

LASALLEPREPARATORY SCHOOL



PARENT & STUDENT HANDBOOK 2022 – 2023

Principal
Kathleen J. Urban

Assistant Principal
Roland N. Davis III

Table of Contents

Mission Statement 3
A Message from Our Administration. 4
Important Phone Numbers. 5
Adopt a School Partners/P.E.G. 6
Floor Plan. 7
Important Dates 8-9
Attendance Guidelines 10
Positive Behavior (PBIS) & Student Discipline 11
LPS Behavior Expectations 12
Staff List/ Cluster Assignments 13
Master Schedule 14
General Information 15
Monitoring Your Child’s Progress 16
Student Support Center Office (SSC) 17
Dignity for All Students Act (DASA) 18
Student Health Services 19
LPS Cafeteria 20
Transportation Guidelines 21
Emergency Procedures. 22
Building Safety 23
Student Internet Use 24
Library Media Center 24
Physical Education Guidelines 25
Modified Sports 26
Extracurricular Activities 27
Student Appearance Code 28-29
Cell Phones and Other Electronic Devices 30
Preparatory School is Different 31
Frequently Asked Question (FAQs) 32
Some Tips for Success. 33
Community Directory 34
NFCSD School Board 35

The LaSalle Preparatory School

Mission Statement

We are a school community focused on academic, personal, and civic growth.

2022 – 2023 School Commitments

Commitment 1

Welcoming & Affirming Environment

We commit to building relationships between all stakeholders by promoting a safe and inclusive environment.

Commitment 2

High Expectations and Rigorous Instruction

We commit to strengthening our ability to provide students with high quality and rigorous instruction so that they can achieve academic success by actively engaging them in the classroom.

Mrs. Kathleen J. Urban, Principal

Mr. Roland N. Davis III, Assistant Principal

Title IX and 504
Compliance

Notice is given that the Board of Education of Niagara Falls, New York does not discriminate on the basis of sex, race, and/or handicap in the educational programs and activities which it operates, that is required by Title IX of the Federal Educational Amendments of 1972 and Section 504 of the Rehabilitation Act of 1974

A Message from Our Administration

Welcome to LaSalle Preparatory School. Your years spent with us will be educationally profitable and prepare your child for high school.

Preparatory School is a time of change. We will be partners in assisting your child's adjustments to an increasing academic workload and greater independence. Your child will be expected to attend school regularly, be on time, complete all assignments, behave appropriately, and have fun. Here are some helpful hints for success:

Suggested Tips for Parents:

1. Make education your child's number one priority!
2. Create a designated work place and a set time at home for homework and studying.
3. Demand that your child bring study materials home daily.
4. Examine your child's agenda (assignment book), daily, for all subject areas. Sign the agenda when requested.
5. Help your child during homework time. If you can't be available, leave a note or call home to remind your child to do their homework. If it is not completed when you arrive home, take privileges away. Be firm and consistent!
6. Review your child's homework. It is an important part of his/her classroom grade.
7. Limit distractions (TV, radio, video games, texting, & telephone calls) during homework time.
8. Provide nutritional snacks, balanced meals, set a bedtime, and encourage good personal hygiene. If you need assistance, please contact our nurse or a school counselor. We are here to help.
9. Find creative ways to review and help your child study (For example practice spelling words & math problems while driving).
10. Check your child's book bag daily.
11. Ask questions. Don't wait for him/her to offer information.
12. If your child is having academic difficulty, contact the teacher immediately to see when extra help is available.
13. If your child is having difficulties with peers in school or in the neighborhood contact one of our deans or a school counselor.
14. Use the Parent Portal to access your child's grades. Know when progress reports and report cards are coming out and review them with your child.
15. A good parent/student routine will soon become a habit. Enjoy going back to school with your child!

IMPORTANT PHONE NUMBERS

Main Office	Mrs. Kathleen Urban, Principal	278-5880
	Mrs. Robinson, Secretary	278-5880
	Mrs. York, Sr. School Monitor	278-5880
	FAX	278-5899
Student Services	Mr. Roland Davis III, Assistant Principal	278-5880
	Mrs. Fasciano, Secretary	278-5885
	Mr. Randy Gall, 8 th Grade Dean of Students	278-5885
	Ms. Noelle Gaetano, 7 th Grade Dean of Students	278-5885
Attendance	Mrs. Robinson, Secretary - Main Office	278-5880
Clinic	Mrs. House, RN	278-5888
School Counselors	Mr. Hutchinson, 8 th Grade Counselor	278-5883
	Mrs. Tambroni, 7 th Grade Counselor	278-5884
Pupil Service Assistant	Mrs. Fagiani, PSA	278-5885
School Psychologist	Mrs. Kandaswami	278-5880
School Social Worker	Mrs. McGinnis	278-5880
Transportation	Mrs. Carr, Central Administration	286-4239
	Bus Company – NF Coach Lines	285-9357

Calling Home



A phone is located in each classroom and there is a designated phone in the main office for student use. These phones may NOT be used for personal calls. These phones may only be used by students with teacher/office permission to contact a parent at the teacher's request. If you have an IMPORTANT reason to reach your child or need to leave a message during school hours, please call the Main Office at 278-5880. Messages left with office personnel will be relayed to your child.

Our Adopt a School Partners

The Niagara Falls Board of Education and the Niagara Falls Chamber of Commerce have established a Business Education Alliance. Alliance membership is comprised of business, industrial, educational, and community organizations committed to furthering the common interests of the business and educational communities.

As part of the Business Education Alliance, LaSalle Preparatory School works with several partners in our Adopt – A – School program. Beyond their financial contributions, Adopt-A-School partners have direct involvement with our professional staff and students, making education more meaningful at LPS. We are truly fortunate to work with our partners in a variety of joint programs such as:

**Target, Oxy Chemical Corp, First Assembly of God, Health System Services,
BW Niagara Riverside Resort, Rite Aid Buffalo Ave, 7-11 76th & Buffalo Ave,
Salvation Army, Empower, LaSalle Alumni Association**

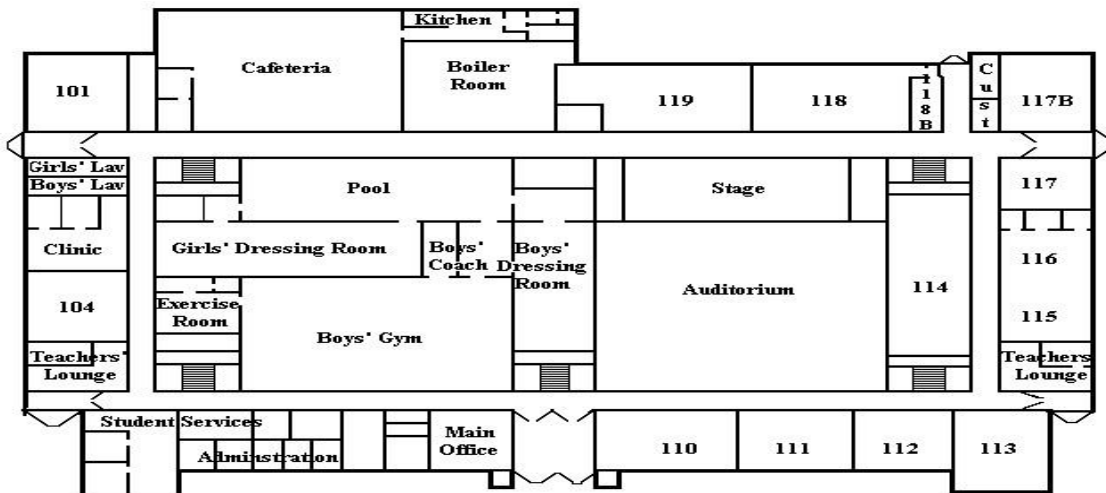
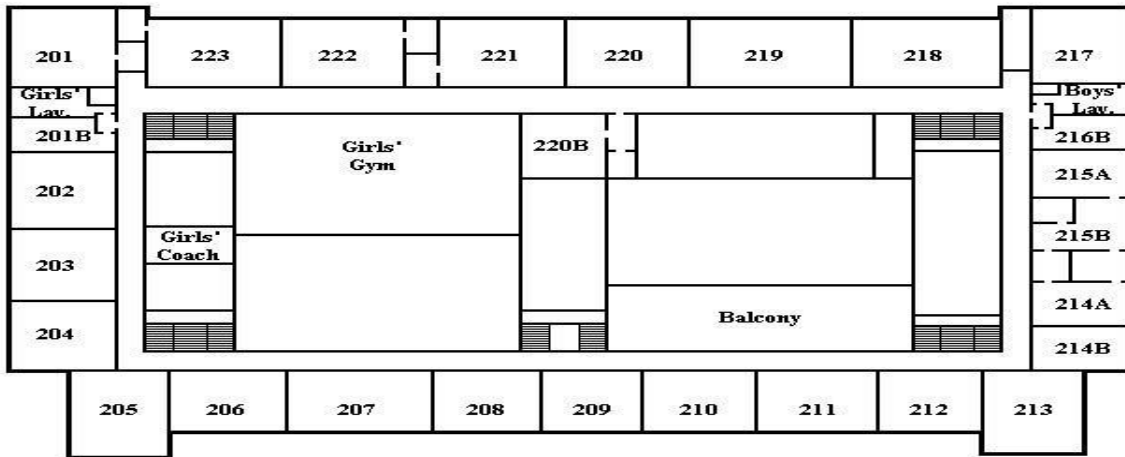
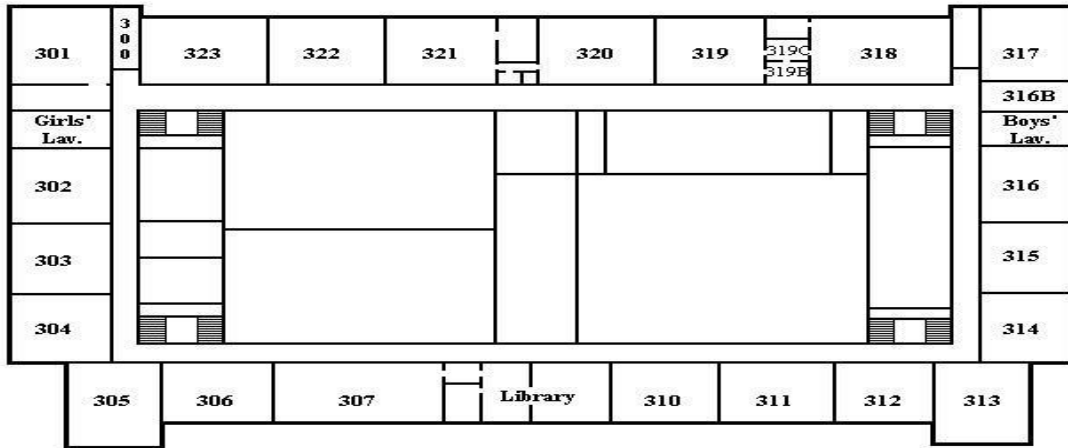
The LPS Parent Education Group (P.E.G)

We want to welcome all of the students and their families to a new year at LaSalle Preparatory School. The P.E.G Group is our parent group at the school and we would like to extend a warm and friendly invitation to join us at our meetings. Please check our calendar for the five scheduled meetings.

We meet at LaSalle Preparatory. The meetings usually last less than an hour. It is a very informal meeting where we have the opportunity to contribute input toward our children's education and also to plan out several events that will take place over the year. WE NEED YOU AS PARENTS/GUARDIANS to help make this time at LaSalle Preparatory School a very pleasant and memorable experience for your child. We need each of you to take an active part in our group. All of you have something valuable to contribute.

WE LOOK FORWARD TO MEETING WITH YOU!

FLOOR PLAN



Important Dates

NIAGARA FALLS CITY SCHOOL DISTRICT

2022-2023 School Calendar

July 2022

Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

July

4 Monday Independence day - No Staff

August 2022

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August

22-25 Mon-Thurs New Staff Orientation

31 Wednesday Teacher Professional Development Day

September 2022

Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

September

1 Thursday Teachers Report to Schools All Day
A.M. - NFT Meeting/P.M. - Faculty Meeting

2 Friday Superintendent Conference Day-Professional Development

5 Monday Labor Day-No Staff/No Students

6 Tuesday First Day for Students

October 2022

Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

October

10 Monday Holiday - No Staff/No Students

17 Monday Superintendent Conference Day - All levels
Professional Development

November 2022

Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

November

8 Tuesday Remote Learning Day - All Levels

11 Friday Veterans Day-No Staff/No Students

23 Wednesday No Teachers/No Students/No 10 month staff

24-25 Thurs-Fri Thanksgiving-No Staff/no Students

December 2022						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

January 2023						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February 2023						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

March 2023						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

April 2023						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May 2023						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

June 2023						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

December		
22	Thursday	Last Day of Classes Before Winter Recess
23-30	Fri-Fri	Winter Recess-No Students/No Teachers or 10 Month Staff
26-30	Mon-Fri	Winter Recess - 12 Month Staff

January		
2	Monday	Winter Recess-No Staff/No Students
3	Tuesday	Return from Winter Recess
16	Monday	Martin Luther King Jr. Holiday
27	Friday	Superintendent Conference Day - Elementary AM/PM Professional Development

February		
20	Monday	President's Day - No Students/No Staff
21	Tuesday	Superintendent Conference Day - NFHS AM/PM Professional Development

March		
17	Friday	Superintendent Conference Day - All levels AM/PM Professional Development

April		
3	Monday	No Teachers/Students or 10 Month Staff
4-14	Tues-Fri	Spring Recess-NO Students Teachers or 10 month staff
7	Friday	No 12 month staff
17	Monday	Return from Spring Recess

Emergency Closure Payback Order: April 14,13,12,11,10, 6,5,4

May		
29	Monday	Memorial Day Holiday - No Staff/No Students

June		
19	Monday	Juneteenth Observance - No Staff/No Students
21	Wednesday	Superintendent Conference Day - Prep (PM only) AM-Students/PM Professional Development
22	Thursday	Superintendent Conference Day - Prep (PM only) AM-Students/PM Professional Development
22	Thursday	Last Day for Students/10 month Associates
23	Friday	Rating Day - No Students - Last day for teachers

Attendance Guidelines

If your child is late to school he or she must first report to the main office to obtain a late entry pass. You are required by state law to provide a written excuse after each absence or late arrival to school. This excuse must be signed by a parent or guardian and include the date and the reason for absence or tardiness. If your child will be out of school for 3 days or more, please call Student Services at 278-5885 to request that school work be sent home. After two weeks of consecutive absences, a doctor's excuse must be provided.

Your child should not miss classes unless there is a serious reason. Studies have shown that good attendance and high achievement go hand-in-hand. Please schedule appointments (doctor, dentist, etc....) after the school day or on a day when school is not in session. If a medical appointment must be made during the school day, please notify the office the day before the appointment, so that your child will not be charged with an illegal absence. Please refer to the following examples of legal and illegal absences:

Legal Absences

Sickness
Visiting
Death in the family
Quarantine
Attendance at a health clinic
Court appearance

Illegal Absences

Vacation
Truancy
Baby-sitting

Partial Day Absence

If your child must be excused during the school day, please provide a written note to his or her homebase teacher, stating where the student is going and when he/she will return.

Perfect Attendance Award

The NFCSD recognizes those students who come to school every day even if they come tardy or have an early dismissal, if they are in attendance every day, they will be recognized for having perfect attendance.

Perfect, Perfect Attendance Award

At various times throughout the year your child may become eligible for a perfect attendance award. To qualify, your child must not incur any absences, including early dismissal from school, or be tardy to school during the period of time indicated. Awards often include prizes donated by our Adopt-a School Partners. To be recognized for perfect, perfect attendance at the end of the year, your child must come to school every day, on time, and stay the entire day. EVERY DAY, ALL DAY.

Did you know that being late to school hurts your child's ability to learn? A child who is late just 10 minutes every day will lose more than 30 hours of instruction over the course of the year!

Positive Behavior Program & Student Discipline



LaSalle Preparatory School Students are...
Respectful Responsible Safe, and Bully Free

LaSalle Preparatory School has adopted a school-wide approach to discipline known as Positive Behavior. Positive behavior promotes strategies intended to change the focus of our school's disciplinary efforts toward positive reinforcement of desired student behaviors. In addition to the traditional consequences for inappropriate behavior, our staff believes that positive behavior should be rewarded. Thanks to our community business partners when your child is observed being Respectful, Responsible, Safe, and Bully Free, he or she may receive a reward coupon making him or her eligible for weekly prizes.

In addition to a system of rewards, consequences may be imposed in support of student self-control, individual responsibility, and orderliness.

Our discipline program consequences consist of the following:

1. Retention (after-school teacher monitored time) – A classroom teacher may elect to assign your child afterschool time in the classroom to provide your child with extra academic help and/or correct inappropriate behavior.
2. Time-Out Study Room – The Time-Out Study Room is designed to encourage self-management and/or the acceptance of responsibility. It is imposed by a member of the administrative team and occurs within regular school hours.
3. Suspension - If your child is suspended from school, he or she will be placed in your care (parent/guardian) during school hours. You will be notified of the reason for, and the length of the suspension. When on suspension your child may not be in the vicinity of any school and must return to school with you (parent/guardian).

Bullying

At LPS we strive to maintain a "safe" school environment. Bullying, which is a REPEATED offense, in any form, is not tolerated. If you or your child feels that they or someone they know is a victim of bullying, it should be reported immediately to an administrator, dean, counselor, or teacher.

Sexual Misconduct

The Board of Education is committed to safeguarding the rights of all students within the Niagara Falls City School District in an environment that is free from all forms of sexual misconduct, including sexual harassment and sexual abuse. This policy is explained to students during the first week of school. Students should report all incidents to their teachers, an administrator, or any staff member with whom they are comfortable. Disciplinary action will be taken immediately to correct any incidents of sexual misconduct.

LaSalle Prep School Behavior Expectations

	BE SAFE	BE RESPONSIBLE	BE RESPECTFUL
Everywhere at all times	<ul style="list-style-type: none"> -Walk at all times -Follow building and emergency procedures 	<ul style="list-style-type: none"> -Be ready to learn -Have all required materials -Follow the dress code 	<ul style="list-style-type: none"> -Respect school and personal property -Follow adult directions -Speak and act kindly -Use appropriate language
Arrival and dismissal Areas	<ul style="list-style-type: none"> -Report to and stay where you belong -Remain on school property once you arrive -Cross the street at intersections only 	<ul style="list-style-type: none"> -Dress appropriately for the weather -Lock your bike to the bike rack -Throw open food and drink into the trash -Do not throw snow balls 	<ul style="list-style-type: none"> -Greet your friends without hitting, pushing, or hugging -Treat other people's property with care -Follow directions of adults on duty
Hallways and Stairways	<ul style="list-style-type: none"> -Walk at all times -Keep hands and feet to yourself -No open food or drink -Report directly to class -Follow designated walking plan 	<ul style="list-style-type: none"> -Report dangerous activity to the nearest adult -Report others who are threatening or disrespecting others 	<ul style="list-style-type: none"> -Move quietly --Stay to the right as you pass -Use respectful language -Keep hallways clean
Lockers	<ul style="list-style-type: none"> -Make sure you are the only person who knows your combination -Keep only items you need for school in your locker 	<ul style="list-style-type: none"> -Keep all of your belongings neatly in your locker so it closes properly -keep only your belongings in your locker -Plan the best times to go to your locker and use your time wisely 	<ul style="list-style-type: none"> -Give those students around you room to get to their lockers -Keep your locker clean
Classroom	<ul style="list-style-type: none"> -Walk at all times -Sit in seat -Keep your hands and feet to yourself at all times -Observe fire drill rules 	<ul style="list-style-type: none"> -Have necessary materials -Have homework completed -Write down assignments as needed -Take care of school equipment -Leave the classroom with a pass 	<ul style="list-style-type: none"> -Be on time -Listen to the individual speaking -Raise your hand to speak -Use appropriate language -Talk in an inside voice -Be respectful of others' opinions
Bathroom	<ul style="list-style-type: none"> -Wash hands with soap and water -Use proper hygiene 	<ul style="list-style-type: none"> - Have a pass if leaving class -Dispose of waster products properly -Alert an adult if the restroom needs attention 	<ul style="list-style-type: none"> -Flush toilet -Leave restroom clean for others -Respect the privacy of others -Observe time limits
Cafeteria	<ul style="list-style-type: none"> -Keep hands and feet to yourself -Walk to your seat in the cafeteria -Ask staff for permission to leave the cafeteria 	<ul style="list-style-type: none"> -Eat a nutritious lunch -Clean up after yourself -Keep food on your tray or in your mouth -Ask an adult in charge for permission to change seats 	<ul style="list-style-type: none"> -Be considerate of others and use good manners -Keep your voice at an appropriate level -Wait your turn in line -Use good manners when being served and waiting in line
Computers	<ul style="list-style-type: none"> -Communicate only with known individuals in an appropriate manner -Log off computer when finished 	<ul style="list-style-type: none"> -Use computer for educational purposes only -Follow acceptable use policy -Use appropriate computer programs and websites -Know your password 	<ul style="list-style-type: none"> -Use appropriate language/internet etiquette -Respect equipment -Access only your own files and information

**LaSalle Preparatory School Staff/Cluster Assignments
2022– 2023**

Mrs. Kathleen J. Urban, Principal

Mr. Roland N. Davis III, Assistant Principal

GRADE 7 – CLUSTER 7A			GRADE 7 – CLUSTER 7B		
314	A. Battaglia	Consultant Teacher	302	M. Laurrie	ELA
314	S. Calderon	Teaching Assistant	303	A Bradshaw	Consultant Teacher
315	E. Wisniewski	Math	303	R. Feagin	Teaching Assistant
316	M. Mansour	Social Studies	305	C. Lutey	Math
317	M. Fiore	ELA	306	B. Dean	Social Studies
319	F. Strangio	Science	323	M. McGrath	Science
GRADE 7 – Cluster 7C					
310	E. Olka	Social Studies	312	J. Touma	Math
311	S. Sperry	ELA	313	J. Wager	Science
GRADE 8 – CLUSTER 8A			GRADE 8 – CLUSTER 8B		
204	C. Roeser	Math	201	M. Glasser	Social Studies
205	L. Briand	Spanish	203	J. Duncan	ELA
207	M. LeBlanc	Consultant Teacher	218	J. McIntyre	Spanish
207	R. Williams	Teaching Assistant	220	M. Crossley	ELA
208	A. Ennett	Social Studies	221	J. Nearhood	Consultant Teacher
209	T. Clark	Science	221	L. Cessna	Teaching Assistant
210	A. Zona	ELA	222	J. Speidel	Math
211	J. Meyers	Math	223	E. Buzzelli	Science
SPECIAL AREA TEACHERS			EXPLORATORY		
112	T. Ligammare	Instructional Coach	2 nd Floor GYM	L. Adams	Physical Education
113	D. Tunnicliff	Life Skills	1 st Floor GYM	M. DeRosa	Physical Education
206	D. Donato-Evans	Speech	110	N. Bilson	Music/ Chorus
213	T. Mannarino	15:1	115	S. Carson	Music/ Band
217	Battaglia/Nearhood	8:1:2	202	T. Weymouth	Technology
304	K. Grande	ESL	301	M. Franke	Health
			321	N. Pitarresi/ M. Dean	FACS
			322	S. Miller	Art
STUDENT SERVICES SUPPORT/ SEL OFFICE			NON-INSTRUCTIONAL SUPPORT STAFF		
106	L. Fasciano	Secretary	Main Office	M. Robinson	Secretary
105	B. Fagiani	Pupil Service Assistant	Main Office	L. York	Senior School Monitor
106B	J. Hutchinson	7 th - Guidance Counselor	Clinic	K. House	Nurse
106C	J. Tambroni	8 th - Guidance Counselor	Cafe	L. Franjione	Head Cook
106D	N. Gaetano	7 th - Dean of Students	117	P. Kozlowski	Custodian
106E	R. Gall	8 th - Dean of Students	117B	J. Vitello, S. Nalls, B. Lutey	School Security
214B	C. Kandaswami	Psychologist	212	K. Howey	BOCES
214A	A. Antonacci	Counselor	216B	B. Shirback	School Resource Officer
215A	L. McGuinness	Social Worker			

2022-23 LASALLE PREPARATORY SCHOOL MASTER SCHEDULE

7:15 AM BREAKFAST

7:40 AM HOMEBASE

Home Base	7:40 – 7:47	7	
Period 1 – ASP	7:50 – 8:35	45	
Period 2	8:38 – 9:25	47	
Period 3	9:28 – 10:15	47	
Period 4	10:18 – 11:05	47	
Period 5*	11:08 – 11:55	47	7A – Cafeteria/ 7B Auditorium 11:05 – 11:27(22) 7B – Cafeteria/ 7A Auditorium 11:30 – 11:52(22)
Period 6*	11:58 – 12:45	47	8A – Cafeteria/ 8B Auditorium 11:55 – 12:17(22) 8B – Cafeteria/ 8A Auditorium 12:20 – 12:42(22)
Period 7	12:48 – 1:35	47	
Period 8	1:38 – 2:25	47	

TESTING SCHEDULE

Home Base	7:40 – 7:47	7	
Period 2	7:50 – 8:27	37	
TESTING BLOCK	8:30 – 10:20	110	
Period 4	10:23 – 11:00	37	
Period 5*	11:03 – 11:43	40	7A – Cafeteria/ 7B Auditorium 11:03 – 11:23(20) 7B – Cafeteria/ 7A Auditorium 11:23 – 11:43(22)
Period 6*	11:46 – 12:26	40	8A – Cafeteria/ 8B Auditorium 11:46 – 12:06(20) 8B – Cafeteria/ 8A Auditorium 12:06 – 12:26(20)
Period 3	12:29 – 1:06	37	
Period 7	1:09 – 1:46	37	
Period 8	1:49 – 2:25	36	

HALF-DAY SCHEDULE

11:00 AM DISMISSAL

Homebase	7:40 – 7:48	8
Period 2	7:51 – 8:20	29
Period 3	8:23 – 8:52	29
Period 4	8:55 – 9:24	29
Period 5/6	9:27 – 9:56	29
Period 7	9:59 – 10:28	29
Period 8	10:31 – 11:00	29

GENERAL INFORMATION

1. HALL PASSES – Students that do NOT have an OFFICIAL Hall Pass will be sent back to class to get a pass. Please try to avoid allowing students out of your room the first and last five minutes of the class period. Please proceed with caution when it comes to issuing passes during first and last period.

****ABSOLUTELY NO GROUP PASSES TO THE LAV****

HOMEBASE/OPENING EXERCISES

The beginning of the school day is extremely important. Notices and announcements of importance are directed to both the faculty and students. Therefore, it is imperative that when the tardy bell rings at 7:40 a.m. students are silent and attentive, so that all information for the day can be clearly heard and understood.

- Announcements will be made over the PA system and TEAMS (Mrs. Kulbago-Onevelo).

HOMEBASE SCHEDULE

- *7:35 a.m. First Bell, Students Enter
- 7:40 a.m. Morning Exercises begin

END OF THE DAY DISMISSAL TIME

- A. Students will be dismissed at 2:25 p.m. via the bell

Monitoring Your Child's Progress

PowerSchool – Parent Portal

Our District's student information system, PowerSchool, contains a feature called "Parent Portal" that allows you to view your child's attendance and grades in real time.

To use Parent Portal, you must first create an account. Directions to create an account are available at [How to Set up Your Parent Portal Account](#). To obtain your child's Access ID and Access Password please contact the main office or the Helpdesk at 286- 4212.

Report Cards

Report cards are issued at the 10, 20, 30, & 40 week marking periods. Preparatory School grades are numerical (0-100), except for Academic Intervention Service classes (AIS) which are assessed with an O – Outstanding, S – Satisfactory, or U – Unsatisfactory. Your child will be recognized for achievement on our Honor Roll if they reach an academic average of 95+ (High Honors), 90-94 (Honors), or 85-89 (Commendable Achievement).

Progress Reports

In addition to Parent Portal access, you will receive progress reports 5 weeks into each marking period at 5, 15, 25, and 35 weeks. Teachers may also send additional progress reports home at any time. If you have questions about your child's progress, please call the Student Services Office at 278-5885 to request an additional progress report or a conference with one or all of your child's teachers.

Grade Level Promotion

To be promoted into the next grade your child must pass all four core subjects.

English Language Arts (ELA) – Must have a course grade of 65% or higher

Mathematics – Must have course grade of 65% or higher

Social Studies – Must have course grade of 65% or higher

Science – Must have course grade of 65% or higher

Student Support Center Office (SSC)

Student Services: 278-5885

Counselors: Mr. Hutchinson (Gr. 7)
Mrs. Tambroni (Gr. 8)
Miss Antonacci

The goal of our School Counselors is to empower our students to be strong, confident, independent, and motivated individuals. Our Counseling Center is a safe, secure, and confidential place where your child is always welcome. In preparation for the academic and personal challenges that your child may face, we will encourage the confidence and perseverance necessary for his or her success. We believe that your child has the opportunity and ability to make good decisions.

Our counseling program provides:

~ Social and Emotional Counseling
~ Decision Making
Intervention

~ Academic Support
~ Conflict Resolution

~ Goal Setting
~ Crisis

We work hand in hand with parents, teachers, and administrators and *are always available to talk to your child about school and/or personal matters*. Should you need assistance or a referral to an outside agency, please contact us through Student Services at 278-5885.

Your child should visit their counselor when they:

- Are having problems in any class
- Need help talking to one of their teachers
- Need help working on a problem with family or friends
- Need help making up their mind about something
- Need to find help for a really serious problem
- Need someone to talk to their parent/guardian
- Need to talk to someone who understands
- Need to learn more about special interests, abilities, or future careers

Student Teacher Action Response Team - START

At LaSalle Preparatory School, we have a team of caring professionals known as S.T.A.R.T. It is composed of Administrators, Deans, School Counselors, a Special Education Consultant Teacher, School Psychologist, School Nurse, and a Pupil Service Assistant. It is our job to aid students and teachers with any social, emotional, or academic difficulties that arise. Together with the teacher, child, parent/guardian and at times, outside agencies, START coordinates a variety of interventions.

Dignity for All Students Act (DASA)

The Dignity for All Students Act states that “NO student shall be subjected to harassment or discrimination by employees or students on school property or at a school function based on their actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, or sex.”

If a student feels that he or she has been harassed in this manner, that student should be report the incident to his or her guidance counselor, who has received training regarding the Dignity for All Students Act. Mrs. Urban is the administrator overseeing Dignity for All Students Act concerns at LaSalle Preparatory.

Student Health Services

LPS Clinic: 278-5888

Nurse: Mrs. House

LaSalle Preparatory School has a clinic and registered nurse available to assist students and parents with a child's health concerns.

Screenings

Nurse Practitioners will examine special education students, new students, and your child (every student) in 7th grade. Records are kept of your child's *medical history*: height, weight, vision, hearing, color perception, scoliosis, and immunizations. New York State Education Law requires that all children between the ages of 8 and 16 receive a school screening exam to identify children with a possible curvature of the spine (*scoliosis*).

Immunizations

Your child is required to have been immunized against polio, diphtheria, rubella, regular measles, and mumps. If any problems arise with your child's medical history or immunization record you will be contacted by the Clinic for follow-up. Please note that NYS Public Health Law 2164 requires the Hepatitis B Vaccine for all students enrolled in 7th grade. This immunization is given in three doses – Doses 1 & 2 are given one month apart and there must be at least four months between the administrations of Doses 1 & 3. If you have any questions, please contact your family doctor, the Niagara County Department of Health (743-4444, ext. 12) or our School Nurse, Mrs. House at 278-5888.

Sports & Working Paper Physicals

To participate in *School Sports* or to receive *Working Papers*, your child must have a physical examination by a nurse practitioner and receive the school physician's approval. Physicals will be done in the clinic by appointment. Mrs. Fasciano in LPS Student Services, Room 106 (278-5885), can provide your child with *Working Paper* forms and additional information.

Student Illness

In the case of student illness, parents may be requested to take their child home. Please leave a phone number where you can be reached by the school nurse in an emergency. ****STUDENTS CAN ONLY BE EXCUSED AFTER PARENT CONTACT IS MADE BY THE NURSE.** For the health and safety of all of our students, please notify the School Nurse in the event a contagious disease (chicken pox, mumps, rubella, measles, whooping cough, scarlet fever, strep throat, etc.) occurs in your home.

Student Medication

When your child must take internal medication during school hours, the nurse will assist the family and physician. Please submit a WRITTEN REQUEST to school authorities accompanied by a WRITTEN REQUEST

FROM YOUR CHILD'S DOCTOR indicating the frequency and dosage of the prescribed medication to be administered by the School Nurse during school hours. All medication must be brought to the school clinic in its original container by YOU – THE PARENT OR GUARDIAN...NEVER BY YOUR CHILD.

The LPS Cafeteria

Our cafeteria serves a wholesome and balanced breakfast and lunch each day. White and chocolate milk and cold juices are available.

Your child will eat during the assigned breakfast and lunch times. If for some reason your child needs to eat at a time different from this assigned period, please contact the main office to make special arrangements. Please contact the Nurse at 278-5888 if your child has any food allergies.

Breakfast

Breakfast will be served daily from 7:15 – 7:35 AM beginning on Thursday, September 10th. All cafeteria procedures and rules apply during breakfast. When dismissed from the cafeteria your child will go directly to homebase.

If your child eats breakfast at home, he or she will wait in the auditorium until 7:35 and then proceed to homebase.

CAFETERIA RULES

Be On Time

- Enter the cafeteria within the 3-minute passing time

Be In Your Seat

- Take a seat until called to get your lunch
- Get permission to get up at any time during the lunch period
- Return to your table and remain seated until dismissed
- Dismiss by table and report to class on time

Be Respectful

- Stop talking when an adult raises a hand or turn lights off for announcements

Be Neat and Clean

- Throw out trash out and keep your area clean

- Do not take food or drink out of the cafeteria

Transportation Guidelines

NFCSD Transportation: 286-4239

NF Coach Lines: 285-9357

Bus students are only dismissed from the 76th Street side of the building, while walkers are dismissed through the main Buffalo Avenue doors. Buses leave school at approximately 2:30 PM (regular dismissal) and at approximately 3:30 PM (late dismissal). The 3:30 (late dismissal) transportation is only for students who stay after school for an activity, club, or retention. Students are NOT allowed to leave school property before the buses arrive.

Bus Rules

- When the bus arrives at your stop, please stand back at least three feet from the curb until the bus comes to a complete stop
- The bus driver and aide are in charge and must be treated with respect at all times
- Do NOT distract the driver while he/she is operating the bus
- Take your seat and sit in it (do not kneel on the seats)
- Do NOT move about while the bus is in motion
- The driver or aide can and will assign seats for safety or disciplinary purposes
- Saving seats for friends is not permitted
- Conduct yourself in an orderly and safe manner (keep your hands and feet to yourself)
- Move on and off the bus without pushing, shoving, jostling, or tripping
- Do not use profane language or gestures
- No eating or drinking on the bus
- Respect the property of others
- Throwing objects jeopardizes your safety and is not permitted

Please note that transportation services may be suspended if your child does not comply with any of the above rules. During the suspension period, your child will not be permitted to ride any school bus, and it will be your responsibility to get your child to and from school. Not attending school because of a bus



suspension is considered an illegal absence. The Transportation Office and the school will determine the length of any suspension from bus services. To have bus privileges returned, the student & parent/guardian must meet with the LPS Dean of Students in Room 106.

If you need a pass for a stop other than your own the parent must make arrangements directly with the Transportation office. The school will NOT make arrangements for you. Please call Transportation at 2864239.

BUS PROBLEMS SHOULD BE REPORTED TO MRS. CARR AT 286-4239 or directly to NF Coach Lines at 2859357.

Emergency Procedures

Your child's security and safety are our number one priority. We believe that your child's best interests are served when we are prepared to handle the unexpected with calmness, reason, and precision.

Lockdown

In the event of a school lockdown or lockdown drill, for the safety and well-being of all of our students, no one will be permitted to enter or leave the building.

Evacuation

In an emergency situation the school may need to be evacuated. In such a case, the building will be cleared in the same manner as a Fire Drill. If the emergency warrants temporary relocation to a safer place, the St. John De LaSalle RC Church Parish Center, Empower & Salvation Army will be utilized. In the event of an evacuation that requires relocation, students will only be released to a parent/guardian.

Emergency School Closings

When school is closed due to weather, announcements will be made starting at 6:00 AM via district-wide phone message and via the following media outlets:

WJLL 1440 AM	WEBR 970 AM	Time Warner Cable
WBLK 93.7 FM	WYRK 106.5 FM	WGRZ
WHLA 1600 AM	WKSE 98.5	WIVB
WBEN 930 AM	WGR 55 AM	WKBW

Building Safety

Student Walking Plan – Please model and encourage students to walk on the right side of the hallway (leaving a center lane for Staff, Guests, and students with a note from the Clinic).



Everyone should follow the directional arrows on the stairs. ↓ ↑

Student Use of the Internet

Access to the Internet allows students to contact computer systems around the world, share information, learn concepts, research projects and communicate with others. Although the Internet may contain material that is illegal, defamatory, inaccurate, or offensive to some people, the Niagara Falls City School District feels that the benefits to students from Internet access exceed any disadvantage.

In order to reasonably ensure that unauthorized exploration of the Internet does not occur at LaSalle Preparatory School, the following procedures are followed:

- Your child will only be permitted Internet access in the presence of an adult
- Your child's internet access will require both you (parent/guardian) and your child to agree to the District's Acceptable Use Policy
- You may refuse to give permission for your child to have Internet access

A list of students who do not have authorization for access to the Internet will be given to each teacher and to the Library Media Specialist.

Student access to the Internet is a privileged opportunity. The following consequences may occur for misuse of this privilege:

- A warning and parent notification
- The temporary loss of Internet privileges
- An indefinite loss of Internet privileges
 - Further disciplinary action
 - The filing of criminal charges

Library Media Center

Our library is open every day from 7:40 am – 2:25pm. Throughout the school year, students will have many opportunities to go to the library with her/his cluster, and may occasionally have classes in the library. Our Library Media Specialist, Mrs. Kulbago-Onevelo, encourages our students to use the library independently, but only with a library pass/permit from a teacher.

Physical Education Guidelines

The Physical Education classes at LaSalle Preparatory School are Co-Ed. Your child will take four quarters of Physical Education per year, every other day, in both the gym and the pool.

Your child will need to be prepared for each class with the following clothing:

Gym: shorts, sneakers, socks, sweatpants, sweatshirt, T-shirt and towel

Swim: a modest bathing suit, towel, and bathing cap for girls

If your child is unprepared for physical education class, he or she must attend a scheduled make-up class after school. It's a good idea to keep an extra set of clothes in your child's locker.

Your child **MUST NOT** take valuables (Money, Watches, Jewelry, etc.) to Gym or Swim. The school is not responsible for items left in the locker room. **EARRINGS AND/OR OTHER JEWELRY (INCLUDING ANY BODY PIERCINGS) ARE NOT ALLOWED TO BE WORN IN PHYSICAL EDUCATION CLASSES.**

To be medically excused from physical education classes for an extended period of time a medical excuse from a physician is required. To be excused for a single day, you (parent/guardian) may write a note. Please remember that Physical Education is an important part of your child's education.

Modified Sports

Eligibility guidelines for the modified sports program are governed by the New York Public School Association and the Niagara Frontier League. Before your child can play a sport, he or she must be academically eligible. The following eligibility guidelines have been established for the School District of Niagara Falls for each 10-week marking period:

- A 70% average must be maintained (final marks in all courses taking precedence)
- Failing two or more subjects results in ineligibility for the marking period
- A 90% attendance rate must be maintained for the marking period • Your child must be present in school on the day of any scheduled activity

The three major goals of the Modified Sports Program are to learn about sportsmanship, develop skills, and to have fun. To this end, there will be no league standings, all-stars, or end of the year tournaments for championship purposes.

Modified Sports		
Fall	Winter	Spring
Football (District-wide) Cross Country (Co-ed Dist.)	Basketball (Boys & Girls)	Baseball Softball Track (Boys & Girls)

Extracurricular Activities

SCHOOL YEARBOOK

Our yearbook is published annually for and about the students and staff of LaSalle Preparatory School. A yearbook staff person is chosen each fall. The cost of the yearbook will be approximately \$40.00. Orders are taken beginning in October and yearbooks are delivered during the month of June.

STUDENT COUNCIL

The LPS Student Council involves students at both grade levels in the government and operations of the school. Our Council is a busy group which plans many activities for the entire school, such as dances and fundraisers. Student Council meets the first Monday of each month from 2:30 – 3:30 p.m. Each homebase has a representative on the Student Council. From the group of homebase representatives, a President, Vice President, Secretary and Treasurer are elected. Student Council members must maintain an academic average of 75% and satisfactory conduct in school is essential.

NATIONAL JUNIOR HONOR SOCIETY

Students who attain certain high standards are invited to join the LPS Chapter of the National Junior Honor Society. Eligibility is determined by a faculty council using the following criteria:

- Scholarship – 90% average or more for the first two marking periods of the year
- Leadership – holds school office or positions of responsibility; is reliable
- Service – is voluntarily dependable and offers well organized assistance
- Character – observes instructions and rules; is punctual and faithful
- Citizenship – is involved in activities in the community working on volunteer projects

CLUBS

There are always several clubs operating at LPS. Staff and students get together at clubs because of common interests. You'll have a wide variety to choose from such as the Digital Media Club, Chess Club and others which might be of interest to YOU.



STUDENT APPEARANCE CODE

The Niagara Falls School Community believes that the students' appearance should at all times be appropriate for school and school functions. The student's individual dress and appearance is primarily the responsibility of the student and his/her parents. The student's appearance should be clean and neat and should not be distracting to other members of the school community or a safety or health risk to the student or others. All District personnel should exemplify and reinforce acceptable student dress and help students develop an understanding of appropriate appearance in the school setting.

The following minimal standards are enforced:

1. Headgear should not be worn in the building or classroom except for a medical or religious purpose. All hoods should be down during school day.
2. Footwear must be worn at all times. Certain footwear that poses a hazard will not be allowed.
3. All underwear must be completely covered with outer clothing and all apparel should be fastened appropriately.
4. Above the waist apparel must cover all of one's person except the arms and a modest opening at the neck and may not be of transparent materials. Blouses, shirts and sweaters are to cover shoulders, back, chest and stomach.
5. Extremely brief garments such as tube tops, net tops, halter tops, spaghetti straps and plunging necklines are not appropriate and may not be worn.
6. Sleeveless team jerseys cannot be worn without a tee-shirt with arms worn under it.
7. All fashions should be no more than three inches above the top of the knee when the student is in a standing position.
8. If a student chooses to wear layered fashions, each and all layers shall comply with the student appearance code.
9. All articles which advertise, display or represent items depicting such themes as alcoholic beverages, tobacco, items with abusive, suggestive, controversial or gang-related themes or colors are prohibited.
10. Bandanas are not to be worn/displayed on any part of the body including head, neck, wrist, leg or worn hanging from a pocket or attached to any object.
11. All articles that carry messages that are suggestive, vulgar, obscene, libelous or denigrate others on account of race, color, religion, ancestry, national origin, sex, sexual orientation or disability are prohibited.
12. Appropriate physical education clothing (i.e.) gym shorts may be worn in physical education classes only.
13. During the school day, all coats, hats, jackets, scarves, backpacks, gym bags, athletic equipment, Walkman, iPods, mp3 players, radios, cellular telephones, beepers and other electronic equipment of any kind are to be kept in lockers and deactivated. (Within the discretion of school administrators' students may be permitted to carry drawstring single pocket and /or mesh bags). See below for disciplinary procedures for unauthorized use of cellular telephones/wireless communication devices.
14. Any other mode of dress or personal appearance not covered by the above, which is dangerous, disruptive, distracting and/or disturbing to the progress of the educational program or activity, is prohibited.

Each Principal shall be responsible for informing students and their parents of the Student Appearance Code at the beginning of the school year and any revisions to the Appearance Code made during the school year.

Students who violate the Student Appearance Code shall be required to modify their appearance by covering or removing the offending item. Students who are unable to do so shall be retained until the end of the day or until a parent or designee brings an acceptable change of clothing to the school.

Students who refuse to comply with the Student Appearance Code shall be subject to discipline up to and including independent study room for the day. Any student who repeatedly fails to comply with the appearance code shall be subject to further discipline, up to and including out of school suspension.



CELL PHONES AND OTHER ELECTRONIC DEVICES

Disciplinary action for the unauthorized use of cellular telephones, wireless communication devices, or any other electronic device include but are not limited to: displaying the phone/device, having the phone/device on, making and/or receiving calls, making and/or receiving audio/video content, and sending and/or receiving text messages during the school day, during examinations or at school time events, field trips or school functions.

Students are permitted to possess cellular devices, wireless communication devices or any other electronic device.

These devices may be utilized on a limited basis in the following areas of the school:

- Cafeteria
- Hallways
- Classroom, Library and Study Hall (Only with permission of teacher)

Using recording devices (including but not limited to cameras, video cameras, tape recorders, cell phones or iPod) to record incidents or individuals while anywhere in the school building or on school grounds without authorization is prohibited. Irrespective of authorization, it is never permissible to use such devices in lavatories, locker rooms or changing areas.

Disciplinary procedures:

First Infraction – Immediate confiscation of the cellular telephone, wireless communication device, or any other electronic device from the student. Returned to identified owner by the main office and/or the dean's office at the conclusion of the school day. Parent/guardian to be notified and informed regarding penalties for repeat offenses.

Second Infraction - Immediate confiscation of the cellular telephone, wireless communication device, or any other electronic device. Parent/guardian to be notified and informed regarding penalty for repeated offense. Cellular telephone, wireless communication device, or any other electronic device returned to the parent/guardian of the student upon their request and retrieval.

Third Infraction or repeated infractions - At the discretion of the administrator, student is subject to TOSH or a short-term suspension not to exceed five days. Cellular telephone, wireless communication device, or any other electronic device returned to the parent/guardian of the student upon their request and retrieval. Parent/guardian to again be notified and informed regarding penalty for repeat offense.

Preparatory School is Different

Preparatory school means many exciting experiences. It may seem different at first, but don't worry! Once you get here you can expect to:

- Go to school with a much larger group of classmates
- Participate in physical education classes
- Have several academic and exploratory teachers, and a School Counselor who will help you adjust to your new schedule
- Have the opportunity to participate in after-school activities
- Get involved in student government or work as a volunteer member of the school yearbook committee
- Have the opportunity to play in the school band or sing in the chorus
- Have a hall locker
- Be responsible for promptly making-up any assignment that you miss when you are absent from school
- Have the opportunity to join a club and be a part of the many group activities offered at our school
- Have a schedule that includes some classes that remain the same and others that change each day
- Keep a notebook for each of your class subjects

Frequently Asked Questions

What is Prep School?

Prep school utilizes the educational foundation built in elementary school to better prepare students to enter high school by teaching them to become more academically independent.

What is a CLUSTER? (Why does the Preparatory School have CLUSTERS?)

A cluster is a group of “core” subject teachers (ELA, science, social studies, and math) who share the responsibility for the educational, social, and personal development of their students. Clustering builds long-term relationships between students and teachers and promotes a “school within a school” concept.

How is it decided to which CLUSTER a student will be assigned? A student is placed by a process that balances the clusters demographically.

What is meant by “A DAY and B DAY?”

A and B days are alternating day schedules in which some subjects (AIS, P.E., Health, or Tech) share the same class period, every other day.

What about locks and lockers?

You will be loaned a lock, and locker located near your homebase. If you have trouble with your lock, tell your homebase teacher. If lost, a replacement will cost \$4.50.

- DO NOT give your combination to anyone
- DO NOT enter anyone else’s locker
- DO NOT move to another locker without permission
- DO NOT leave your locker until it is closed and locked properly
- YOU MUST use only the school issued combination lock
- DO NOT bring valuables or money to school (The school is not responsible for losses)

What if I’m late for school?

You shouldn’t be! Be in your homebase by 7:40 a.m. If you are late to school, you must go to the Main Office for a tardy slip and possible disciplinary consequences.

What if I’m late for class?

You shouldn’t be! You are expected to go directly to your next class.

What about cell phones, radios, CD players, laser pens, or other electronic devices?

THEY SHOULD BE LOCKED IN LOCKERS UPON ARRIVAL TO SCHOOL!

What about bringing visitors to school?

You are not permitted to bring visitors into school unless you have prior approval from the Principal. Please do not visit any other school while it is in session.

What if I want to go to the nurse, student services, or to the main office?

Ask your teacher. At an appropriate time, they will write you a pass

Some Tips for Success...

AT SCHOOL:

- Keep all of your papers in a binder.
- Use colored pocket folders or notebooks that have dividers with tabs to keep each of your subjects separate
- Use your Agenda book (given to you at the beginning of the year) to write down your assignments when they are given

AT YOUR LOCKER:

- Don't be afraid to use your new locker – it gets easier with practice
- Clean out your locker at least once a week
- Organize your locker. Arrange your things so that when you need them you can access them easily
- When you have established an organized plan for your locker, always put things back in the proper place
- Do not share your locker or locker combination with anyone

AT HOME:

- Before studying, be sure to have handy all the supplies that you need – books, paper, pens, & pencils
- Set aside a regular time to study every night
- Choose a quiet, well-lit spot for studying
- Avoid things that distract you (television, cell phone, IPOD)
- Make a habit of bringing your notebooks and Agenda home with you every night.
- When your homework is complete and you have finished with your books, be sure to organize them and put them in a safe place for the next day, so you will be ready and won't have to rush in the morning

Community Directory

LPS ATTENDANCE OFFICE: 278-5880
 STUDENT SERVICES: 278-5885
 CLINIC: 278-5888
 FAX: 278-5899

POLICE / EMERGENCIES	911
Alcoholism Council	282-1228
American Red Cross	285-6938
Big Brother/Big Sisters of Niagara County	285-6680
Boy Scouts of America	434-2851
Community Missions	285-3403
Cornell Cooperative Extension	433-8839
Department of Social Services	278-8400
Drug-Suicide Hotline	285-3515
Every Woman Opportunity Center	282-8472
Family and Children Service	285-6984
Niagara County Drug Abuse Program	278-8110
Niagara County Employment & Training	278-8140
Niagara County Girls Scouts	434-3049
Niagara County Health Dept. (Immunizations)	278-1903
Niagara Falls Boys & Girls Club	282-7181
Niagara Falls Community Mental Health Center	278-1940
Niagara Falls Recreation Department	286-4940
Niagara Falls Youth Bureau	286-4876
Poison Control	1-800-222-1222
Runaway Hotline	285-7125
Salvation Army	283-7697

The School District of the
City of Niagara Falls, New York

School Board Members

Russell Petrozzi

Earl F. Bass

Robert Bilson

Clara Dunn

Paul Kudela

Anthony Paretto

Nick Vilaro