



**Parent-Student Handbook  
2015-2016**

**DeSales Catholic  
School**

**6914 Chestnut Ridge Road  
Lockport, New York 14094  
(716) 433-6422**

**[www.desalescatholicsschool.org](http://www.desalescatholicsschool.org)**

**IMPORTANT:**

Let it be known to all of our parents that we are a non-discriminatory school and that our school abides by the Buckley Amendment.

The DeSales Catholic School Parent-Student Handbook is intended to describe the philosophy, services and structure of the school's educational program to parents and students. The school administration reserves the right to make changes and/or additions to this handbook without prior notice. The school administration is the final interpreter of the content of this handbook.

*All parents and students must sign this page, tear it out, and return it to the school office at the start of the School Year.*

**DeSALES CATHOLIC SCHOOL  
6914 CHESTNUT RIDGE ROAD  
LOCKPORT, NY 14094**

**ACKNOWLEDGMENT OF RECEIPT OF 2014-2015 PARENT-STUDENT HAND BOOK**

*I hereby acknowledge that I have received a copy of the DeSales Catholic School Parent-Student Handbook. I also understand that I am responsible for reading, understanding, and acting in accordance with the rules and regulations contained in the Parent-Student Handbook, and for keeping my Parent-Student Handbook current with any additions, deletions, or revisions that may be issued to me. I will abide by the conditions that are set forth in all policies in this handbook. This document needs to be signed and returned to the Main Office by November 6, 2015.*

Parent Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Parent Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Student Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Student Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Student Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Student Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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## **Vision Statement**

DeSales students will be well-equipped to successfully meet the challenges of modern day society with faith, dignity and integrity.

## **Mission Statement**

DeSales Catholic School...

Is a center of excellence that inspires individual students to reach their greatest potential inside and outside the classroom.

Is a nurturing community dedicated to advancing the highest academic standards and an exceptional faith-based education rooted in the values of love, compassion, mercy, sacrifice and justice as taught by St. Francis deSales.

Provides students with the fundamental building blocks to be innovative, critical-thinkers, and responsible future leaders.

*Revised May 2012*

DeSales Catholic School  
6914 Chestnut Ridge Road  
Lockport, NY 14094

***"The Start of Something Great"***

Phone: 716-433-6422

Fax: 716-434-4002

Website: [www.desalecatholicsschool.org](http://www.desalecatholicsschool.org)

**Office Hours:**

Monday - Friday 8:00 am - 3:30 pm

**School Hours:**

**Grades K through 8:**

Monday - Friday 8:20 am - 2:50 pm

**Early Childhood Development Classes:**

Tues. and Thurs. 8:30 am - 11:30 am (age 3 by 12/1)

Mon., Wed., Fri. 8:30 am - 11:30 am (age 4 by 12/1)

## **GENERAL INFORMATION**

DeSales Catholic School is a consolidated school system serving the City of Lockport and the surrounding area. The school utilizes one building. The Main Office in the school is where all business pertaining to the administration of the school is handled by the supervising principal and the assistant principal.

## **BOARD OF TRUSTEES**

In 1970, the Bishop of the Diocese of Buffalo authorized the formation of the Lockport Catholic Education Council. The council was the governing body of the educational facilities housed in the Primary, Intermediate, and Middle school buildings; subject to the regulations of the Superintendent of Catholic Education of the Diocese of Buffalo. The council now is composed of the pastors, school parents and lay members from participating parishes. The function of the council is to set policy and formulate the school budget. The Lockport Education Council was given the name of DeSales Catholic Education Council in 1994 when the three buildings moved to their new location at 6914 Chestnut Ridge Road. In 2009, the Education Council name was officially changed to DeSales Catholic School Board of Trustees, per the Diocese of Buffalo.

Copies of the DeSales Catholic School Board of Trustees policy are available for review in the Main Office or online at [www.DeSalesCatholicSchool.org](http://www.DeSalesCatholicSchool.org).

## **HOME SCHOOL ASSOCIATION**

DeSales Catholic School has an active Home School Association. Parents are encouraged to lend their talents and participate with teachers and students in events such as field trips, teacher appreciation events, social events, fundraisers, family Masses, the lunch program and other special activities.

The main objectives of the organization are to:

- Organize and support fundraisers and educational and social programs for the DeSales family
- Promote communication and cooperation between home and school
- Promote an opportunity for continued development of the school as we strive for higher standards
- Create a greater appreciation of Catholic Education
- Provide an opportunity for parents and teachers to meet and interact with each other

Home School Association meetings are held the first Tuesday of every month at 7:00 pm and are open to all parents, faculty and staff. In addition, the Home School Association publishes monthly meeting minutes on the school website to keep everyone apprised of current events. **The Home School Association has a mandatory \$100.00 per-family annual fund raising commitment.**

## **ADMINISTRATIVE POLICIES**

### **ADMISSION**

Registration for the following school year will begin in January with registration open to those students who have already been enrolled in the previous school year and to their siblings. Open enrollment for new families is held throughout the year, based on the discretion of the principal. An Open House will be held each January/February, in order to introduce new families to the school. Information concerning this Open House will be published in the church bulletins and in the local newspaper.

#### **REGISTRATION REQUIREMENTS**

1. To enter Kindergarten, the student must be age five by Dec. 1 of the present year.
2. Upon registration, a birth certificate, baptismal certificate, a copy of the social security card, complete educational records, including testing and a record of immunization must be presented to the school. All acceptances are provisional until all records are received, and it has been determined that DeSales Catholic School can serve a student's particular needs, especially if a student is in need of special education services.
3. Verification of registration and participation at one of the Catholic parishes will be required through submission of the Parish Tuition Assistance Form in order to qualify for the annual parish tuition assistance.
4. **A Registration fee of \$100.00 per student and a New Family fee of \$100.00 are required to confirm registration for the following school year.**
5. **As a school policy, please note that students will not be accepted to enter Grade 8.**

### **ATTENDANCE**

Good daily attendance is one key to academic success for your student. If your student is going to be absent from school, please notify the school nurse by calling (716) 434-4680 by 9:00AM. Good attendance has a direct impact on learning, and as teachers, we know that it is impossible to "catch up" a student on six hours of instruction when he/she is absent from school.

The New York State Board of Regents has required all schools to be in compliance with an attendance policy. The purpose of regulating attendance across the state is to raise student achievement to higher levels based on New York State standards, to close the gap in student performance based on poverty, race and location of residence and to uphold the mission statement of each school.

#### **ABSENCES**

Some absences which previously were excused will no longer be identified as excused. Unexcused absences will include:

- unlawful detention
- truancy
- suspension
- vacations



Students who miss 30 days of school, either excused or unexcused, and whose parents have not met periodically with the school administration may be in jeopardy of retention. In a conference with the administration and teachers, alternative educational plans need to be determined. It is the parents' responsibility to notify the administration of an attendance concern and to request such a conference.

A written excuse must be completed by the parent giving specific reasons for the absence/tardiness within a 3-day period. If an excuse is not received within the 3 days, the absence is recorded as unexcused.

A student who is absent more than ½ of the school day due to illness or unexcused absence may not participate in after school activities including play practice or athletics.

#### *BEFORE and AFTER SCHOOL PROGRAM*

The After School Program is available for all students in grades K-8. This program is run under the direction of the YMCA of Lockport. It begins on the first day of school and ends on the last day of the school year. Care is provided from 7:00 AM until 8:00 AM and from 2:50 PM until 5:45PM. Fees are determined by the YMCA, and registration for the program should be done by contacting the YMCA at (716) 434-8887.

#### *ARRIVING AT SCHOOL*

No child should arrive at school before 8:00 AM unless:

- the child is a part of the YMCA Before School Program
- the child is participating in the Hot Breakfast Program which begins at 7:30 AM
- a teacher is working with a student
- the child rides a bus that arrives before 8am

#### *DAILY SCHEDULE*

K- 8 Students are expected to be in their homerooms at 8:15 AM and will be counted tardy after 8:20AM. The end of the school day is at 2:50 PM.

#### *LEAVING SCHOOL*

If, for any reason, a student must leave early, the student must bring a note from parents stating the reason and the time the student is to be excused. It is also helpful if parents would indicate whether or not the student will be returning to school on that day. Parents must go to the Main Office to sign out their child, students are not permitted to sign themselves out of school. If you make a change of plans for your child to leave school during the day or at the end of the day, please notify the school office by 12:00 PM by fax so that we may notify your child's teacher of the change. Students planning to go home with another student need to have a signed note by their parent indicating the house to which their child is going.

#### *LEAVING SCHOOL WITHOUT PERMISSION*

No student is allowed to leave the school grounds for any reason without the permission of the Principal or Assistant Principal. This includes the time immediately after being dropped off by the bus or before the bus pick-up in the afternoon.

### TARDINESS

Promptness to school is a very important habit to instill in your child from the earliest years since it is one of the lifetime values the student must hold later in life. Students in grades K-8 who arrive in homeroom after 8:20AM are considered tardy. Tardy students must sign in at the Main Office. A note from parents explaining the reason for tardiness must be sent to the school no later than the following day. Tardiness is entered on the student's permanent record and is included in recommendations. Students who exhibit excessive tardiness will correct this problem by attending after school detention.

### BREAKFAST AND LUNCH PROGRAM

Our school offers a hot lunch and breakfast program, which is part of the Federal School Lunch Program. Free, reduced and paid meals are offered, and those seeking a free or reduced price meal must fill out an application, which will be sent home on the first day of school.

Lunch menus are provided monthly, and lunches may be purchased on a daily, weekly or monthly basis. Milk and ice cream are also served daily. If a child forgets his/her lunch from home, a lunch will always be provided. Please call by 9:00 AM to notify the school office if we will need to provide your child with lunch for the day.

### EMERGENCY CONTACT INFORMATION

All students are required to have a Parent Substitute/Emergency form on file in the school office. This person will be called in the event of illness or injury if the parent cannot be reached and should have agreed in advance to assume this responsibility. **If there is any change in the emergency contact information during the school year, please notify your child's teacher or the school office immediately.** It is imperative that we be able to contact you or your substitute in an emergency.

### EMERGENCY SCHOOL CLOSINGS

Radio announcements (WLVL 1340 AM in Lockport and all local TV Stations) will be made before 7:00AM if school will be closed due to inclement weather. If Lockport Public Schools are closed for inclement weather, then DeSales Catholic School is closed. DO NOT call the church rectories or radio stations. If a storm occurs during the day, and it is necessary to close the school, the announcement will be made on the radio at least one hour before dismissal. A child will not be sent home unless we know that there will be supervision at home. Other emergency closings will also be announced in the above manner.

### SCHOOL REACH

DeSales Catholic School has enrolled in School Reach, a system that allows school personnel to notify parents and guardians by telephone, text message and email within minutes of any emergency or unplanned event that causes early dismissal, school closings, or late start to the school day. School

Reach may also be used occasionally to communicate general announcements or reminders. DeSales will continue to report school closings on local television and radio stations, and social media outlets. School Reach will allow us to quickly contact parents at all designated phone numbers, and deliver a recorded message from a school Administrator. Messages will be communicated in the event of both a live answer or an answering machine/voicemail pickup. All parent and guardian information and contact numbers are strictly secure and confidential, and are used only for the purpose of school communication.

## **NOTIFICATIONS**

### **ASBESTOS**

We are notifying you that according to AHERA (**Asbestos Hazard Emergency Response Act**) regulation we, like all schools, are required to have an asbestos plan in place. If any parent, teacher or employee wishes to see this plan, a request can be made to the school office where the plan is filed each year. We are in compliance with all AHERA regulations.

### **PESTICIDES**

Often it is necessary for the school to use pesticides both in and outside of the building. At the beginning of the school year, all parents will be given an opportunity to be notified when pesticides might be in use during the year. A form will be sent home, and notification will follow if pesticides are ever in use.

## **PERMISSION SLIPS**

Official permission slips for field trips and student activities will be issued by the school. These slips contain Diocesan guidelines that are to be followed. This is the only permission slip that will be accepted by the school with the parent's/guardian's signature. No one will be permitted to participate in any function of the school without this signed permission slip. Written notes will not be accepted. A faxed official permission slip will be accepted (Fax# 434-4002).

## **PERSONAL PROPERTY**

A student's name should be marked on all clothing, uniforms, books, and notebooks. A lost and found is provided in the cafeteria and in the stairwell by the priests' house.

## **PHONE CALLS AND CELL PHONES**

No telephone calls may be made without permission from a teacher or administrator.

Telephone calls are not accepted as permission for field trips and student activities.

Cell phones and other electronic devices are not permitted for use during the school day unless directed by the teacher. If a student needs a cell phone after school due to walking home from school, entering a house alone, or attending sports practices or games, he/she should bring the cell phone to the office to be parked in the off position. Cell phones brought to school under serious circumstances with parent

permission as well as the principal's will be left at the office. It will be held until the student picks it up in the school office at the end of the day. A student may not pick up or drop off a cell phone or any other electronic device owned by another student. If a teacher notices a student with a cell phone, the teacher will send the student to the office immediately where the cell phone will be kept in the office until a parent can pick it up from the principal. Should this occur more than once, the cell phone will be held at the school until the end of the school year in the school safe.

### **SCHOOL UNIFORMS:**

A student's attitude toward their learning is often reflected in personal appearance. All students are encouraged to display their self-esteem by cleanliness, neatness and adherence to the following dress code. **Substitutions or exceptions will not be permitted.**

***DeSALES SPORTS TEAM SWEATSHIRTS, T-SHIRTS OR UNIFORMS WILL NOT BE PERMITTED ON MASS DAYS***

#### **GIRLS' UNIFORM - GRADES KINDERGARTEN - 4**

Blue/Gray plaid jumper with navy crisscross tie

White or light blue peter-pan collar blouse - tucked in at all times

**Flynn and O'Hara long sleeve white or navy blue polo shirt may be substituted for white or light blue blouse. Polo shirt must have DeSales logo, and may be worn with dress slacks.**

White or navy blue knee socks or anklets are required

White or navy cardigan sweater or the official fleece jacket

Black tights or **ankle length** leggings may be worn with the jumper in the winter

White turtlenecks may be worn under the blouse in the winter

Navy blue or white Flynn and O'Hara sweater vest or plain navy or white sweater vest is optional

Dress shoes – **SOLID BLACK, NAVY BLUE OR BROWN DRESS SHOES ONLY** (No sneakers except on gym day or dress down days.) Boat shoes, Tom Moccasins or other canvas shoes are not permitted.

Navy blue dress slacks available at Flynn and O'Hara **WITH SOLID BLACK, BROWN OR NAVY BLUE BELT**

**SOLID WHITE, UNIFORM PLAID, BLUE OR BLACK HEADBANDS ONLY**

#### **GIRLS' UNIFORM - GRADES 5-8**

Flynn & O'Hara Blue and Gray plaid skirt (**no shorter than 3" above the knee**) OR

**SOLID NAVY BLUE Flynn & O'Hara 4 pleat skirt (no shorter than 3" above the knee)**

White or light blue oxford blouse - tucked in at all times

**Flynn & O'Hara Long sleeve white or navy blue polo shirt may be substituted for white or light blue blouse. Polo shirt must have DeSales logo on it, and the Polo shirt does not require tucking.**

Solid white or navy knee socks or anklets are required.

White or navy sweater (pullover or cardigan) or the official DeSales fleece jacket

Navy blue or white Flynn and O'Hara sweater vest or solid white or navy sweater vest is optional

Black tights or **ankle length** leggings may be worn with the skirt in the winter

White turtlenecks may be worn under the blouse in the winter

Dress Shoes – **SOLID BLACK, NAVY BLUE OR BROWN** (Sneakers may be worn during activity period.) No Boat shoes, Toms, moccasins or any other canvas type shoes are allowed.

No boots or stiletto type heels permitted for dress shoes for girls. All shoes must have a back.

Navy blue dress slacks available at Flynn & O'Hara **WITH SOLID BLACK, BROWN OR NAVY BLUE BELT.**

**SOLID WHITE, UNIFORM PLAID, BLUE OR BLACK HEADBANDS ONLY.**

#### BOYS' UNIFORM - GRADES KINDERGARTEN-4

Navy dress pants

White or blue dress shirt - tucked in at all times

**Flynn and O'Hara long sleeve white or navy blue polo may be substituted for white or light blue shirt. Polo must have DeSales logo on it, and the Polo shirt does not require tucking.**

White or navy sweater, (pullover or cardigan) or the official fleece jacket

Navy or white Flynn and O'Hara sweater vest or navy or white solid sweater vest optional

No turtlenecks

A **solid navy blue, black or brown** belt must be worn at all times

Dress shoes – **Dark brown, black dress shoes, NO SNEAKER LOOKALIKES. Boat shoes, canvas shoes or moccasins ARE NOT allowed** Sneakers permitted on gym or dress down days only.

Navy blue or black socks are required

#### BOYS' UNIFORM - GRADES 5-8

Navy dress pants. No skinny pants permitted.

White or blue dress shirt with appropriate tie or Bow tie - shirt must be tucked in at all times.

**Flynn and O'Hara long sleeve white or navy blue polo may be substituted for white or light blue dress shirt. Polo shirt must have DeSales logo on it, and the Polo shirt does not require tucking.**

**Tie or Bow tie required with dress shirt only**

White or navy sweater, (pullover or cardigan) or the official fleece jacket

Navy or white Flynn and O'Hara sweater vest or solid navy or white sweater vest optional

No turtlenecks

A **solid navy blue, black or brown** belt must be worn at all times

Dress shoes –**Solid black, blue or brown NO SNEAKER LOOKALIKES. Boat shoes, canvas shoes or moccasins ARE NOT allowed.**

Sneakers may be worn during activity period

Solid navy blue or black socks are required

**SUMMER UNIFORM** may be worn from May 1 - June 30, and during the month of September.

**Order uniforms directly from Flynn and O'Hara Uniform Company at 1-800-441-4122, online at FlynnO'Hara.com or purchase at the Flynn & O'Hara store in the Georgetown Square Plaza in Amherst.**

Navy or white short-sleeve polo shirt with the DeSales logo

Navy blue walking shorts - purchased only from Flynn and O'Hara

Girl's shorts are cuffed

**Navy blue, black or brown** belts must be worn with the walking shorts

Sneakers may be worn with walking shorts only. Dress shoes must be worn with pants or skirts.

Solid white socks may be worn with sneakers. Socks are required.

No sandals.

Flynn & O'Hara white or navy DeSales short-sleeve polo shirts may be worn with skirts or pants.

**GYM UNIFORM**

Navy blue T-shirt with the DeSales logo

Navy blue sweatshirt with the DeSales logo **only to be worn on gym days**

Navy blue sweatpants with the DeSales logo

Gray or navy blue shorts with the DeSales logo

**No other logos are permitted. SPORTS TEAM UNIFORMS, T-SHIRTS AND SWEATSHIRTS ARE NOT PERMITTED AS PART OF GYM UNIFORM**

Solid white, or blue socks are required. No other colors or designs are permitted.

No nylon tops or pants are to be worn (i.e., wind pants, parachute pants, etc)

Leggings or running tights not permitted under gym shorts.

Order gym uniforms through DeSales twice a year (July and March). Order forms will be sent home in the final blue envelope for the school year and can be obtained online in the Parent Connection.

**OTHER RESTRICTIONS**

NO HATS ARE TO BE WORN AT ANY TIME IN THE BUILDING.

NO EARRINGS ARE PERMISSABLE FOR BOYS.

NO CARGO PANTS

BOYS' HAIRCUTS MUST BE ABOVE THE COLLAR AND ABOVE THE EYEBROWS. MOHAWKS AND BLUE, GREEN, PURPLE OR RED HAIR COLORING WILL NOT BE ACCEPTABLE FOR BOTH BOYS AND GIRLS. BOYS WHOSE HAIRCUTS ARE UNACCEPTABLE WILL BE GIVEN WRITTEN NOTIFICATION AND A DATE BY WHICH A HAIRCUT MUST BE OBTAINED. ALL HAIRCUTS ARE APPROVED BY THE PRINCIPAL OR ASSISTANT PRINCIPAL. NON-COMPLIANCE WITH HAIRCUT POLICY MAY RESULT IN A DETENTION.

NO HEAVY COSMETICS.

NO INAPPROPRIATE ACCESSORIES.

DRESS DOWN DAYS

Dress down days may be scheduled for the purpose of fundraising. For a donation of \$1.00, students may dress down in jeans and sneakers and other appropriate attire. Guidelines are listed below. If a student dresses down but does not contribute the \$1.00 donation, the student will need to bring the donation on the next school day. If the donation is not fulfilled, the student will not be allowed to participate in the next dress down day.

OUT OF UNIFORM GUIDELINES

***STUDENTS MAY WEAR:***

JEANS WITH NO HOLES, RIPS OR CUTOFFS.

SNEAKERS

T-SHIRT

SWEATSHIRTS

SOCKS ARE REQUIRED WITH SNEAKERS OR SHOES

SANDALS WITH STRAPS AND BACKS

LONGER SHORTS, NO SHORTER THAN 3 INCHES ABOVE THE KNEE

SKIRTS NO SHORTER THAN 3 INCHES ABOVE THE KNEE

***STUDENTS MAY NOT WEAR:***

ATTIRE OF ANY KIND WITH HOLES OR RIPS

SPAGHETTI STRAPS

FLIP FLOP SANDALS

NO OPEN BACK SHOES

T-SHIRTS WITH INAPPROPRIATE WRITING

**STUDENTS WHO REPEATEDLY VIOLATE UNIFORM POLICY WILL BE DENIED PARTICIPATION IN THE NEXT DRESS DOWN DAY OR WILL SERVE A DETENTION.**

## **SEXUAL HARASSMENT POLICY**

It is the policy of the Catholic schools in the Diocese of Buffalo that all students have the right to be free from all forms of discrimination, including sexual harassment, in the school environment. Sexual harassment may take different forms. The following acts, although not automatically sexual harassment, may constitute sexual harassment under certain circumstances:

1. **Verbal** – sexual innuendoes, jokes of a sexual nature, and sexually degrading language to describe an individual;
2. **Nonverbal** – displaying sexually suggestive objects or pictures, leering, and making obscene gestures;
3. **Physical** – unwanted physical contact or touching, brushing up against the body and any other type of coerced sexual activity.

Sexual harassment does not refer to behavior or compliments of a social nature. It refers to behavior which is not welcome, that is personally offensive, that fails to respect the rights and dignity of others.

Any student who believes he/she has been the subject of sexual harassment should report the alleged act immediately to the principal.

The administrator will thoroughly and immediately investigate all claims of sexual harassment. If the investigation reveals that the complaint is valid, prompt attention and disciplinary action to stop the harassment and to prevent its recurrence will be taken. The disciplinary action taken with respect to each violation of this policy will be determined in accordance with the seriousness of the particular offences and may range from written warnings, parent conferences, mandatory counseling, suspensions, dismissal or a combination of actions. The school administrator will advise the complaining party that corrective action has been taken.

In the event that a thorough investigation of an alleged incident of sexual harassment reveals that a student has not engaged in any actions or conduct constituting sexual harassment, the school administrator will inform both the student and the complaining party that a thorough investigation has been conducted and that there exists no grounds or basis to substantiate the alleged sexual harassment.

The school will take reasonable measures to protect the confidentiality of the student, who files a complaint, to encourage the reporting of any incidents of sexual harassment, and to protect the reputation of any student wrongfully charged with sexual harassment.

## **TEACHER REQUEST POLICY**

Students are placed in a class with a particular teacher by their previous teacher. Much thought and consideration is given this process by the teachers. In order for a request for a teacher to be considered, there must be an educational reason for said request and a written request must be submitted to principal. The request should be submitted by June 30th.

## **TRANSPORTATION**

Busing is provided by the Lockport Board of Education for students from Kindergarten through grade 5 provided they live one mile from the school. A distance of one and a half miles is required for students



in grades 6-8. Students who live outside the Lockport School District are bused by their respective school districts. Busing is not provided for Pre-K.

Requests for out of district busing must be made in writing by April 1<sup>st</sup>. During the year alterations in bus routes are not allowed. For problems in busing, please contact the Lockport Board of Education or Ridge Road Express at 433-6777.

It is the parents' responsibility to remind the students of the necessity of proper behavior on the bus. The following guidelines have been established by the Lockport School District:

- Orders of the bus driver must be obeyed
- Heads, arms and hands are to be kept inside the bus at all times
- Emergency doors and windows should not be touched
- Students are to remain seated
- Inappropriate language and behavior will not be tolerated

If bus conduct referrals are issued, students may receive detention. Failure to comply with these guidelines may result in loss of bus privileges.

If there is a reason for altering your child's means of transportation, please send a note to the school and a duplicate note for the bus driver. Bus routes may not be altered. These regulations are made to ensure the safety of your child.

## **TUITION AND FEES**

The smooth running of our school is dependent upon prompt payment of tuition and fees. Tuition payments are typically made by parents and guardians over a 12-month period with the first payment due July 10<sup>th</sup> and the last payment due June 10<sup>th</sup>. All tuition and fees are non-refundable. **The parish tuition assistance rate will be granted only after the completed Catholic Tuition Grant Program application has been received in the school office.**

### **TUITION POLICY**

1. Payment of tuition is the responsibility of the students' parents or legal guardian.
2. Tuition is payable in twelve monthly payments, July 10<sup>th</sup> – June 10<sup>th</sup> for the concurrent school year of September - June. Direct bank withdrawal or the tuition trackers are to be used for payment. No reminder billings will be mailed.
3. If payment is not received by the 30<sup>th</sup> of the month, a late charge of **\$35** will be added to each month when payment is in arrears and a statement with these additional charges will be mailed.
4. A fee of **\$35** will be charged for all checks returned by the bank.
5. If tuition and fees are in arrears over 60 days, payment arrangements need to be made with the Business Manager. It is the parent's responsibility to initiate this request in due time without reminder or notification from the school. Report cards and or education documents will be delayed until tuition is paid in full or arrangements for payment are made.
6. If tuition and fees are in arrears in excess of 90 days and an acceptable alternative arrangement has not been approved by the Business Office, then students will be withdrawn from the school until all delinquent obligations are paid in full.

7. The school has the right to legal action for non-payment of tuition and fees. Legal fees and collection costs will be the responsibility of the parents or legal guardian.
8. No student may start school in September unless all tuition and fees owed from the previous school year have been paid. This policy is automatic and is applied without special reminder or notification.

### FINANCIAL ASSISTANCE

Financial Assistance applications are available upon request from the school office, the Business office, and at our school website, [www.desalecatholicsschool.org](http://www.desalecatholicsschool.org). Applications for financial assistance are due by April 15th, but may be accepted after the deadline if funds are still available.

### TUITION REDUCTION

- Any currently enrolled family bringing a new family to DeSales for grades K - 8 will receive a \$500.00 reduction in their current year tuition.
- Only one reduction per school year.
- The new family must supply a letter to the business office naming the current family who brought them to DeSales.

### TUITION SCHEDULE 2015-2016

#### Kindergarten – 8<sup>th</sup> Grade

<u># of students attending from one family</u>	<u>Tuition Amount</u>	<u>Tuition for families granted Catholic parish assistance</u>
1	\$ 4,680 (\$390 monthly)	\$ 2,988 (\$249 monthly)
2	\$ 8,856 (\$738 monthly)	\$ 5,496 (\$458 monthly)
3	\$13,284 (\$1,107 monthly)	\$ 8,052 (\$671 monthly)
4	\$17,712 (\$1,476 monthly)	\$ 9,600 (\$800 monthly)

#### Early Childhood Development Classes

3 year old program ( <b>2 half days / week</b> )	\$ 1,824 per year	(\$152 monthly)
4 year old program ( <b>3 half days / week</b> )	\$ 2,496 per year	(\$208 monthly)

### Fees

Registration fee: \$100.00 per child – non-refundable

Application fee: (1st time registrants only) \$100.00 per family – non-refundable

Snack/Supply fee: (Early Childhood programs only) \$25.00 per child

Monthly Payments are based on annual tuition payments spread over 12 months.

THE FIRST TUITION PAYMENT IS DUE JULY 10<sup>TH</sup>

THE LAST TUITION PAYMENT IS DUE JUNE 10<sup>TH</sup>

All Families making tuition payments through electronic bank withdrawal have 4 options for payment:

Monthly: (July 2015 - June 2016)

Quarterly: (July 2015, Oct. 2015, Jan. 2016, Apr. 2016)

Semi-Annually: (July 2015 and January 2016)

Annually: (July 2015)

## **VISITORS AND SCHOOL SECURITY**

All visitors must report to the school Main Office. No one is permitted (parents or visitors) to visit a classroom without first reporting to the Main Office. All visitors must sign in at the school office and will be given a “Visitor’s Badge” to wear while in the building. These badges should be returned to the Main Office and the visitor should sign out in the office.

Our school building has a complete security system. All exterior doors are locked by 8:30am and remain locked until 2:40pm. In order to gain entry to the building, parents need to access the security system by the main office. Once a person is identified, that person will be buzzed into the building.

## **VOLUNTEERS**

Parents are encouraged to become co-educators with the faculty and staff of DeSales. Opportunities for volunteering are available as library assistants, cafeteria monitors, lunchroom and playground helper, homeroom parents and office assistants. Those wishing to volunteer should contact the office. All volunteers must obtain and submit a Uniform Volunteer Application to the office before beginning to volunteer. **All volunteers must attend the Diocesan Sexual Misconduct (VIRTUS) workshop. (Verification of attendance at this workshop is required in writing and a background check must be completed before volunteering can happen.) A diocesan Code of Conduct must be signed.**

## **ACADEMIC POLICIES**

### **CURRICULUM**

The school follows the course of studies issued by the Diocesan School Superintendent, in accordance with the requirements of the State of New York Department of Education. Emphasis is placed on Religion, English Language Arts and Mathematics since these are the foundation of all other fields. Social Studies, Science and Health are included as an integral part of the curriculum with greater emphasis in grades 4-8. Art, Music and Physical Education are taught each week. Computer classes are provided for students from grades 1-8. Accelerated courses in Algebra and Living Environment will be provided to students in grade 8 who are recommended by teachers for students with a grade of 92 or higher, with consent from parents. In accordance with the Regents Action Plan, a language other than English is part of the 8<sup>th</sup> grade curriculum. Regent’s examinations will be given to students enrolled in

either/both Algebra, and Living Environment for possible high school credit. A language other than English is also offered weekly for students in Grades K-7. Ethics and Study Skills are taught to 6<sup>th</sup> grade students. Early Childhood Development Classes are offered to children turning 3- or 4-years old by December 1st. All classes run from 8:30am - 11:30am with program options including five days a week (when enrollment numbers allow), three days a week (Monday, Wednesday and Friday) or two days a week (Tuesday and Thursday).

Kindergarten consists of a full day schedule and follows the NYS and Diocesan Curriculum. Registration takes place at the regular registration period beginning in February. Each Kindergarten student is tested in order to determine reading readiness in June. Students are retested and reevaluated by a standardized reading test as part of the formula for determining whether a student is prepared in their reading/comprehension skills to advance to 1<sup>st</sup> grade.

### **ELIGIBILITY FOR ATHLETICS**

Basketball, swim team, track, intramural basketball, baseball, softball, soccer and volleyball are offered. Those wishing to participate in Diocesan league teams must be passing all academic subjects at the time of tryouts, have a cumulative average of 78 and must maintain at least this average throughout the entire season. Students may be asked to leave a team if it is determined that their behavior or academics are unacceptable at school. This will be determined by the principal.

Sports physicals are mandated by New York State and the Diocese of Buffalo. **A Sports Medical Release Form signed by a physician must be on file in the school office before the first practice or the student may not participate in the sport. Students and parents must also complete a Concussion Management training form.**

### **GUIDANCE COUNSELOR**

The elementary years are a time when students begin to develop their academic self-concept and their feelings of competence and confidence as learners. Children learn best when they feel good about themselves and their relationships with others. They are beginning to develop decision making, communication and life skills, as well as character values. As such, DeSales employs a counselor to provide support services to staff, students and parents, School Counseling Core Curriculum lessons, individual/group counseling, prevention activities and career exploration for all students.

### **HOMEWORK POLICY**

We at DeSales feel that homework is an essential part of the total learning process. We expect that homework is to be completed by the student to the best of their ability, and on time. Students are expected to make up any homework they have missed in a timely manner due to absence from school.

The purpose of daily homework is the re-enforcement of skills learned in the previous day's work, preparation for the following day's class work, or development of a project as a result of a study of an in-depth topic.

The following time periods are **approximate guidelines** for the expectations of time allotted for daily homework:

- Grade 1 and 2: 20-25 minutes per night
- Grade 3 and 4: 30 minutes per night
- Grade 5: 45 minutes per night
- Grades 6 - 8: 90 minutes per night

Parents of lower grade students who are absent three days or more, who wish to pick up homework for their child, should call the school office in the morning. A message will be relayed to the child's teacher, and homework may be picked up at 3:00 PM in the Main Office. It is impossible for teachers to prepare homework assignments before the end of the school day, since they are responsible for supervising their classes throughout the day.

Homework is the responsibility of the student, and it is a significant part of every quarter's grade. Copying of another student's homework is never permitted and may result in disciplinary actions to be taken by the teacher and/or the administration. Each teacher will determine their own homework policy and will communicate this to parents at the Open House and Mock Schedule evening in September.

In order to help your child develop good study habits, you can encourage them in the following ways:

- Provide a quiet study place away from the TV, telephone or radio.
- Check each night to be sure that the assigned work has been accomplished and has been turned in.
- Be willing to listen to spelling, vocabulary, times tables or other studied material.
- Explain directions to your child, help provide materials needed for projects or rides to the library, but **never do the work for the child.**
- Consult the teacher if your student uses the excuse of "No homework" too often.
- Encourage extra study time which would review the day's learned material.
- Be sure that your child gets 8-10 hours of sleep on school nights and always begins the day with a good breakfast.
- Cheating of any kind is not permitted, and both those who give or receive information from another student will be subject to disciplinary action.

### **HONOR ROLL**

Students in Grades 6-8 are eligible for the Honor Roll. All subjects are considered for Honors including Art, Music, Computer, Foreign Language and Physical Education. In order for a student to be eligible for First or Second Honors or Merit Roll, they must have a 2 or above for effort and conduct. The requirements are as follows:

- First Honors: 95 average or above
- Second Honors: 90 average or above
- Merit Roll: 85 average or above

Students who maintain Honors are rewarded for their hard work at the end of each quarter with Honor Cards and pins.

Blue and White Achievement Award: After the first marking period, students in Grades 6-8 are eligible for this award. Students must have a passing average on the previous marking period and increase their average by 5 points or more on their cumulative grade.

## **LIBRARY**

The library is available at DeSales Catholic School for the students' use. The same policy for lost or damaged books is used in the library as for regular textbooks.

## **MAKE-UP WORK**

### **AFTER AN ILLNESS**

When the student is ill, it is the responsibility of the student to make up all class work and homework missed during the time of absence. Teachers should be contacted to give the student the particular assignments which are missing. ***Parents should only call the office to have past due class work and homework prepared by the teachers for a pickup, if the student has been absent a total of three or more days.*** Otherwise, ***students should pick up the uncompleted work on the first day that they return from their illness.*** Parents should check to be sure that this make-up work is fully accomplished and turned in to the teacher. At the time of the grading period, if make-up work is due, a grade of "I" for incomplete work may be given. However, at the time of the subsequent grading period, this incomplete work must be made up. If not, a grade of "0" will be entered into the teacher's roll book for the incomplete work, and this "0" will be averaged into the quarter grade.

### **VACATIONS**

Vacations are necessary for good health and should be times of rest and relaxation. We ask that all families try to schedule their vacations within the calendar provided by the school. If a student will be away from school for several days, it is the student's responsibility to make up the work after his/her return to school. ***It is not always possible for teachers to prepare work in advance for students who will be away with their families.***

## **PHYSICAL EDUCATION**

All students are required to participate in physical education. If a student is unable to take gym, he/she is not allowed to go outside during activity period or to participate in an after school activity. A written excuse from a parent/guardian is accepted for two consecutive days. A student may not be excused from gym for more than two days without a doctor's excuse. The only exception to this is if a child has received stitches. Even without a note, a child with stitches may not take gym. All students are required to wear the gym uniform and sneakers. Students will be asked to remove jewelry including watches before participating in activity.

Students in grades K-5 will participate in at least 20 minutes per day of physical activity determined by the classroom teacher under the direction of the physical education instructor.

Students in grades 6-7-8 will participate in an activity period of 20 minutes per day. Activities will vary and will be monitored. The purpose of this activity period is to improve physical fitness as well as concentration in the classroom. All students will be expected to participate. No excuses other than medical will be accepted. Students may bring sneakers to change into before and after activity period. Students will not be able to use this time in order to make up tests or classroom work. Additional time devoted to Physical Education credit will be earned through related class work as in agreement with the Diocese of Buffalo and the New York State Education Department.

## **PROGRESS REPORTS AND CONFERENCES**

DeSales Catholic School will be using a Trimester schedule for the school calendar. Report cards are issued three times per year, and represent a means of communicating students' progress to their parent/guardian. Grades are determined by an average of class work, daily assignments, homework and tests.

Progress Reports will be issued for all students at the Parent Teacher Conferences in October. Parents are encouraged to consult with the teacher whenever they feel it is necessary. If a conference is desired throughout the school year, please call for an appointment. **It is important to realize that teachers are not free to discuss students' academic standings during the school day when they are responsible for their classes.** Your understanding in this matter is appreciated.

### **PARENT PORTAL**

DeSales Catholic School employs the use of a Parent Portal to help keep parents informed of their child's academic progress. Teachers will regularly update this site with current information to help keep the lines of communication open. It is important that parents regularly check this site as prolonged inactivity will cause individual accounts to be closed by the system. Parents will be made aware of their unique password at the beginning of the new school year.

## **RELIGIOUS FORMATION**

The Religion Program forms the central core of our school curriculum. Religion classes are part of the daily schedule in all grades, and all students are expected to participate in religion classes regardless of their denomination. These include doctrinal instruction on the sacraments and teachings of the Church. In the upper grades, students learn how to use the Bible and are led to see the place of the Word of God in their daily lives. Formation in prayer, both personal and liturgical, is an essential part of the program. Opportunities are provided for participation in Mass and other prayer celebrations, including the Sacrament of Reconciliation. **Sacramental preparation for the First Eucharist, First Penance and Confirmation takes place in the individual parish.** It is important that you be aware of your parish's policy so that your child may be prepared for the sacraments. Please contact your parish Director of Religious Education in order to be included in the parish religious education program when your child is ready for First Reconciliation and First Eucharist.

### **GUIDELINES FOR THE RECEPTION OF HOLY COMMUNION**

We welcome to the Mass celebration those who do not share our faith in Jesus Christ. While we cannot admit them to Holy Communion, we ask them to offer their prayers for the peace and the

unity of the human family. Non-Catholics are encouraged to come up in the communion line for a blessing.

### **REMEDIAL STUDIES**

Special Reading, Math and Early Intervention programs are offered for grades 1-8. A consultant/resource teacher is available to work with students who have been identified by low scores on the New York State Assessments as well as other diagnostic tests. Academic Intervention Services (AIS) will be provided to children who have diagnosed learning disabilities or those who have been identified as being in need of Title I services. Speech Therapy, Occupational Therapy and Physical Therapy are provided within the school setting for students who have been identified to be in need of these services. The programs may include services through the City of Lockport School District.

### **STUDENT RECORDS**

In case of a withdrawal, scholastic transfers and health records are sent to the school to which the child is transferring at the parent's request. Records are not hand carried to the child's new school. Records will be promptly sent as soon as all the student's books are returned and all fees are paid in full.

### **SUPPLIES**

A list of school supplies for each grade level will be distributed to parents before the beginning of the school year. Please check your student's supplies periodically throughout the year.

### **TESTING / ASSESSMENTS**

Testing and evaluation are part of the educational process. Unit tests are given at the end of each unit and final exams are administered at the end of the third trimester in grades 3-8.

Other testing includes:

- New York State Language Arts Test for Grades 3 through 8
- New York State Science Test for Grade 4 and Grade 8
- New York State Math Test for Grades 3 through 8
- STAR Reading Test K-6 (Fall, Winter, Spring)

### **TEXTBOOKS**

All basic textbooks are on loan to the individual student from their respective school district. Occasionally, a teacher may require an additional book be purchased for use in the class, i.e. novels, atlases, etc.

Each student will be issued numbered textbooks at the beginning of the school year. Responsibility for the good care of these books belongs to each student. **All textbooks must be covered by the end of the first week of school. Contact paper should not be used.** At the end of the school year, each teacher will assess the condition of the book assigned to your student. Lost, stolen or damaged books will be replaced by the student with the cost of a new book.

Middle School Math textbooks are available online.



## **TECHNOLOGY POLICY**

DeSales Catholic School has implemented Internet technology into their middle school program in Social Studies and Science. The following is the Technology Policy, which has been put in place for the protection of our students:

Computer resources and the Internet are provided by DeSales for the students and staff to instruct, to conduct research and to communicate with others. Independent access to computer educational resources is provided to students who agree to act in a considerate and responsible manner. Access is a privilege, not a right. Access implies responsibility.

Computer storage areas may be treated like school lockers. Administrators may review files and communications to maintain system integrity and ensure that students are using the system responsibly. Users should not expect files stored on DeSales' servers or individual discs to be private.

As much as possible, DeSales expects access to DeSales' computer resources will be designed in ways that point students to those resources which have been reviewed and evaluated prior to use. Computers will be monitored, but students are responsible for following DeSales' guidelines for appropriate use and do bear the consequences for misuse. Students in grades 6-8 will yearly sign a verification form indicating that they have read the rules regarding computer use.

To be in compliance with the school Technology Policy, the following are not permitted:

- Accessing or displaying pornographic or offensive material, whether written or graphic.
- Sending pornographic or offensive messages, whether written or graphic
- Accessing or displaying information which is inflammatory or derogatory of any race, religion, culture, ethnic group, gender or sexual orientation
- Sending messages which are inflammatory or derogatory to any race, religion, culture, ethnic group, gender or sexual orientation
- Using obscene language
- Harassing, insulting or attacking others
- Misusing, abusing, tampering with or vandalizing computer hardware or software
- Tampering with or damaging computer networks, systems, or security measure
- Tampering with or copying school-owned software or loading personal software onto school-owned computers
- Violating any copyright laws
- Trespassing in other users' folders, work or files
- Employing the network for commercial purposes
- Using school resources for non-school related activities

The following consequences will result from inappropriate use of computer resources or the Internet:

- Violations will result in a loss of computer privileges:

- First offense - minimum of one week with parental notification
- Second offense - minimum of one quarter and parental notification
- Violations will be referred to the principal for disciplinary action which may result in suspension or expulsion, depending on the seriousness of the offense.
- Social networking sites, with the exception of use for educational purpose as described in a classroom assignment, are not allowed to be accessed from a DeSales computer.

Under the guidance of the New York State Board of Regents, at any time DeSales Catholic School becomes aware of instances of the use of technology in any form or fashion, including but not limited to, the various aspects or venues of sexual media, to bully, threaten or harass other students, either on or off school property, DeSales Catholic School will follow the Violence – Due Process outlined on page 26.

When appropriate, law enforcement agencies will be involved.

## **BEHAVIOR AND DISCIPLINE**

### **DISCIPLINE POLICY**

It is the desire of this school to help each student to be respectful of others' rights and to be responsible for his/her own behavior, self-discipline and respect.

Specific classroom disturbances and particularly troublesome students may hinder the learning process for the larger group. All students have the right to learn. Good behavior by all students is necessary so that the time for teaching and learning are not wasted.

Parents are asked to review these guidelines and cooperate with the school's guidelines so that students might learn appropriate behavior and learn to accept responsibility for their actions.

The school reserves the right to discipline students for conduct, whether inside or outside school, that is detrimental to the reputation to the school.

### **UNACCEPTABLE BEHAVIORS:**

Examples include, but are not limited to the following:

- excessive tardiness
- use of electronic devices such as cell phones, I-pods, etc.
- shouting, running, horseplay or roughhousing
- obscene or abusive language or gestures
- possessing obscene materials
- display of anger or disrespect to another student, teacher or adult
- defiance of any kind
- persistent disregard of classroom or school rules
- out of uniform
- taking money or property
- excessive talking in class
- Eating, drinking or gum chewing. **No gum chewing permitted in the school building.**
- cheating or plagiarizing of any kind

- lying
- destroying school property
- physical abuse or harm to a student, teacher or adult
- possession of a dangerous weapon
- threatening to use a weapon
- possession, use or sale of drugs, alcohol or tobacco
- suspicion of the use or sale of drug, alcohol or tobacco
- committing an act such as hitting, kicking, punching, spitting, biting or scratching
- racial or sexual comments
- failing to comply with the directions of teacher, administrator and other school employees
- leaving school without permission.

### CORRECTIVE ACTIONS

Disciplinary actions will be determined by considering the following:

- age of student
- circumstances of the offense
- student's prior disciplinary record
- effectiveness of disciplinary actions
- information obtained by teacher, administrator, counselor, parents and others

Middle School Students need to take responsibility for behavior, make up for the harm caused and prove that they have learned appropriate behaviors. In order to accomplish this, corrective action may include the following:

- Verbal warning to the student
- Phone call to parents
- Discipline report sent to parents and returned to school with parents signature
- assignment of special tasks
- The student and teacher or administration will sign a written document stating behavior goals to be put into effect
- Parent conference
- Detention
- Withdrawal from privileges
- In-school suspension, which will be supervised by a substitute teacher and **PAID FOR BY THE PARENTS.**
- Probation (terms to be determined during a meeting with parents, teacher, administration and student)
- In the case of vandalism, financial restitution will be paid for the damage caused
- Out of school suspension
- Expulsion

The severity of the consequence will equal the unacceptable behavior and will be made at the discretion of the principal based on individual circumstances. Students whose behavior

consistently disrupts class (i.e. talking out, shouting out, getting out of his/her desk repeatedly, making disruptive noises, throwing objects, etc.) will receive disciplinary action, which is expected to stop future disruptive behavior. Should this behavior continue, more serious disciplinary action will take place, and a conference or phone call will take place with the parents of this student. If this behavior should continue, a student may be asked to leave the school either during or at the end of the school year. A student may be placed on disciplinary probation, his/her behavior will be monitored on a regular basis, and if it is determined to be serious enough to be disruptive to classroom instruction, that student will be required to leave the school.

Students who receive three suspensions may be asked to withdraw from the school or may be subject to expulsion. There are extreme cases in which a student may be expelled from school. This would be the result of offenses that pose a threat to the learning environment or the safety of students and/or teachers. A conference to discuss the reasons for the expulsion will be held before the expulsion has been completed.

A severe offense will result in a conference with the parent, assistant principal and the principal and possible suspension or expulsion. The length of the suspension will depend on the age of the child and the seriousness of the offense. At the conference (1) the reason for the suspension will be discussed; (2) the policy of the school in regard to the suspension will be reviewed; (3) and remedial steps will be presented to prevent reoccurrence of the offense.

In the event that a Pre-K – Grade 2 student's behavior requires corrective action, the following steps may be taken:

- Teacher will conference with the student
- Child's seat may be reassigned as well as other strategies to help improve behavior
- Administration will be notified
- Parents will be notified and parent conference may be scheduled
- Documentation will be kept by the teacher and administration
- Denial of privileges may be necessary

For grades 3, 4 and 5, the following steps may be taken:

- All of the steps stated above for grades Pre-K-2
- A one hour detention with the teacher may be necessary in the event the previous steps were ineffective.

### **CAFETERIA BEHAVIOR**

It is expected that all students will act with dignity and respect in the cafeteria. The following are a list of expectations that all students will follow in the cafeteria:

- **RESPECT CAFETERIA STAFF.**
- No throwing food
- Remain in your seat until dismissed
- Leave the cafeteria in an orderly fashion

- Pick up garbage and throw it out properly
- No yelling, screaming or foul (bad) language will be permitted

Any inappropriate behavior in the cafeteria will result in the removal of the student from the cafeteria during lunch time for a time to be determined by the administration based on the severity of the actions. Parents will be notified verbally or in writing. Detention may be assigned.

### **CONDUCT REFERRALS AND DETENTION**

Students whose behavior is inappropriate will receive a conduct referral describing the objectionable behavior. Parents should sign the referral and it should be returned to the Main Office on the following day. After three conduct referrals have been given, a student will be assigned to detention. Detentions may be assigned on school days or on Saturdays if deemed appropriate by the principal. Students may also receive detention notices if the objectionable behavior warrants it. If a student fails to return conduct referral or detention notice the following day, the student will receive a detention. Detentions will be served on the day assigned by the teacher or principal. A student who fails to report for an assigned detention will be subject to suspension by the principal.

The faculty takes this system very seriously in helping students to grow in the ability to control themselves. All students and parents should assume this same seriousness in considering a student's conduct referrals and detentions.

*With good cooperation between home and school, your student will enjoy an atmosphere of growth, which encourages self-disciplining skills.*

### **EMERGENCY DRILLS**

Fire drill and emergency drill instructions are posted in each classroom. When the fire alarm or emergency drill is announced, all students are to be in complete silence for the entire length of the drill. Special code drills include chemical threats, bomb threats, lockdown, lockout or shelter in place drills. All directions of teachers must be followed.

### **PARTICIPATION IN FIELD TRIPS AND EXTRA-CURRICULAR ACTIVITIES**

At DeSales Catholic School good conduct is essential. We seek to develop appropriate behavior, manners and positive attitudes by setting high standards for both academic and Christian conduct. This is accomplished in many ways. Students are expected to respect all school personnel and to cooperate in keeping school policies. This policy is kept in mind when determining student eligibility for participation in field trips as well as extra-curricular activities, including:

- Assemblies
- Community Service Activities
- DARE program
- Game Club
- HISTOP
- Instrumental lessons

- National Junior Honor Society
- Destination Imagination
- School Musical
- Student Senate
- Ski Club
- Running Club
- Drama Club

Students who receive either in school or out of school suspension may be excluded from field trips for the remainder of the school year.

Students with a total of three Conduct Referrals and/or two detentions may not be eligible to participate in field trips for a period of ten weeks from the date of the third referral or second detention. Any behavior deemed inappropriate by a DeSales staff member may cause a student to be ineligible for a particular field trip.

Students must have good attendance. Excessive absences and/or tardiness will be an area of concern for exclusion from field trip participation.

Students must show evidence of good academic progress. This includes turning in homework and other assignments in a timely manner.

Students must demonstrate consistent effort in all areas.

The final decision regarding field trip participation will be made by the administration and teachers.

The Diocesan Field Trip permission slip will be given to students for field trips and student activities. This is the slip that will be required to be returned before the student is able to leave for the trip. The official Diocesan permission slip is the only permission slip accepted by the school with parent or guardian signature. Written notes will not be accepted. A faxed official permission slip will be accepted (fax # (716) 434-4002).

Field Trips are an integral part of the educational experience to provide opportunities otherwise unavailable within the confines of the four walls of the school. It is expected that all eligible students will fully participate. However, if a student does not elect to attend a scheduled field trip, it is expected that they will be in regular attendance at school. Non-attendance will be recorded as an absence and be reported as such in compliance with New York State Education Law.

## **PLAGIARISM**

Any student, who plagiarizes or cheats on a test or assignment, after an investigation has been completed, will be subject to the following consequences at the discretion of the teacher or administrator:

- 0% on the assignment. Student's work is confiscated
- Verbal or written notification to parent
- Detention
- In-school suspension
- Out of school suspension

## **SUBSTANCE ABUSE:**

Misuse of drugs and alcohol is harmful to a student physically, mentally and socially. The following guidelines will be followed to insure that DeSales Catholic School will be an effective place of learning where each student may grow in character and respect himself/herself and others:

- Any student who is selling, giving or in any way dealing in drugs or alcohol in school or at any school function is liable to expulsion. The student will be suspended immediately and a conference with the parents will be arranged. Law enforcement may be contacted.
- Any student who is under the influence of drugs or alcohol in school or at any school sponsored function will be suspended. A conference with the parents will be arranged.
- Any student who is in possession of drugs or alcohol or drug/alcohol paraphernalia will be suspended immediately and a parent conference will be arranged. The appropriate law enforcement authorities may be contacted.

The principal will administer suitable punishment. In all cases a full disposition statement will be drawn up and placed in the student's file.

## **VIOLENCE AND DUE PROCESS**

DeSales Catholic School has a **zero tolerance policy** for acts or threats of bullying and or violence against the school faculty, staff, and students either in or out of school. If an act or threat of violence occurs the following policy will be in effect:

Parents of the students committing the violation will be called immediately, and the students will be placed on out-of-school suspension, which could lead to expulsion pending further investigation.

- An investigation may include speaking to teachers, students, or staff asking if they witnessed or heard a student threaten violence or act in a violent manner.
- If the threat was written, the student's handwriting/printing will be checked.
- Written documentation of all witnesses' testimony will be taken.
- A conference with the parents and student will be held including a written statement by the principal and possible consequences pending further investigation.

- Students who have teased or bullied students causing an outburst of violence will also be placed on disciplinary action.
- The police may be notified.
- A letter of explanation to all parents will be sent home as soon as possible assuring them that the safety of their children is a priority and proper measure have been taken to ensure that the school is safe.

## **STUDENT HEALTH SERVICES**

### **HEALTH OFFICE**

The School Nurse is in the building every day. You may reach the nurse at 434-4680. Please inform the nurse if your child has any contagious illness, taking any medication, or has other health related needs which might need attention during the school day. Please feel free to contact the nurse at any time if you have any questions or you need assistance with regard to your child's health. Thank you in advance for your cooperation.

Please remember to notify the health office of changes in your child's health status re: illnesses, surgeries, prescribed medications, allergies, and vaccine boosters etc. in order to maintain a current health record and modify the school program according to your child's medical needs.

### **ACCIDENTS**

Minor injuries will be handled by the school nurse (ice, Band-Aids). If the nature of the accident warrants, the parents will be called. In the event of a serious accident, 911 will be called and the student will be transported to Eastern Niagara Hospital-Lockport. Parents should go directly there upon notification. Minor injuries that happen at home should be taken care of at home.

### **CONTAGIOUS DISEASES**

If your child is diagnosed as having a contagious illness (i.e. Measles, Whooping Cough, Chicken Pox, Strep throat), please inform your school nurse. A student will be sent home from school if found to have symptoms of a contagious illness. If your child has seen their physician, please request a note from him/her to return to school.

### **DENTAL HEALTH CERTIFICATES**

New York State Education Law now requests that dental health certificates be completed for each student entering **kindergarten, second, fourth, seventh grade**, and for **every new entrant** to a school from out of the district. Dental Health Certificates shall be signed by a duly licensed dentist authorized to practice in New York State. Each certificate shall describe the dental health condition of the student when the examination is made and shall state whether the student is in fit condition of dental health to permit his/her attendance in school. Dental Health evaluations may be conducted within 12 months from the start of a school year. A list of area Dentists may be obtained from your school nurse upon request.

### **DOCTOR'S NOTE**

A Physician's note is needed for the use of crutches or other special equipment in school. Children who have been hospitalized or absent for an extended period of time (greater than five days) need a doctor's



note to return to school. The letter should include any physical restrictions (i.e. no gym due to surgery). This letter should include the length of time of the restriction. If your child did not see a physician during the course of this illness, he/she should see the school nurse upon returning to school in order for the nurse to verify that the symptoms have been resolved.

### **EMERGENCY FORMS**

Each year we ask you to fill out an emergency form for your child to provide us with updated phone numbers where parents or a designated alternate person may be reached in the event of illness or injury. This form is important so that we may ensure the proper care and instructions in the event of an emergency.

### **HEALTH SCREENINGS**

In compliance with New York State guidelines, students are screened for vision, hearing, and scoliosis. Health screening is performed individually with regard to every student's privacy and comfort. Any parent or guardian may refuse to have any portion of the health screening performed. Refusal should be indicated to the principal in writing. You will receive a referral letter for any problems detected during our screening procedures. We ask that you have your physician evaluate the problem, complete the referral form, and return it to the school nurse.

### **MEDICATIONS**

The New York State Education Department has specific regulations for the administration of medication at school. The school will **not** give **ANY** medication, prescription or over-the-counter, to any child without written authorization from a licensed prescriber (Physician, Nurse Practitioner, or Physician Assistant), written permission from a parent/guardian and the medicine in a labeled prescription bottle. The nurse will try to administer your child's medication as closely as possible to the time prescribed. Students may self administer certain medications at the discretion of the parent, prescriber and school nurse. The parent/guardian and physician must still complete a medication administration form which indicates the student may carry and self administer the medication. All medication orders expire at the end of the school year. Therefore, students who take medication daily need a new order each year. Forms are available in the nurse's office.

### **PUPIL ABSENCES / EARLY RELEASE**

Please call all absences in to the nurse's office at (716) 434-4680. If we have not heard from you, a call home will be made to determine why your child is absent. This is done not only to monitor illness and attendance, but to assure student safety. A note signed by a parent explaining absence is required the day the student returns. Early releases due to health related appointments require a written note from the parent/guardian. Students should be signed out at the office by the parent/guardian or their designee.

### **SCHOOL PHYSICALS**

New York State Education law requires that a physical examination be completed for every student entering **kindergarten, second, fourth, seventh grades** and for **every new entrant** to a school from out of the district. Each examination shall include a calculation of the Body Mass Index (BMI) and weight status category. We encourage that your physician examine your child. If this is not possible, the district's Pediatric Nurse Practitioner will complete the physical during scheduled times at school. If your child is scheduled for a physical exam with your physician, please obtain the physical examination

form from the school nurse, have your physician complete and sign the form, and return it to the health office. If your child is to have a physical in school, you may be present at the time of the examination to confer with the nurse practitioner.