain white or navy turtleneck or polo</p>	<p>Navy or black knee highs</p> <p>Navy or black tights</p> <p>Flesh-tone hose</p> <p>Black, brown or navy shoes with heels less than 2”</p>	<p>Plain navy cardigan sweater without hood</p> <p>Cardigan sweater with SNEP logo</p> <p>Navy sleeveless V-neck vest with SNEP logo</p>
Boys	<p>Gray uniform trousers with black or brown belt</p>	<p>White oxford shirt long or short sleeve with navy, black or blue/gold stripe tie</p> <p>White polo/SNEP logo, long or short sleeve</p> <p>Navy polo/SNEP logo, long or short sleeve</p> <p>Plain white or navy turtleneck or polo</p>	<p>Navy or black dress socks</p> <p>athletic white tennis sock is not permitted</p> <p>Black, brown tie shoe or loafer – Flat heel</p>	<p>Plain navy cardigan sweater without hood</p> <p>Cardigan sweater with SNEP logo</p> <p>Navy sleeveless V-neck vest with SNEP logo</p>

When choosing shoes for school, please consider the students are on marble floors and stairs. For their safety, avoid any shoe that does not stay on the foot snugly or give adequate support. **Backless sandals, crocs and flip flops are not permitted even on days we are out of uniform. Sneakers are part of the summer uniform but not with the regular school uniform.**

**Please see ADDENDUM TO HANDBOOK**

## **SUMMER UNIFORM**

Navy uniform shorts for boys and girls with white or navy polo with SNEP logo or otherwise plain. White socks with sneakers or sandals with straps. Backless sandals are not permitted. Girls may wear skorts; both shorts and skorts are to be no more than 2” above the knee. The summer uniform is worn the first month of the school year and announced in the school calendar for the end of the year.

## **GYM UNIFORM**

Students wear the SNEP gym uniform from Grades 1-8. The gym uniform is available in the Campus Store. It consists of navy shorts and a gold t-shirt bearing the SNEP logo. Students are expected to be in uniform for all gym classes. In cold weather, navy sweatpants are permissible.

## **BALLET REQUIREMENTS (MONTESSORI K, K, GRADES 1-3)**

- 1. Boys:** Black tights and slippers; white undershirt; uniform gym shorts may be worn with the tights.
- 2. Girls:**
  - ❖ MK, K, 1: pink tights and leotards (body suit) and slippers
  - ❖ Grades 2 and 3: black body suits with pink tights and slippers

## **NOTES ON THE UNIFORM CODE**

- 1.** Kindergarten students have the option of wearing or not wearing the school uniform as described for students in Grades 1-3. This includes the gym uniform.
- 2.** Montessori students (ages 3 & 4) are not required to wear the school uniform or the gym uniform.
- 3.** Hair styles should be age appropriate and in the student’s natural color
- 4.** Jewelry is to be simple; body piercing is not permitted, girls may wear a simple pair of earrings
- 5.** Nail polish must be natural or light-colored; No excessive make-up

**IT IS ADVISABLE TO WRITE THE STUDENT’S NAME ON THE INSIDE LABELS OF THE UNIFORM**

**Please see ADDENDUM TO HANDBOOK**

**PARENTS ARE THE FIRST ENFORCERS OF A STUDENT'S BEING IN THE  
PROPER UNIFORM, AND WE DEPEND ON YOUR SUPPORT AND  
SUPERVISION OF THE UNIFORM CODE.**

# V. COMPREHENSIVE ATTENDANCE POLICY

This attendance policy of Stella Niagara Education Park is in accordance with New York State Education Law Section 3205. This Comprehensive Attendance Policy upholds the mission statement of our school, as stated earlier in this handbook.

The elements of our Comprehensive Attendance Policy are as follows:

## **OBJECTIVES**

- 1.** To ensure the maintenance of an adequate record verifying the attendance of all children at instruction in accordance with Education Law Section 3205.
- 2.** To establish a practical mechanism for Stella Niagara Education Park to provide accountability of all students throughout each school day.
- 3.** To ensure sufficient pupil attendance at all scheduled periods of actual instruction of supervised student activities to permit such pupils to succeed at meeting state learning standards.

## **ATTENDANCE PROCEDURES**

- 1.** Stella Niagara Education Park uses the Register of Attendance approved by the State Education Department, and the attendance is recorded according to Education Law Section 305.
- 2.** Attendance is taken at the beginning of the school day and a record of total attendance is prepared each day by the school secretary.
- 3.** Attendance is taken at each period of a change of class and at after-school clubs.
- 4.** The attendance report is distributed to all teachers and service staff daily.
- 5.** Absences and Tardiness are marked on each student's quarterly Progress Report.

# ABSENCES

Regular and prompt attendance on school days is required of all students. Excessive or frequent absence greatly hinders learning and progress. If a student is absent for three or more days, the school should be notified.

After any absence from school, on the day of return, the student is required to present a note to the homeroom teacher stating the reason for absence; the note should be signed by the parent. Neither a phone call nor a note prior to absence fulfills this requirement. Omission of a written note will result in the student being marked illegally absent.

## Sample Absence Note



*\*It is preferred that the parent write the note*

We are required to keep all notes excusing students from school on file for seven years and our registers of attendance are considered legal documents.

Students are considered tardy in Grades 1-8 after the 8:10 am bell rings for prayer and pledge; Montessori and Kindergarten students after 8:30 am

Students arriving late should report to the school office and to their homeroom teacher. If a child oversleeps or is late for some other reason, please send the child to school. Lateness is better than absence.

# **EXCUSED – UNEXCUSED ABSENCES – TARDINESS**

## **1. Excused:**

- ❖ Sickness
- ❖ Sickness or death in family
- ❖ Required to be in court
- ❖ Approved high school visits
- ❖ Quarantine
- ❖ Religious observance
- ❖ Attendance at health clinics or doctor appointments
- ❖ Approved educational trips
- ❖ Impassable roads or weather conditions
- ❖ Part of day absence due to one of the above

## **2. Unexcused:**

- ❖ Unlawful detention
- ❖ Truancy
- ❖ Suspension
- ❖ Vacations

## **PROCEDURE FOR EXCESSIVE ABSENCE OR TARDINESS**

### **Objective**

Attendance at Stella Niagara Education Park is a critical element in providing the best education for the children. Therefore, it is essential for the student(s) to attend school on a consistent basis to ensure that the student(s) are able to participate in the education process to maximize student learning and achievement.

In accordance with New York State Law, school attendance is both a right and a responsibility to the children between the ages of 5-21. Parents and guardians are expected to ensure that their children attend school on time, on regular basis.

### **General Procedures**

If a student accumulates an excessive amount of legal, illegal, or late arrivals, the following procedure will take place:

1. A letter and phone call requesting a parent meeting with the teacher/school counselor.

## **General Procedures (continued)**

2. A letter and phone call requiring a meeting with the principal. Documentation explaining a medical absence is required.
3. Required meeting with principal. Outside agency may be contacted if no medical documentation is provided.
4. An outside agency may be contacted. The principal, teacher and counselor will make a decision on retention.

## **Consequences for Absences or Poor Attendance Patterns**

Where the administration deems appropriate, the following list of sanctions to discourage poor attendance/tardiness may be utilized:

1. Loss of the right to play sports
2. Loss of the right to participate in extra-curricular activities
3. Loss of the right to attend school-related trips or school-sponsored events
4. Attendance at meeting with parents, administration, and counselor to discuss impact of excessive absences
5. Repetition of course or grade level due to excessive absences

## **EXTENDED ILLNESS**

If a child has an illness that requires extended absence from school, the school administration will meet with the parents and the local school district to establish a plan for instruction. A doctor's statement is required indicating the dates and length of time the child will be absent from school.

## **ATTENDANCE REVIEW**

Pupil attendance records shall be reviewed by the principal for the purpose of initiating appropriate action to address unexcused pupil absences, tardiness, and early departure.

## **EARLY DISMISSAL**

If it is necessary for a pupil to be dismissed early or during school hours, a written note should be submitted stating the reasons and times for dismissal. Telephone requests for early dismissal will be honored only in the case of emergency and upon satisfactory identification of the caller. The parent or guardian must report to the office and sign out the student(s). If someone other than the parent or guardian is picking up a student, identification of the person, and permission of the parent must be on file in the school office. Without this students will not be dismissed to anyone other than the parent or guardian.

We encourage parents to make appointments after school hours when possible.

Frequent absences that impact the ongoing academic progress of a student will be addressed on an individual basis by the administration.

## **VACATIONS DURING SCHOOL**

Stella Niagara Education Park does not approve of students being removed from school for vacations. Therefore, it is not the teacher's responsibility to prepare work or assignments for a student prior to absence for a vacation. The student is responsible upon his/her return to make up missing assignments or class work in a timely manner, usually within one week.

The school should be notified prior to a student's absence for vacation. Parents are encouraged to not plan vacations during testing times listed on the calendar.

## **AFTER-SCHOOL CLUBS:**

Students are expected to attend the club for which they signed up and may not arbitrarily decide not to attend.

Parents should write a note excusing a student from an After-School club or call the school office indicating a change in the pick-up for that day.

Teachers will take attendance at the beginning of the club and any student not in attendance will be called for over the school's PA system. Students have been informed that they must be under the supervision of a teacher or parent moderator of a club if they are in the school building or on the school grounds

after 3:15 pm. They may not roam the building or be unattended on the playground.

## **AFTER-SCHOOL CLUBS (continued)**

There is a study hall each day, Monday – Friday. Students in Grades 4-8 are asked to attend these if they need to wait for a 4:00 pm practice, rehearsal, music lesson or pick up. Extended Care is very crowded from 3:00 pm – 4:00 pm with children ages 3-8 and is not conducive to older students needing to attend to homework.

Should a student need to change his/her registration for a club, a written note from the parent needs to be sent to the After-School Club Program Coordinator who will make the roster change, inform the club instructor and notify the school office.

Clubs end at 4:00 pm unless otherwise noted on the monthly calendar or in the weekly school newsletter. Please be prompt in picking up your child(ren). Any students remaining after 4:15 pm will be placed in Extended Care and the appropriate charge will be assessed.

## **FIELD TRIPS**

Parents and/or legal guardians must provide written consent for every student participating in a field trip. Permission slips will be sent home providing the following information:

- 1.** Name, location, date of the event and cost
- 2.** Mode of transportation
- 3.** Parents' responsibilities
- 4.** Name of school employee(s) in charge of the field trip & chaperones

Bus transportation will be used whenever possible and students will be asked to follow the same rules of behavior as described in "Bus Service."

If a private passenger vehicle must be used, then the following is required:

- 1.** Driver must be 21 years of age or older
- 2.** Driver must have a valid, non-probationary license and no physical disability that could in any way impair his/her ability to drive the vehicle safely
- 3.** The vehicle must have a valid current registration and inspection, valid and current license plates and insurance.

Each driver and/or chaperone will receive a copy of the approved itinerary including the route(s) to be followed and summary of his/her responsibilities. For field trips other than interscholastic athletic field trips, **one adult for every ten** students is required.

## VI. HEALTH REGULATIONS

### EMERGENCY INFORMATION

A school official will notify parents if a child becomes ill or is injured at school. The school office maintains an Emergency Card file on each student with telephone numbers and names of two other persons who can be called in case of emergency. Please indicate in writing persons other than yourself who are authorized to supervise medical treatment. Please keep emergency information current by notifying the school office of any changes.

### MEDICATIONS

Parents and guardians should be aware of the strict guidelines established by the State of New York regarding the administration and use of medication in schools.

### PRESCRIPTION MEDICATION AND OVER-THE-COUNTER MEDICATION:

The prescription medication must be in the container prepared by the pharmacist, and the label must include the name of the student and the name and strength of the medication.

The school office must have on file:

- 1.** A written request from the family physician indicating the frequency and dosage of a prescribed medication. The condition being treated should also be outlined by the physician
- 2.** A written request from the parent to administer the medication as specified by the physician. A verbal request from the parent or the physician is not acceptable.

The medication should be delivered directly to the school office by the parent. No medication should be sent to the school with the child. The medication will be kept in a locked and secure location in the school office. The child will be given the correct dosage at the specified time.

Students may carry inhalers for asthma during school with doctor's order. The school office must be aware of this and have the proper permission on file. An inhaler may only be administered in the presence of a SNEP faculty member and will be documented.

## **SERVICES**

The physical and emotional well-being of each student is of vital concern. A registered nurse visits Stella Niagara Education Park weekly to check health records and conduct eye, ear and scoliosis screenings.

## **HEALTH RECORDS**

Physical examinations by a New York State licensed physician, physician assistant or nurse practitioner are required of all students:

- 1.** Entering school for the first time
- 2.** When they enter Grades Pre-K, Kindergarten, 2<sup>nd</sup>, 4<sup>th</sup>, and 7<sup>th</sup>
- 3.** When they register to participate in any athletic program offered by the school; the physical is good for all sports for one year

Stella Niagara Education Park must keep accurate, up-to-date health records for each student. Parents or guardians are responsible for submitting the appropriate information on the SNEP Health Record Form. Health records are maintained according to the laws of New York State.

## **IMMUNIZATIONS**

New York State Public Health Law requires all students to have immunizations against poliomyelitis, mumps, measles, rubella, diphtheria, Haemophilus influenzae type b (Hib), pertussis, tetanus, and hepatitis B. Also required as of April 2007 by New York State, all students entering Grade 6 are required to receive a Tdap (tetanus, diphtheria, a cellular pertussis) booster vaccine before starting school in September.

## **PROTECTING GOD'S CHILDREN**

Stella Niagara Education Park participates in the program "Protecting God's Children" which is sponsored and mandated by the Diocese of Buffalo. All teachers, aides, staff, administration and volunteers who work directly with

students in tutoring, coaching, etc. are required to attend the training seminar and follow up with monthly on-line bulletins. All participants are asked to sign the Code of Conduct and submit to a criminal background check by the Diocese. Information on the program can be obtained through the school office.

## **STELLA NIAGARA EDUCATION PARK IS A DRUG-FREE CAMPUS**

# VII. SERVICES

## **TRANSPORTATION**

Bus service is provided for those students who qualify under New York State Transportation Laws. Information can be obtained by calling the transportation office of your local public school district.

**Stella Niagara Education Park has a contract with Niagara Falls Coach lines for students residing in Niagara Falls and Grand Island. At the time of annual registration parents receive information regarding fees and pick-up/drop-off locations.**

Parents should instruct children on safety and courtesy while riding the bus. In keeping with New York State Law, children who cause serious problems on the bus can be deprived of the privilege of bus transportation. The right to ride is conditional upon good behavior and observance of the following rules:

- 1.** Students may not ride on buses other than the one to which they have been assigned
- 2.** The driver is in full charge of the bus and the students
- 3.** Students must obey the driver promptly and respectfully
- 4.** Disobedience or misbehavior will be reported to the Principal
- 5.** Students must be on time
- 6.** Students are asked to sit in the seats assigned by the driver
- 7.** Students should observe courtesy and safety procedures at all times
- 8.** Profanity, vandalism, and bullying are forbidden on all buses.

## **EXTENDED CARE PROGRAM**

Stella Niagara Education Park offers extended care for students from 3:00 pm to 5:00 pm daily on days the school is in full session. This program is a semi-structured environment that includes crafts, games, playground/gym activities (weather permitting), and quiet time for reading or homework. Daily snacks are offered to each student. An hourly fee is assessed for the Extended Care Program and is paid weekly to the supervisor of the program or in the school office.

## **EXTENDED CARE PROGRAM (continued)**

Guidelines stating the specifics of the Extended Care Program and procedures for registering, student pick-up, payment and emergency information are published in the annual mailing at the beginning of the school year. Parents interested in more information should contact the school office.

## **SCHOOL LUNCH PROGRAM**

Students have the choice of bringing their lunch from home or purchasing hot and cold lunches at school. All students may purchase milk, ice cream and a-la-carte items.

Stella Niagara students benefit from the use of a formal dining hall. Proper table manners and etiquette are part of educating the whole child. Students are expected to behave in a courteous and respectful manner during meals.

## **STUDENT RECORDS**

Student records are ordinarily available to both parents unless one parent is excluded by court order. Records may be relayed to other educational institutions at the written request of parents or students past the age of 18.

## **PESTICIDE NOTIFICATION**

New York State Education Law Section 409-H, effective July 1, 2001, requires all public and non-public elementary and secondary schools to provide written notification to all persons in parental relation, faculty, and staff regarding the potential use of pesticides periodically throughout the school year.

As a reminder, SNEP is required to maintain a list of persons in parental relation, faculty and staff who wish to receive 48-hour written notification of

certain pesticide applications required by law. In the event of an emergency application necessary to protect against an imminent threat to human health, a good-faith effort will be made to supply written notification to those on the 48-hour notification list.

Should you wish to receive 48-hour prior notification of pesticide applications that are scheduled to occur in your school, please send a written request to:

**Sister Margaret Sullivan**  
**Stella Niagara Education Park**  
**4421 Lower River Road**  
**Stella Niagara, NY 14144**

# VIII. SNEP ANNUAL COSTS AND FINANCIAL POLICY

## TUITION - FAMILY REDUCTION

Tuition rates are decided upon yearly by the SNEP Board of Directors and published at the time of registration.

## FINANCIAL ASSISTANCE

Each year, limited funds are available for tuition assistance through gifts from our benefactors. To aid in determining financial need, SNEP has contracted a professional financial aid company to evaluate information provided by those requesting aid and recommend grants based upon need and the funds we have available. Applications for financial aid are available in the school office. A modest fee is charged for this service. Recipients are notified by SNEP when funds are awarded, and the amount is credited to the tuition account.

## FINANCIAL POLICY

Primarily, the school's budget is based upon monies collected for student tuition. Therefore, it is imperative that we receive your tuition payments in a timely manner according to the payment plan you agreed to at the time of registration. Two payment plans are available for your convenience:

<b>Paid Directly to SNEP</b>	<b>FACTS Management System</b>	
<b>One Payment</b>	<b>Ten Payments</b>	
August 1	August	January
	September	February
	October	March
	November	April
<b>Discounted by 2.5%</b>	December	May

There are two options for paying tuition. The first option is a single payment payable to SNEP due August 1 in cash or check. If paying in full by credit card (Visa, MasterCard, or Discover), no discount is applicable. The second option is to subscribe to the FACTS Management System Payment Plan. The FACTS Plan is budgeted over 10 months beginning in August. There will be an electronic transfer of funds from your checking or savings account following your one-time authorization.

## **FINANCIAL POLICY (continued)**

Returned check charges for insufficient funds are the responsibility of the payer.

A student will not be allowed to re-register or continue attendance unless all past due tuition is paid in full.

If a student is withdrawn for any reason, the amount of refund will be determined by the number of full months attended and pre-paid. Any days attended in a month constitutes a full month.

In collecting delinquent accounts, we reserve the right to include all late fees and all costs of collection including reasonable attorney fees whether or not a lawsuit is commenced.

Any exception to this tuition policy must be appealed to the Principal of SNEP. Arrangements can be made by contacting the school at 754-4314.

## **MATERIAL FEES**

This fee varies according to grade and supplements the aid given by New York State under the Textbook Loan Law.

## **GRADUATION FEE**

Students graduating from Grade 8 are assessed a fee which is added to your tuition bill. This fee covers the special costs connected with graduation.

## **ATHLETIC FEES**

Each athletic program carries with it a special fee that supports the activity. These are published annually at the beginning of each season.

## **ACTIVITY FEE**

All students are assessed the Activity Fee which subsidizes the materials and supplies for the After-school Clubs.

# IX. HOME-SCHOOL CONNECTION

Stella Niagara Education Park has a long tradition of parental support and interest, which is encouraged and welcomed by faculty and administration. At Stella Niagara, parents play an integral part in the educational lives of their children.

**The Stella Parent Partnership (SPP)** is empowered to strengthen the bond between home and school by providing a forum for open communication and participation that enhances the educational experience of the entire school community. It promotes positive school spirit and unity among students, faculty and parents; and assists the administration in its fundraising efforts.

The SPP is comprised of ALL Stella Niagara parents and functions in support of the school’s Board of Directors and its administration. Meetings are scheduled and appear on the school calendar. Parents and guardians, particularly room parents, are strongly encouraged to participate in the SPP.

The SPP serves as the communication link between SNEP families and the school through:

## Room Parents

Enlisted and assisted by the Room Parent Coordinator, room parents provide much-needed help to the classroom teacher and act as a liaison between the teacher and other classroom parents. The commitment will vary from grade to grade. Room parents are strongly encouraged to attend SPP meetings and to enlist help from other families at SPP and school functions.

## New Family Ambassadors

This program matches current parents with new families to welcome them into the Stella Niagara community. The ambassadors are available to answer any questions and continue to be a resource throughout the first school year on an as-needed basis.

The SPP sponsors several activities designed to bring families together in celebration of school spirit, fun and friendship.

- 
- ❖ **Coffee Meet & Greet**
  - ❖ **Parent Phone Tree for Quick Messaging & Email**
  - ❖ **Fall Family Picnic**
  - ❖ **Mother/Daughter Camp-In**
  - ❖ **Mother/Son Bowling Night**
  - ❖ **6th, 7th and 8th Grade Dances**
  - ❖ **Father/Daughter Dance**
  - ❖ **Teacher Appreciation Luncheon**
  - ❖ **Mother/Daughter Brunch**
  - ❖ **Father/ Son Camp-Out**
-

## **Spirit Committee**

This is a sub-committee of the SPP. This group plans and provides activities that occur on school time and are designed to enhance the academic program. Each special activity provides students with the opportunity to build school spirit. Some of the activities include: Advent Countdown, Mardi Gras, Spirit Day, Ice Cream Socials and Sports Rallies.

The SPP actively participates in and supports school-sponsored fundraisers and events such as Parent Night, the Fish Fry & Holiday Faire, the Regional Science Fair and the Key Event.

## **POLICIES AND PROCEDURES FOR SCHOOL-SPONSORED EVENTS**

A school-sponsored event is one which involves participation by our students and/or faculty and staff. Most events will occur on the property of Stella Niagara, however, field trips, class trips, picnics and athletic events that may be off-property are considered school-sponsored.

School-sponsored events are planned within the context of the larger school schedule and with administration approval.

It is an expectation that the Code of Conduct as stated previously in this handbook is upheld and modeled at all school-sponsored events.

Duties of chaperones and those directing and managing a school-sponsored event:

- 1.** Parents are responsible for their children who are attending a school-sponsored event. In the case of trips and athletic events all pertinent forms must be completed and handed in. e.g. permission slips, emergency contact information
- 2.** Parents who may be accompanying a group of students with teachers will be advised of their duties, the schedule and other details of the event by the teacher in charge
- 3.** Parents who are in charge of an event have the authority to enforce the rules of the school and the Code of Conduct
- 4.** Stella Niagara Education Park is a drug-free campus; alcohol may not be present at any event where students are participating

5. Chaperones must be present in the room(s) where events are being held or on the athletic fields. Students may not be left unattended

## **POLICIES AND PROCEDURES FOR SCHOOL-SPONSORED EVENTS (continued)**

6. For events that are limited to the auditorium, dining room, gymnasium or athletic fields, students are not permitted on the residential floors (3<sup>rd</sup> and 4<sup>th</sup> floor) of the sisters, or the second floor after school hours. Respect for the privacy of the sisters and their comfort is important. Noise levels should be monitored by those in charge.
7. Student safety is a priority. To ensure this, students are supervised wherever they are and behavior that compromises safety should be addressed. Climbing banisters, excessive running, throwing objects, jumping on furniture or window sills, etc. are just a few examples of unsafe and potentially harmful actions. Common sense should prevail.
8. Chaperones or event directors are responsible for seeing that students have been dismissed from an activity or event to the appropriate parent or designated adult

**SNEP UNIFORM CODE**

**ADDENDUM TO HANDBOOK**

**GRADES 1 – 3**

	Basic Uniform	Uniform Choices	Footwear	Vests/Sweaters
Girls	<p>Plaid jumper</p> <p>Navy uniform slacks may be worn from January through March only</p>	<p>White blouse with Peter Pan collar</p> <p>White polo/SNEP logo, long or short sleeve</p> <p>Navy polo/SNEP logo, long or short sleeve</p> <p>Plain white or navy turtleneck or polo</p>	<p>Solid color knee highs or tights *no logos</p> <p>Shoe with <u>buckle or tie</u> and flat heel</p>	<p>Plain navy cardigan sweater without hood</p> <p>Cardigan sweater or fleece with SNEP logo</p> <p>Navy sleeveless V-neck vest with SNEP logo</p>
Boys	<p>Navy uniform trouser with black or brown belt</p>	<p>White oxford shirt, long or short sleeve with navy, black or blue/gold stripe tie</p> <p>White polo/SNEP logo, long or short sleeve</p> <p>Navy polo/SNEP logo, long or short sleeve</p> <p>Plain white or navy turtleneck or polo</p>	<p>Solid color crew or dress socks *no logos</p> <p>Tie shoe with Flat heel</p>	<p>Plain navy cardigan sweater without hood</p> <p>Cardigan sweater or fleece with SNEP logo</p> <p>Navy sleeveless V-neck vest with SNEP logo</p>

## GRADES 4 – 8

	Basic Uniform	Uniform Choices	Footwear	Vests/Sweaters
Girls	<p>Gray or plaid uniform skirt</p> <p>Skirt length is to be no more than 2 inches above the knee</p> <p>Navy uniform slacks may be worn from January through March only</p>	<p>White oxford blouse, long or short sleeve</p> <p>White polo/SNEP logo, long or short sleeve</p> <p>Navy polo/SNEP logo, long or short sleeve Plain white or navy turtleneck or polo</p>	<p>Navy or black knee highs</p> <p>*no logos</p> <p>Navy or black tights</p> <p>Flesh-tone hose</p> <p>Shoes with heels less than 2”</p>	<p>Plain navy cardigan sweater without hood</p> <p>Cardigan sweater or fleece with SNEP logo</p> <p>Navy sleeveless V-neck vest with SNEP logo</p>
Boys	<p>Gray uniform trousers with black or brown belt</p>	<p>White oxford shirt long or short sleeve with navy, black or blue/gold stripe tie</p> <p>White polo/SNEP logo, long or short sleeve</p> <p>Navy polo/SNEP logo, long or short sleeve Plain white or navy turtleneck or polo</p>	<p>Solid color crew or dress socks Athletic white tennis sock is not permitted *no logos</p> <p>Tie shoe or loafer – Flat heel</p>	<p>Plain navy cardigan sweater without hood</p> <p>Cardigan sweater or fleece with SNEP logo</p> <p>Navy sleeveless V-neck vest with SNEP logo</p>

When choosing shoes for school, please consider the students are on marble floors and stairs. For their safety avoid any shoe, e.g. flats with soft sole, that does not stay on the foot snugly or give adequate support. Shoes with silver/gold glitter are not appropriate.

**Backless sandals, cros and flip flops are not permitted even on days we are out of uniform. Sneakers are part of the summer uniform but not with the regular school uniform.**

Revised: September, 2016