

# Catholic Academy of Niagara Falls

## PARENT – STUDENT HANDBOOK

### MISSION STATEMENT

Catholic Academy of Niagara Falls is a faith-building community of administrators, teachers, staff and families dedicated to providing a faith-based education, while fostering spirituality and academic excellence in a Christian community.

### PHILOSOPHY

We offer a solid foundation of academics and Christian values. We strive to educate the students in an atmosphere of love and respect. Outside of the home and family, the greatest positive influence on children is their school. Our school provides a unique and special environment for children during their formative and impressionable years. The educational environment emphasizes moral values and growth, both spiritually and intellectually. Students are guided in their development as individuals, encouraged to attain confidence to make decisions, assisted in acquiring a sense of responsibility for their society and helped to develop pride in their physical well being. The Catholic school is part of a larger believing community - all of whom have the mission to assist the Church in proclaiming the Gospel of Jesus Christ through excellence in educational programs and service to society. We believe that making a difference through Catholic education means working for the greater glory of God.

We believe it is our responsibility to assist families in the education and growth of their children academically, spiritually, emotionally, socially, and physically. Our approach to education is to empower each child to make responsible and appropriate decisions, perform to the best of their ability in all endeavors, and gain the confidence and knowledge for success in the next stage of their education.

### OUR HISTORY

Catholic Academy of Niagara Falls is the only Catholic school in the City of Niagara Falls. Our school was created in 2009 from a merger of Our Lady of Mount Carmel and Prince of Peace Schools. In the tradition of Holy Trinity, Our Lady of Lebanon, Our Lady of Mount Carmel, Our Lady of the Rosary, Prince of Peace, Sacred Heart, St. John de LaSalle, St. Joseph, St. Mary of the Cataract, St. Stanislaus and St. Teresa, we continue to give students an excellent academic education as well as enhance that education with moral and religious development. We prepare our students to take their place in society as leaders who will demonstrate openness and respect for each person's uniqueness thus witnessing to the presence of the living Lord among us.

Sixth grade was added in September 2012. Seventh and eighth grade students are encouraged to continue their Catholic education at Niagara Catholic Junior/Senior High School.

### POLICY OF ADMISSION AND REMOVAL

Catholic Academy of Niagara Falls is subsidized and supported by all the parishes of the Niagara Falls area. The mission of the Catholic School is an extension of the overall evangelical mission of the Catholic Church. All parishioner families and non-parishioner families are welcomed. Parishioner families are expected to be active and contributing members of their respective parishes and pay all school and tuition fees (each parish notifies parents of parish obligations). Catholic Academy of Niagara Falls does not discriminate on the basis of race, sex, color, national or ethnic origin, or physical or learning disability (if, with reasonable effort on the part of the school, the disabled person could be accommodated).

While we respect the religious views of others, full participation in the religious education/evangelical program of the school, including Catholic prayer and religious services, is required of all students regardless of faith. Proper school records, all completed enrollment papers, and fees are necessary for admittance into Catholic Academy of Niagara Falls. Students transferring from another school outside of the Catholic Academy of Niagara Falls will be placed at the instructional level that allows them to experience success. A meeting with the principal, parents, and student will take place before a transfer student is accepted into our program. Transfer students are on probation.

With respect to our Pre-K program, all children who are 3 and 4 years old by December 1st are entitled to enter the Pre-K program. All children who are 5 years old by December 1st are entitled to enter Kindergarten.

Inability or unwillingness to meet the following academic and discipline standards is grounds for dismissal from Catholic Academy of Niagara Falls: dress code, attendance policies, respectful participation requirements, rules outlined in the school handbook, payment of fees and tuition according to the tuition agreement signed at the beginning of each school year.

## **ENROLLMENT AND TUITION INFORMATION**

Enrollment for Catholic Academy of Niagara Falls students is done each year. The process begins at the end of January for current school families from both campuses. Enrollment for sixth grade students from the Catholic Academy of Niagara Falls is also open at this time. In mid-February registration is opened to the public for new students. A non-refundable enrollment fee is due at the time of registration. All tuition must be current for registration to be valid.

Tuition is based on the recommendations of the Catholic Academy of Niagara Falls school board. An enrollment information packet will be given each year with tuition and fundraising fees, policies, and obligations. In order to maintain a financially sound Catholic School program, parents and guardians are required to honor the commitment to pay the tuition and fees that they agreed to with the enrollment of the child (ren).

## **ABSENCES/ATTENDANCE**

When a student is unable to attend school, parents should call the school between 7:30 and 8:30 a.m. Parents should give the student's name, homeroom teacher's name, and reason for the absence. Arrangements can be made to have work picked up in the office after school, or the work will be provided to the student upon his/her return. Students are responsible to have all work completed when they return to school following an absence.

Regular attendance is essential to a student's success in school. Most subjects are taught in sequence, requiring the understanding of each concept in the order of its presentation. Persistent absenteeism creates hardship for a student and is regarded as a very serious problem.

Catholic Academy of Niagara Falls has developed its attendance policy in accordance with New York State Education Law Section 3205 implemented on July 1, 2002. This comprehensive attendance policy will help to uphold the mission statement of the school, as is stated in our handbook.

### **1. Objectives:**

- a. To ensure the maintenance of an adequate record verifying the attendance of all children at instruction in attendance with Education Law Section 3205.
- b. Provide accountability of all students throughout each school day.
- c. To ensure sufficient pupil attendance at all scheduled periods of actual instruction or supervised student activities.

### **2. Strategies to meet objectives:**

- a. Use of a daily register of attendance (computerized or written).
- b. Use of a recording system in departmentalized grades.
- c. Use of a recording system for excused or unexcused absence for a day or portion of a day.
- d. Use of a recording system for tardiness or early departure.
- e. Use of a recording system for each scheduled day of instruction.
- f. Use of dates for entries and withdrawal of enrollment.

**3. When attendance will be recorded:**

- a. Daily
- b. Period by period (in Middle School)

**4. Determination of which absences are excused and which are not:**

- a. Excused absence shall include:

**Type of Absence**

- Sickness
- Sickness or death in family
- Required to be in court
- Approved high school or college visit
- Quarantine
- Religious observance
- Attendance at health clinic

- b. Unexcused absences shall include:

**Type of Absence**

- Unlawful detention (An unlawful detention occurs when a pupil is absent with the knowledge and consent, stated or implied, of his or her parents for reasons other than the excused absences listed above. Examples may include “take your child to work day” and vacations.)
- Truancy
- Suspension

**Description of school policy regarding attendance and course credit:**

Schools within the Diocese of Buffalo Catholic Education System believe that student attendance in school increases student success. In order for each student to develop his or her personal talents, pursue academic quality, and foster responsibility and leadership, we encourage parental support in the educational success of children. Regular attendance at school is essential for student success. Subjects are taught in sequence and require the understanding of each concept in the order of its presentation. Therefore, students who miss **twenty (20)** days of school and have not met periodically with school administration are in jeopardy of retention. At a conference with the school administration and team of teachers, alternative educational plans will be determined. It is the parent’s responsibility to notify school administration of an attendance concern and to request such a conference.

**Description of incentives/sanctions to be used:**

- a. Perfect Attendance Award given according to school policy.
- b. Regular attendance determines participation in special occasion days or events.
- c. Regular attendance determines promotion.
- d. Excessive irregular attendance and persistent tardiness are considered child neglect and may warrant notification of proper authorities.

**Description of notification of parents:**

- a. Parents notify school for absence and/or tardiness.
- b. Students who are tardy must report to the office.
- c. A written excuse must be completed by the parent giving specific reason for absence/tardiness within three (3) days of the child’s return to school.
- d. If an excuse is not received within 3 days, the absence is recorded as unexcused.
- e. Excused and unexcused absences/tardiness is recorded in school register of attendance.
- f. A note is submitted to the school office when a student is going to be released early.  
Parent or guardian comes to the school office and signs out the student to be released.

## **ADMISSIONS**

Students who are transferring from other schools should arrange to provide copies of their academic record to insure their admission and acceptance to the proper classes. They are also required to produce a birth certificate, baptismal certificate, immunization records, and a physical examination along with all necessary registration documents.

## **AFTER SCHOOL ACTIVITIES**

A variety of after school activities are provided. Parents are responsible for students' transportation. Students must be in good academic standing to qualify for participation as determined by the principal and team of teachers.

## **ALCOHOL AND DRUGS**

The possession, sale, or use of alcohol, drugs, cigarettes, or any other controlled substance in the school or on school property is strictly forbidden. If these items are found in the student's possession, it will indicate intent to use. The following procedures will be pursued in any incident related to drug and alcohol:

Any student who is selling or providing drugs or alcohol to other students in school or at a school-sponsored event is liable for dismissal. Suspension will occur immediately. A conference with the student, parents or guardians, and principal will be arranged. The student will be placed on probation if not dismissed. In addition to recommending counseling, the principal will invoke suitable penalties and procedures to insure the terms of the probation.

Any student who is under the influence of drugs or alcohol in school or at a school sponsored event is liable for dismissal. Suspension will occur immediately. A conference with the student, parents or guardians, and principal will be arranged. The student will be placed on probation if not dismissed. In addition to recommending counseling, the principal will invoke suitable penalties and procedures to insure the terms of the probation.

Any student who is detected using drugs or alcohol in school or at a school-sponsored event is liable for dismissal. Suspension will occur immediately. A conference with the student, parents or guardians, and principal will be arranged. The student will be placed on probation if not dismissed. In addition to recommending counseling, the principal will invoke suitable penalties and procedures to insure the terms of the probation.

Any student who is in possession of drugs or alcohol in school or at a school sponsored event is liable for dismissal. Suspension will occur immediately. A conference with the student, parents or guardians, and principal will be arranged. The student will be placed on probation if not dismissed. In addition to recommending counseling, the principal will invoke suitable penalties and procedures to insure the terms of the probation.

Any student who is in possession of drugs or alcohol paraphernalia in school or at a school sponsored event will be assigned suitable punishment by the principal. The parents or guardians will be notified of the incident and of the disciplinary action.

## **ANTI-BULLYING/HARRASSMENT POLICY**

The Catholic Elementary Schools in the Diocese of Buffalo call on Jesus as the model for our thoughts, words, and actions. Our schools have a tradition of excellence in developing youth who are sensitive to others and live in the tenets of our Catholic faith.

Children learn best in a climate of acceptance, tolerance, and respect where bullying and harassment are not tolerated. Therefore, our schools strive to create and maintain an atmosphere absent of threat in interactions with peers or adults.

Bullying behaviors may include words, actions, and/or body language that happen repeatedly or present a threat to physical or emotional safety due to an imbalance of strength, power, or numbers. It may take several forms: verbal, nonverbal, and/or physical. It refers to behavior that is usually or often repetitive, frequent, ordinarily not considered of a social nature, unwelcome, offensive, or fails to respect the rights and dignity of others.

Incidents of bullying/harassment will be addressed by the principal, or designee and a response initiated in a timely manner. The following steps of investigation will be taken:

- Individual discussions with the parents/guardians of the target(s) and the student(s) responsible for the behavior.
- Individual discussions with the target(s) and the student(s) responsible for the behavior.
- Discussions with direct witnesses or bystanders.
- Discussion with the supervising adult.
- Completion of an Incident Report.

If required by diocesan policy, report the incident to the Department of Catholic Education.

If required by law, report the incident to law enforcement.

- Follow up with the target within 48 hours of the report.
- The Incident Report, complete with plan of action and follow up summary, will be filed in each student's records.

*If the investigation reveals that the complaint is valid, prompt attention and disciplinary action will be taken immediately. In the event the investigation reveals that a student has not engaged in any wrongful behavior, the principal will inform both parties of such. Reasonable measures will be taken to protect the confidentiality of the student who files a complaint and to protect the reputation of any student wrongfully charged in a complaint.*

A plan of action will be age and incident-appropriate. For example, the target may agree to an action that limits contact with the target such as a change in seating or alternate activity circumventing the responsible individual. He/She may also agree to talk to a counselor, follow up with a teacher/principal, or peer mentoring. The responsible individual will provide an apology and face disciplinary action as well as the possibility of entering into a behavior contract, appearing before a peer conflict board (if available), seeking counseling, or meeting with the DARE officer. Consequences of the behavior will be in accord with the school's Discipline Policy (Conduct and Discipline Code) and Acceptable Technology Use Policy (if technology was used in incident).

The principals will review the effectiveness of all school policies annually.

## **ARRIVAL AND DISMISSAL**

At the beginning of the school year, parents are asked to inform the school of how children will be traveling to and from school (bus, car, walk). Any changes to this plan that may occur during the school year must be sent to school office in writing. This includes daily circumstances as well as long-term arrangements.

All arrival and dismissal policies will be strongly enforced.

## **ASSEMBLIES**

Assemblies are planned periodically as special events on the school calendar. Some typical assembly themes include athletics, cultural presentations, and professional speakers. There is often a significant investment of time and money in preparation for an assembly program. Student attendance is a requirement and a privilege, not an option. Special attention to etiquette and good citizenship is expected of all students or visitors to our assemblies.

## **ATHLETIC COMPETITION**

Athletic competition is promoted as an extension of the school's physical education program. The intention is to teach and develop physical skills, mental discipline, sportsmanship, and the striving spirit necessary for successful living. All students are encouraged to participate regardless of their skill level or experience. Yearly medical clearance is necessary for a student to participate in any sports activity. This may be provided by the family physician or by the school physician.

## **ATHLETIC ELIGIBILITY**

There are several areas of student activity which are considered in determining athletic eligibility. The basic academic requirements are summarized below:

Students must be in good academic standing (receive a passing grade in each class during the preceding semester or be working to potential), as determined by the administration and teachers. While a student is involved in competition, failing grades, which occur during mid-semester grade report periods, will result in a temporary suspension of eligibility. Conduct grades will also be considered for athletic eligibility, as determined by the administration and teachers.

Other responsibilities include:

- Proper and respectful behavior in and out of school
- Attendance at all practices unless previously excused by the coach
- Maintenance and return of all uniforms, equipment, etc. at the end of the season
- Completion of parent permission and medical forms
- Adherence to all rules and regulations as stated by the coach
- Payment of athletic fee

## **AWARDS**

Students receive special recognition at the school through a variety of awards programs. These awards are intended to promote and recognize academic skills, athletic achievement, and various aspects of good citizenship. Teachers and parents are expected to promote these awards as an encouragement and an incentive towards special effort and achievement by the students. Recognition is given in areas of academics, sports, clubs, attendance, and cultural achievements, and others.

## **BICYCLES**

When traveling to and from school, students must obey all traffic regulations. Students are also required to wear helmets as stated by municipal laws.

The school assumes no responsibility for bicycles or bicycle equipment.

## **BUS CONDUCT**

The following rules have been established in order to insure the safety of all students who ride busses:

- Use only the bus and bus stop assigned by your district
- Orderly behavior is required at the bus stop
- Remain seated, facing front, when the bus is in motion
- Talk quietly and make no unnecessary noise
- Do not talk to the driver unless it is necessary
- Keep head and arms inside the bus
- Do not litter inside the bus or throw anything out the window
- Be quiet when the bus is crossing railroad tracks
- No food or drink is permitted on the bus

Infractions of bus rules will be brought to the attention of the parent. The school and/or the school district may impose consequences for poor bus conduct. Such consequences may include suspension and/or loss of privilege.

## **BUS POLICIES**

Students requiring transportation on a school bus must register with their respective public school district. The public school district determines all bus stops and routes. A student who moves mid-year may request bus transportation from the new district at the time of the move.

## **CAFETERIA BEHAVIOR**

The same general rules for behavior apply in the cafeteria as in the classroom. Students are to remain in line quietly and to keep hands to themselves. Students are not allowed to save places in line or at the tables. Students may leave their table only when excused. Good table manners are expected at all times. Monitors are to be obeyed and treated with respect. A reasonable tone of voice is expected from all students. Games and toys that denote violence (guns, soldiers, etc.) are not allowed in the cafeteria or in the school at any time. There is to be no running in the cafeteria.

## **CANCELLATION OF SCHOOL**

Cancellation of school takes place only during circumstances such as extreme weather, equipment failure, or public crisis. The administrators are aware of the hardship which can be caused by an abrupt cancellation. Therefore, school will not be cancelled unless a significant safety risk has been created by unusual circumstances. Catholic Academy of Niagara Falls follows the Niagara Falls Public Schools for school closings. Listen to the radio and TV for specifics on school closings.

Every practical means is used to notify parents of a cancellation, including radio and TV. In the unusual circumstance where school must be cancelled during the school day, the administration will determine that all students have satisfactory transportation and supervision at their homes before releasing them from school. Parents are required to designate an alternate destination for their child in the event no one would be home. These persons could be the same as those designated for emergencies.

## **CELL PHONES**

The use of cell phones is not allowed during the school day or in the school building. The school day will be defined as the time at which the student enters the building until the time the students leaves to go home. **Cell phones must remain in a student's locker turned off.** In case of emergencies or need, with permission, students may use the school office phone.

**First Offense:** If a student is seen in possession of and/or using a cell phone during the school day, the student will be required to give the cell phone to the adult (school personnel) who requests it. A phone call will be placed to the parents/guardians, informing them that the cell phone has been taken away. The parents/guardians will need to come to the principal's office to pick up the cell phone at the end of the school day. Cell phones will not be returned to students under any circumstances. For security purposes, the cell phone will be kept locked in the principal's office. **Future Offenses** will result in the same procedure as the First Offense. Students will then be required to keep their cell phone in the school office for each school day or at home. **In addition, suspension may occur. Please be aware that three suspensions may result in dismissal.**

## **CHANGE OF ADDRESS/TELEPHONE**

It is very important that every student maintain an up-to-date address and telephone number record at the school office. A change of address or telephone number should be reported to the school immediately during the school year.

## **CHEATING**

**Cheating is a serious compromise of a student's integrity and will not be tolerated.** If cheating is discovered, the student's work will be confiscated. A failing grade will be automatically recorded for the work, and parents will be notified.

## **CHILD ABUSE**

All situations of children in need of protection because of suspected child abuse and maltreatment will be reported to the New York State Child Abuse and Maltreatment Register. Both the Education Law and the Social Services Law of New York State clearly and forcefully mandate such reporting. The statute refers to "reasonable suspicion" of child abuse; therefore, any suspicion **must** be reported to the State Central Registry. All school personnel are MANDATED REPORTERS.

## **CLASSROOM PARTIES**

Classroom parties MAY be held to celebrate holidays such as Halloween, Christmas, and Valentine's Day. Treats may be brought in after the date and time are cleared with the classroom teacher and administration.

## **CLASS SIZE**

All classes will be closed at 25 students. When the cut-off number (multiples of 25) has been reached, a waiting list will begin. Extenuating circumstances may result in classes of more than 25 students. Parents will be notified when space is available.

## **CLIMATE**

Catholic Academy of Niagara Falls is a community in which all are working together in a Christian endeavor and the environment reflects this endeavor through mutual respect. This environment is fostered in an atmosphere of openness, where the dignity and worth of the child and the sacredness of his/her personality is recognized. Discipline, tempered with gentleness, firmness, and fairness, is a vital element in the Catholic school. Self-discipline is inseparable from the art of living in a free society. It is important for students to develop good Christian formation and good decision-making skills. Students must be held responsible for the choices they make.



## COMPUTER AND TECHNOLOGY

Catholic Academy of Niagara Falls will make available a variety of technological resources to support learning and enhance instruction. We encourage students to use the computers and technology available at school. With this use comes RESPONSIBILITY. Violations of the following guidelines may result in a loss of access as well as other disciplinary or legal action in accordance with applicable laws and/or due process procedures. Users are expected to:

1. Respect the privacy of others.
  - Users will not attempt to learn the passwords of others.
  - Users will not attempt to gain unauthorized access to networked or stand alone systems.
  - Users will not modify or read files of other individuals. However, it should be noted that system administrators have access to all files. Privacy shall not be assumed in this case.
2. Respect the legal protection provided by copyright and license to programs and data.
  - Users will not make copies of licensed programs in violation of copyright laws.
  - Users will not install their own software on computers without authorization.
3. Respect the integrity of every computer and of the Internet and other networks to which the school is or will be connected.
  - Users will not intentionally develop or use programs to harass others or infiltrate a computing system or damage or alter the software components or network.
  - Users will not intentionally send or receive inappropriate, obscene, or hateful messages or e-mail to others.
  - Users will not copy or modify server, network or system files.
  - Users will not abuse computer or network hardware, (ex. mice, keyboards, etc).
  - Users will not violate copyright laws.
  - Users will not use telecommunications for anything other than educational purposes.
  - Users will not employ the network for commercial purposes.
  - Users will properly utilize computer time and not waste limited resources/supplies to the expense of Catholic Academy of Niagara Falls.
4. Respect the materials and resources of Catholic Academy of Niagara Falls.
  - Users are limited to using approved educational games only.
  - Users will work in ways that will not disturb others.

All violations or suspected violations of acceptable use will be communicated to the principal. Users found to be in violation of acceptable use will be denied access to computers and related technological resources.

Possible actions include the following:

- Users may be banned from access to specific technological equipment, local or Internet facilities for a period of time.
- Users may be required to make full financial restitution.
- Suspension or detention is a possible outcome of a severe violation.
- User could face prosecution if criminal activity is involved.

**If at any time a parent/guardian wishes to withdraw student permission to have Internet access, that parent/guardian must notify the principal in writing.**

## CONFERENCES

Parent-teacher conferences occur for the first quarter report card. These conference times are very valuable to the overall education program. Some parents are hesitant about participating in conferences, but teachers can do a much better job with students if they can share their understanding of the student directly with the parent. It is not necessary to wait for the regular conference time if a parent has a special concern. Parent conferences are

encouraged and can be arranged at any time during the school year by appointment through the school office. When a problem occurs, parents are asked to **follow** the following steps of communication:

1. Teacher(s)
2. Administrator
3. Canonical administrator

In addition to the report card, five-week reports inform parents of teacher concerns. These reports are mailed to parents. This is the school's way of communicating with parents about their child's progress and/or lack thereof.

## **CURRICULUM**

The program of instruction at Catholic Academy of Niagara Falls provides learning experiences which will develop the values, attitudes, knowledge, and skills necessary for the complete development of the student's personality. We follow the curriculum guidelines for the Diocese of Buffalo and New York State. High priority is given throughout the entire school program to the religious development of the students. The Diocesan Religion Curriculum is used in Religion classes.

Sacramental Directives: The Second Grade Class is involved in preparation for the reception of the Sacrament of Reconciliation. Parents/Guardians are required to attend the parent meeting and mini-retreat. The Third Grade Class is involved in preparation for the Sacrament of Eucharist. Parents/Guardians are required to attend the parent meeting and mini-retreat.

## **DISCIPLINE**

Teachers have the authority and responsibility to maintain discipline in the classroom. School discipline policies will be established and consistently enforced. When a student is having a problem, the teacher may conference with the student, use classroom disciplinary procedures, notify the parent, conference with the parent, or refer the situation directly to the principal.

## **DISCIPLINE POLICY**

Discipline at Catholic Academy of Niagara Falls is designed to help students learn from their mistakes, give them room to grow and change, and ultimately become self-disciplined persons. The classroom teacher first handles discipline. If a student persistently displays uncooperative or disruptive behavior, additional steps will be taken. Such steps may include a letter or note home, phone call home, detention, or suspension.

## **DOCTOR AND DENTIST APPOINTMENTS**

Parents are expected to make every effort to schedule doctor and dentist appointments for their children outside of school hours. If an appointment must occur during school hours, the student should bring a note stating the time and date of the appointment. The parent or appointed guardian must report to the office to sign for the release of the student. Students are expected to remain at school before and/or return after their appointment, not missing a whole day of school.

## **DRESS CODE**

Students generally conduct themselves in a manner similar to the way in which they dress and groom. Our students wear the following uniforms, purchased from Flynn & O'Hara Uniform Company:

- **BOYS – KINDERGARTEN TO GRADE 6**  
Slacks: Black twill pleated dress pants. A black belt must be worn with all pants.

Shirts: Short or long sleeve Oxford white dress shirt or red short or long sleeve polo with logo.

Sweaters: Black v-neck monogrammed pull-over.

Sweater may be worn over white Oxford dress shirt only.

Socks: Black or white crew socks only. "No show" socks (hidden under the shoe) are not allowed.

Shoes: Dress shoes (black) are required at all times except for P.E. classes. No sandals, open back, or any shoe that resembles an athletic shoe, no boots or high top sneakers.

- **GIRLS - KINDERGARTEN TO GRADE 3**

Jumpers: Flynn & O'Hara Knee length plaid jumper.

Slacks: Black twill pants may be worn from November through March.

Sweaters: Black v-neck monogrammed pull-over sweater may be worn over jumper.

Shirts: Short or long sleeve white Peter Pan collar blouse with jumper.

Red polo with logo may be worn with black slacks November through March.

Socks: Ankle socks, knee socks, or tights – black or white only

"No show" socks (hidden under the shoe) are NOT allowed.

Shoes: Dress shoes (black) are required at all times except for P.E. classes.

No sandals open back shoes, or any shoe that resembles an athletic shoe, no boots or high top sneakers, and no shoes with a heel over 2 inches (measured from the back exterior of the shoe) are permitted.

- **GIRLS - GRADE 4 TO 6**

Skirts: Flynn & O'Hara knee length plaid.

Slacks: Black twill pants may be worn from November through March.

Sweaters: Black v-neck monogrammed pull-over sweater may be worn over white blouse.

Shirts: White long or short sleeve oxford blouse with button down collar.

Red polo with logo may be worn with black slacks November through March.

Socks: Ankle socks, knee socks, or tights – black or white only.

"No show" socks (hidden under the shoe) are NOT allowed.

Shoes: Dress shoes (black) are required at all time except for P.E. classes. No sandals, open back shoes, or any shoe that resembles an athletic shoe, no boots or high top sneakers and no shoes with a heel over 2 inches (measured from the back exterior of the shoe) are permitted.

**PLEASE NOTE:** No colored Tee Shirts are to be worn under white or red shirts or blouses.

All uniforms must be clean and pressed with all buttons attached and hem intact. Shirrtails should be tucked in while the student is on campus.

- During the **WINTER** months, girls may wear plain pants under their uniforms during arrival and dismissal only.

- **SPRING/SUMMER UNIFORM**

These uniforms may be worn for the month of September and after spring break.

Girls K – 6: Black twill skort with red polo shirt.

Sneakers may be worn with this uniform only.

Boys K – 6: Black shorts with red polo shirt.

Sneakers may be worn with this uniform only.

- **PHYSICAL EDUCATION UNIFORM (K – 6)**

There is a special uniform for physical education classes. Children will bring their PE uniforms and change in school.

Shirts: All PE red uniform shirts must have the school logo.

Shorts: Solid black nylon shorts.

Sneakers: Tennis/athletic shoes need to be worn with white crew socks.

No platform sneakers, no sneakers with strapped backs or “healie” style footwear is allowed.

Jewelry: NO jewelry is to worn during Physical Education class.

- **JEWELRY**

Jewelry should be limited to one watch, one ring per hand, one bracelet, and simple crosses or holy medals on a narrow silver or gold chain.

Girls may wear one pair of earrings – no dangling earrings and no hoops larger than a dime.

Boys may not wear earrings of any type.

Scrunchies, hair clips, rubber bands, etc. must be in the hair, not worn on wrists.

- **HAIRSTYLE**

All students’ hair should be worn neatly. Students with bangs should have them cut above the eyebrows. “Unnatural colored”, artificial hair, feathers, shaved heads (partial or whole), and any extreme haircuts are not allowed.

- **MAKEUP/BODY TATTOOS**

No cosmetics may be worn. No tattoos are allowed.

- **OUT OF UNIFORM (Dress Down) GUIDELINES**

Students may wear:

Jeans, slacks

Athletic shoes, short socks

Shorts & Skirts no shorter that three inches above the knee

Sweatshirts

Jogging suits

Dresses

Tee Shirts

Students may not wear:

Flip-flop sandals

Open back shoes

No strapless/spaghetti strapped tops/dresses

Tee shirts with inappropriate writing/pictures

Shoes that convert to roller skates

Pajama pants/tops

Good rule: If you think you shouldn’t wear it, you shouldn’t.

- **BIRTHDAY OBSERVATION**

Students in Grades K through 6 may come to school dressed out-of-uniform on their birthday or half-birthday (if birthday falls on a weekend or holiday, the student may dress down the day before).

\*\*Students who violate the uniform policy will be given a warning for the first offense and detention will be given thereafter. Your cooperation is important and greatly appreciated.

\*\*All uniform regulations and guidelines are subject to the discretion of the principal.

## **ELECTRONICS**

I-Pods, walkmans, CD players, and computer games are allowed during lunchtime only in the cafeteria. Students must listen to music appropriate for their age. Music and games must be appropriate and non-violent. **When not in use, these electronics must be kept in the student's locker.** Disruption, problems, or non-compliance with the rules will result in the forfeit of this privilege. The administration, teachers, and staff are not responsible for possessions brought to school. **Cameras, violent computer games, DVD players, pagers, video cameras and tape recorders are not permitted in the school.**

## **EMERGENCY DRILLS**

Fire drills are conducted periodically. Detailed escape plans are posted inside each classroom. For fire drills, each class has an escape route to an outside area a safe distance from the building. Students are moved to these designated areas as quickly as possible. Safe, quiet, and orderly behavior is expected.

A detailed emergency preparedness plan is available in the school office. The school is prepared for a variety of emergency situations, including bomb threats.

The following procedures are to be followed for all drills:

Drills will be held without warning.

Drills will occur in a variety of situations (lunchtime, specials, etc).

The building will be emptied of ALL PERSONS as quickly as possible and in an orderly manner. Signs are posted in all rooms recommending the proper evacuation procedure.

If a telephone or written bomb threat is received, the school will be evacuated immediately.

If an emergency arises where students need to be secured, a code word will be used. Students will be kept in rooms until further notice with the door locked. Police will be notified.

In the case of severe trauma (death of student, faculty member, etc) the services of the Niagara Falls City School District (Counseling Department) or Buffalo Diocese (Counseling Department) will be sought for expert assistance

## **EMERGENCY INFORMATION**

In case of an emergency, each student is required to have on file at the school office the following information:

- Names of parent(s) or guardian(s)
- Complete and up-to-date address
- Home phone and parent(s) work phone
- Emergency phone number of friend or relative
- Physician's name and phone
- Medical alert information

Please help keep all these records complete and current.

## **EQUIPMENT USAGE**

The school utilizes a variety of educational, safety, and maintenance equipment. Students should not use or handle equipment unless they have been specifically authorized to do so. When school equipment is damaged through negligence or unauthorized use, the party at fault is held financially responsible.

## **FIELD TRIPS**

Field trips within the city and to nearby points of interest are scheduled by various classroom teachers and/or the administration of the school throughout the school year. These trips are designed to supplement the classroom curriculum and to introduce students to the resources of the community. Attendance on a field trip is considered a privilege. Parents will receive notices of field trips well in advance of the scheduled date and will be asked to sign permission forms. Students will not be able to participate if these forms are not signed and returned. Sometimes a fee will be requested from each student to help defray transportation or facility use costs. Parents **may** be asked to volunteer as chaperones for these occasions. Attendance at a field trip is considered a school activity. Field trips are educational events, which the students are expected to attend. To be eligible for a field trip, students must adhere to all academic and behavior policies.

## **FIGHTING**

Physical Fighting is strictly forbidden in the school or on school grounds/property. Breaking this rule will result in an immediate and automatic suspension.

## **FOOD SERVICES**

Catholic Academy of Niagara Falls is committed to the nutritional welfare of children. Meals are analyzed for nutritional value, in cooperation with the New York State Child Nutrition Program. Applications for free and reduced price meals are available year round. Lunches are served daily. A basic meal is prepared each day along with optional menu choices. The cafeteria manager working in cooperation with New York State guidelines determines the daily menu and prices for the school lunch program. The menu is sent home monthly. Students are encouraged to take advantage of this service. Students are not allowed to take food or drinks from the cafeteria area or eat snacks of any kind during school hours. Students may not bring pop of any kind into the school. Milk, juice, and snacks can be purchased through the cafeteria. Forgotten lunches are not delivered to the cafeteria. These should be marked with the student's name and grade and left in the office. No glass containers are permitted in the cafeteria. In accordance with the New York State Non-Nutritional Food Bill, soda pop and food from fast food restaurants are not allowed.

## **FUNDRAISING**

The school and the Home School Association plan fundraisers. We strongly urge each family to participate in these fundraisers. Parents who commit to the Catholic Academy of Niagara Falls fundraisers are expected to complete their obligations and meet fundraiser deadlines.

## **GRADING POLICY**

Catholic Academy of Niagara Falls uses the Diocesan guidelines for grading as stated on the report card.

## **GUM**

There is no gum allowed in school. Students are expected to comply with this policy.

## **HEALTH SERVICES**

The nurse is responsible for the maintenance of health records, routine health checks (hearing, height, weight, vision and scoliosis screening), parental contact concerning health problems, care of minor injuries, and assistance in health teaching and vision screening. If a student has any health problems, the nurse should be

contacted. Please call the school if your child is absent from school due to a communicable disease so precautions may be taken to protect other students.

## **HOME SCHOOL ASSOCIATION**

The Home School Association is highly involved in improving the school. All parents become members of this association and are asked to participate actively. Meetings are scheduled in advance and take place 5 times per year. Meetings last approximately 30 minutes, sometimes followed or preceded by an informative program or speaker.

Each year the Home School Association sponsors fundraising projects. With the help of all parents, these projects can be very successful. Fundraisers allow the Home School Association to fund our sports programs and many other important activities at the school.

Academic issues are not presented to Home School Association officers or at Home School Association meetings. These concerns should be presented to the teacher and/ or principal privately.

## **HOMEWORK**

Homework is important. It is an extension of the learning that takes place in school. Homework can provide practice and drill that reinforces classroom learning and can provide opportunities for independent study, research, and creative thinking. Parents can help their children by arranging a quiet, comfortable place for the students to work and by seeing that assignments are completed. Homework has an influence on the student's overall grade. If no written work is assigned, it is recommended that the student review the work taught or study for tests. Parents can help their children perform better academically by seeing that their children are prepared for classes by reviewing their notes and materials presented in class and quizzing them at home. Remember: School does not end at dismissal time.

## **HONOR ROLL**

The Honor Roll is a special recognition for academic achievement. It is based on the total average for the preceding quarter. High Honors consists of a 100% - 94% average while Honors includes averages of 93.9% - 88%.

## **HOURS**

Office Hours:	7:15 a.m. – 2:45 p.m.
School Hours:	8:00 a.m. – 2:20 p.m.
Summer Hours:	Posted at the end of June

An After School Program is available until 5:30 p.m. Registration forms and fee schedule are available in the school office.

## **ILLNESS OR INJURY**

In case of illness or injury, the school nurse or a member of the school staff will care for a student temporarily. If emergency medical treatment is necessary, the parents will be contacted. If parents are not available, the persons designated on the emergency card will be contacted. If neither party can be reached, the student will be taken to the emergency room at the hospital. **An emergency telephone number where parents can be reached and the name and telephone number of the student's family doctor must be on file at the school.**

## **IMMUNIZATIONS**

New York State Public Health Law, Section 2164, mandates that schools not permit a child to be admitted unless THE PARENT provides the school with a certification of immunization or proof from a physician that the child is in the process of receiving the required immunizations.

The required immunizations are:

- 3 doses of diphtheria containing toxoid (usually administered as DPT, DTaP, DT, or Dt)
- 3 doses of oral poliovirus vaccine (OPV) or enhanced inactivated polio virus vaccine (EIPV) or
- 4 doses of IPV administered after 1968
- 3 doses of tetanus and pertussis are also required for attendance at a licensed daycare facility
- 1 dose of mumps vaccine administered on or after 10 months of age
- 1 dose of rubella vaccine administered on or after 12 months of age
- 2 doses of measles vaccine,

**All students entering or repeating 6<sup>th</sup> grade in September must have proof of the following immunizations, disease, blood (serology) or medical deferment:**

**One Varicella/Chicken Pox (Two doses are recommended, but not yet required for school)**

**One Tetanus, Diphtheria, and Acellular Pertussis (Tdap) (Note given as a booster vaccine).**

YOUR CHILD WILL NOT BE PERMITTED TO ATTEND SCHOOL WITHOUT THE NECESSARY VERIFICATION OR IMMUNIZATIONS. PROOF OF MANDATED IMMUNIZATIONS MUST BE PRESENTED TO THE SCHOOL WITHIN 14 CALENDAR DAYS OF THE FIRST DAY OF SCHOOL ATTENDANCE OR 14 CALENDAR DAYS OF REGISTRATION. FAILURE TO COMPLY WITH THESE REGULATIONS WILL RESULT IN EXCLUSION OF THE CHILD FROM SCHOOL.

## **INSURANCE**

School insurance is provided at the beginning of each school year. Parents will be given forms to complete if injury should occur during school hours or during a school-related activity.

## **LAVATORY BEHAVIOR**

Lavatory visits will be made according to the policy of individual teachers. If a medical condition exists that requires a student to have extended lavatory privileges, parents must submit a written request to that effect, stating the condition and the frequency of lavatory visits needed.

The lavatory is not a gathering place. Misbehavior will not be tolerated. Students should use the lavatory quickly and quietly. Proper hygiene requires that students flush the toilet and wash their hands before exiting. Disposal of all refuse should occur in the proper containers. Defacement or destruction of property will be dealt with severely.

## **LEARNING EVALUATIONS**

Students are evaluated in a variety of ways. Class participation, homework, class work, quizzes, unit tests, portfolios, projects, June exams, etc. are some of these ways.

New York State tests are also given in different grade levels to show student achievement in various subject areas. In addition, the Catholic Schools of the Diocese of Buffalo administer standardized tests.

A parent or a member of the school staff can request a comprehensive learning evaluation.



## **LEAVING SCHOOL**

Students are not allowed to leave the school during school hours for any reason without the knowledge and consent of their teacher and the principal. Students will be released only to designated adults who must sign for the release of the student. These designated adults may be the people whose names are listed on the emergency form. Students who attend activities after school hours must report immediately to the supervisor of the activity. Students may not leave the building unsupervised between dismissal time and the beginning of an after school activity.

## **LIBRARY**

Teachers may take students to the library during class time to do reference work or work on special projects. Student may request to borrow a book from the library. A book must be signed out by the teachers and returned in the same condition it was in. Reimbursement must be made for lost or damaged books and videos.

The library collection is constantly updated and expanded. Books are chosen for their educational, recreational, or spiritual value.

## **LITTER POLICY**

The school and school grounds are one of the most attractive in the area and all are required to help keep it clean. Trash receptacles are provided and maintained.

## **LOITERING**

Students should leave the school and the school grounds promptly after classes or activities are dismissed. There is to be no unnecessary hanging around before school or after school. Non-students are not permitted in school or on school property at any time unless they have been registered as official guests in the main office.

## **LOST AND FOUND**

The school is not responsible for lost articles or money. All lost clothing, money, jewelry, or any other articles, regardless of value, will be kept in the main office. Unclaimed items will be discarded periodically and at the end of the school year.

## **MEDICATIONS**

New York State mandates that the school have on file a written request from the child's physician and a note from the parent regarding medications.

### **PRESCRIPTION MEDICATIONS/ NON PRESCRIPTION MEDICATIONS:**

- must be brought to the office by an adult
- must be in the original container
- must carry a prescription label with the child's name, drug identity, dosage instructions, doctor's name and prescription date
- A note, dated and signed by the parent, must accompany the medication, giving the child's name, dosage amounts, specific dosage times, and other instructions if necessary.
- Refrigeration is available.

- Medication will be given by the school nurse or school personnel and will be recorded as to date and time.

THESE MEDICATION REQUESTS MUST BE RENEWED EACH SCHOOL YEAR.

Students are not allowed to carry or to have medication (including aspirin, Tylenol, nasal sprays, inhalers, throat lozenges, eye/ear medication, cough drops, etc) in their possession at any time. For the protection of the students and the school, verbal and/or telephone requests to administer medication are not acceptable. Occasionally a student may need inhaler/medication available immediately. Your child's doctor must order and specify this in writing in order for your child to carry the inhaler/medication on his/her person.

## **NEWSLETTER**

Parents are informed about school events through memos or the newsletter. The school newsletter is distributed weekly on Wednesdays. The newsletter will feature major facets of the school, and will include monthly menus, a monthly calendar, and timely information.

## **OFF-LIMIT AREAS**

Catholic Academy of Niagara Falls is maintained and operated for the benefit of the students. However, common sense and safety considerations dictate the designation of a few off-limits areas where students are not allowed. These areas include the boiler room, storage areas, inner office, teachers' rooms, maintenance area and the trash collection area. Students are expected to cooperate and refrain from playing in or visiting these areas.

## **PASSES**

Teachers will issue hall passes for valid reasons when necessary. Parents or guests visiting the school are required to report to the school office. This is imperative since the school must be aware of the number of people in the building at all times. The school is locked during the day in order to provide safety for the children. All visitors must report to the main office.

## **PERSONAL POSSESSIONS**

Common sense and consideration are the best guides in determining whether or not to bring personal possessions to school. The school administrators and staff cannot be responsible for valuables which students bring to school.

## **PETS**

No pets of any kind are allowed at school without permission from the administration. Teachers may give special permission for pets to be brought to school as part of a special display or activity. However, under no circumstances is a potentially dangerous pet to be brought to school.

## **PHYSICAL EDUCATION**

The staff of Catholic Academy of Niagara Falls believes that physical education is an important part of the educational experience. The development and maintenance of a healthy body is essential for physical well-being and good mental health. The staff also believes that attitude development is an important part of education. An atmosphere for the development of leadership, sportsmanship, and congeniality is created through our physical education program. No student will be excused from class without a written request of the parent. **A doctor's excuse is required for long-term exemption from physical education classes.**

Students wear sneakers, uniform t-shirts, uniform shorts, or uniform sweat pants for physical education classes. **JEWELRY IS NEVER WORN DURING PHYSICAL EDUCATION CLASSES. THE PHYSICAL EDUCATION INSTRUCTOR IS NOT RESPONSIBLE FOR THE CARE OF JEWELRY OR ANY OTHER ITEMS BROUGHT BY THE STUDENTS.**

## **PHYSICALS**

All students in grades 1, 3, 5 and 7 and all new students are required by New York State Law to have a physical examination. This may be done by a private physician or by the school district nurse practitioner. If a child has a physical examination after September 1<sup>st</sup> of the previous school year, a copy of this is to be sent to the health office. If the nurse does not receive documentation of a physical exam, the child will have a physical examination by the school district nurse practitioner.

## **PRAYER IN THE LIFE OF THE SCHOOL**

Prayer is a part of the daily experience of the students. Daily prayer helps provide opportunities for the expression of love for God. Talking in a familiar fashion with God and listening to God is encouraged. Through prayer, students are made aware of God's presence within themselves and in their surroundings.

## **PROMOTIONS AND RETENTIONS**

Promotions and retentions are based on an evaluation of academic, physical, social and emotional growth. The primary reasons for considering retention are: a) failure to achieve academic competence, b) indifference or lack of effort on the part of a capable student, c) physical or social immaturity, and d) frequent or long absences.

## **RELEASE OF RECORDS**

The school maintains records on all students. Information included in these records may not be released without written parental consent. A transcript of student records will be forwarded to another school when a student transfers. A \$ 20.00 fee will be charged to any non-custodial parent who requests copies of report cards, progress reports, newsletters, etc.

## **RELEASE OF STUDENT INFORMATION**

Information regarding a student (e.g. report cards, behavior reports, progress reports, etc) will be given only to a parent or legal guardian. A legal guardian is determined by official court documentation that must be on file in the school office in September. If a parent wishes to authorize another person to receive this information, a written letter is required. The letter should be addressed to the principal and should be in the school office in September.

## **REPORT CARDS**

Report cards are issued following the completion of each ten-week grading period. Parents should carefully review their child's progress and contact the school if they have any questions regarding grades.

Parent/Teacher Conferences are scheduled following the completion of the first ten-week grading period (usually in November). Parents' attendance is very important. A parent may request a conference with their child's teacher at any time during the school year by calling for an appointment if such a conference is desired. Likewise, a teacher may sometimes find it necessary to request a special conference with a parent. Every effort should be made to meet with the teacher if such a request is received.

## **RULES FOR GENERAL BEHAVIOR**

The behavior expected from students at school is a combination of common courtesy, respect, and safety considerations. Students will conduct themselves in a manner conducive to an atmosphere of learning.

The following types of conduct are never permissible and can result in suspension or dismissal:

- fighting/assault/battery/threat of force or violence
- defiance of school personnel/Chronic or incorrigible behavior
- the use of profanity/pornography
- refusal to prepare assignments or to participate in class
- possession of weapons or other dangerous objects such as firearms, firecrackers, matches, etc.
- possession or use of tobacco, drugs or alcohol
- possession or use of any controlled substance or paraphernalia
- gambling
- vandalism
- stealing
- sexual harassment/immorality

## **SCHOOL SUPPLIES**

A supply list will be sent home in June with a list of supplies needed for the school year. These supplies can be bought at area stores.

## **SEXUAL HARASSMENT POLICY FOR STUDENTS**

It is the policy of 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:

- **VERBAL** – sexual innuendoes, jokes of a sexual nature, and sexually degrading language to describe an individual
- **NONVERBAL** – displaying sexually suggestive objects or pictures, leering, and making obscene gestures
- **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 occasional compliments of a social nature. It refers to behavior which is not welcome, that is personally offensive, or 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 offense 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.

Our 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.

## **SMOKING**

Smoking is strictly forbidden in school, on school grounds, or at any school sponsored event or activity off campus. Students are neither to carry nor use tobacco products of any kind. Violation of this rule will cause immediate suspension/dismissal. Adult smoking is not allowed any time in school or on school grounds (in the parking lot or on the sidewalk adjacent to the school) when school is in session or at any school sponsored event or activity by order of New York State.

## **SOLICITATION**

Students may not solicit for money unless the principal has approved the project.

## **STUDENT RELATIONSHIPS**

Relationships among students depend upon respect for oneself and others. Pupils are expected to act as part of a team, supporting the unique talents of one another and accepting the differences of individual personalities. Although it is desired that students develop strong friendships, certain behavior is unacceptable. Behavior such as hand holding, lap sitting, kissing, touching or handling of another individual, etc. will not be tolerated in the school, at school activities, or on the school grounds at any time. If such behavior is seen, parents will be notified immediately.

## **STUDY SKILLS**

Specific skills and techniques can make learning easier and more enjoyable. The following are student guidelines for achieving good study habits:

- Come to class prepared with pencil, pen, paper, and other necessary materials.
- Be an active participant in class. Listen well and take part in class.
- Ask questions to clarify problems.
- Plan your day and schedule time for homework.
- Use what is learned and apply it to new situations.
- Strive to do the very best work possible. Just “getting by” is not a worthwhile goal.
- Have homework assignments picked up when student is absent.

## **SUBSTITUTE TEACHERS**

Periodically, a substitute teacher may teach students. The most common reason for using substitute teachers occurs when the regular teacher is ill. However, substitutes are also used when regular teachers are on leave for personal business, professional training, or family emergencies. Students are expected to be extra courteous to substitute teachers. Any misconduct in the classroom will be dealt with seriously.

## **SUSPENSION**

Suspensions from school are given by the administration for the very worst infractions of school rules and policy. Teachers cannot give suspensions. Suspensions will be “in school” unless circumstances warrant an out of school suspension.

A suspension is given only as a last resort. It signifies that the student’s behavior has been so disruptive that the only reasonable way to deal with the situation is to remove the student from the school environment or the classroom setting. Reinstatement will not be granted until the principal and the student’s teacher(s) are satisfied that the reason for misconduct has been effectively eliminated.

Three suspensions may lead to dismissal.

## **TARDINESS**

Prompt arrival at school is expected of all students. Late arrival disrupts class and causes loss of instruction time. **Any student who arrives at school after 7:35 a.m. is considered tardy and must report to the school office for a late slip.** Personnel keep the administration aware of persistent attendance problems or patterns. The school notifies the parents of the problem and pattern.

## **TELEPHONE**

The office telephone is a business phone and is not to be used by students without permission. Students should not expect to use the phone for “forgotten” items or to make personal arrangements (such as requesting permission to go to another student’s home after school). All business should be taken care of before a child leaves for school in the morning.

## **TEXTBOOKS**

Respective public school districts furnish textbooks and workbooks. The school also purchases some books. If a book is lost, misused, or damaged beyond reasonable wear, the student shall pay for the book. The damaged book remains the property of the school. Graffiti of any kind on any textbook, workbook, or notebook is not allowed. A student may be required to recopy a notebook if such is found in unacceptable condition.

## **VACATIONS**

Missing school for family vacations is considered an illegal absence. The student is responsible for all class work, assignments, and tests missed during the absence. To this end, a form must be signed by the parents and returned to school BEFORE the student leaves for vacation.

## **VANDALISM**

The school, with its equipment, is private property. Willfully damaging or destroying this property is cause for immediate suspension and possible dismissal. The school requires that vandal damage be paid for before a student is allowed to return to class. If a student accidentally causes damage, he/she should report it to the teacher immediately so that the damage is not misconstrued as vandalism.

## **VISITORS**

All visitors are required to report to the school office to sign in and receive a visitor's label upon entering the building. This policy safeguards and protects ALL children in our school. Visiting a teacher before classes begin in the morning, during lunch, or during the school day is not permitted unless approval has been given from the office. The main entrance to the school has a doorbell. Students are instructed **NEVER** to answer the door unless supervised by an adult.

## **WALKING STUDENTS**

Students who walk to school should come straight to school. They are to remain on sidewalks at all times and to cross the street only at designated crosswalks. Students should remember the safety rules: walk with a friend and never accept a ride with a stranger, etc.





