



Parent & Family Handbook

2024 – 2025

Important Notes on School Practices



For the safety of our school community, parents and visitors must have a **scheduled appointment** and a **driver's license** to enter the building.

All visitors must enter through **Door 1** on Buffalo Avenue.

Parents are strongly encouraged to remain in their vehicles when dropping-off and picking-up children at school.

Parents will not enter the building on the first day of school. Open House in September will be your opportunity visit your child's classrooms and meet the teachers.



Please read the **Parent Information** below carefully as many practices and procedures at LaSalle Preparatory School have changed.



New York State Education Law and Niagara Falls City School District Policy Prohibits Tobacco/Vaping Use Anywhere on School Property

Article 9 School Buildings and Sites, Section 409

School building regulations in relation to health and safety state that tobacco use shall not be permitted and no person shall use tobacco/vaping products on school grounds. School grounds are defined as any building, structure and surrounding outdoor grounds contained within a public or private pre-school, nursery school, elementary school or secondary school's legally defined property boundaries as registered in the county clerk's office.

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

At LaSalle Preparatory School...

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

Our Commitments

To promote a safe, inclusive, and consistent environment by building meaningful relationships between all stakeholders.

To cultivate an environment where students are actively engaged in high quality and rigorous instruction.

Italo J. Baldassarre, Principal
Roland N. Davis III, Assistant Principal

Mark Laurrie
Superintendent of Schools



Niagara Falls City School District Board of Education

Russell Petrozzi	Nicholas Vilardo
Vincent Cancemi	Clara Dunn
Anthony Paretto	Robert Bilson
Brad McLeod	Earl F. Bass
Michael Capizzi	

District Mission Statement

The Niagara Falls School District's mission is to guarantee educational **excellence** by creating strategic goals which we will monitor, analyze, assess and evaluate utilizing the quality process and ensuring customer satisfaction.

District Vision Statement

The vision of the Niagara Falls City School District is to be a world-class quality educational organization.

Niagara Falls Board of Education Strategic Goals

1. To exceed and continuously improve learner outcomes against academic standards.
2. To achieve the highest level of employee cooperation, trust and empowerment.
3. To effectively control financial costs while maintaining quality education.
4. To achieve the highest level of partnerships with our community.
5. To provide, integrate, and promote technology throughout all facets of our organization.

A Note to Our Students

Preparatory school is different...

When 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.



A Note to Parents from the Administrative Team

Mr. Baldassarre

Mr. Davis

Ms. Gaetano

Mr. Gall

Preparatory School is a time of change. Over the next two years we will be partners with you as your child is exposed to an increasing academic workload and greater all-around independence. Your child will be expected to attend school regularly, be on time, complete all assignments, and behave appropriately.

Here are some helpful hints for success:

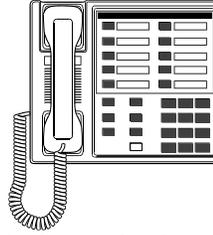
- Create a designated work place and a set time at home for homework/studying.
- Demand that your child brings school study & homework materials home daily.
- Examine your child's homework & assignments daily, for all subject areas.
- Help your child during homework time. If you can't be available, leave a note or phone home to remind your child to do their homework. Be firm and consistent.
- Review your child's homework. It is an important part of the grading process.
- Limit distractions (TV, video games, texting) during homework time.
- Provide nutritional snacks, balanced meals, set a bedtime and encourage good personal hygiene. If you need assistance, please contact the nurse or school counselor. We are here to help.
- Review your child's learning in school and help them study things like vocabulary words & math problems.
- Check your child's book bag daily.
- Ask questions. Don't wait for them to offer information.
- If your child is having academic difficulty, contact the teacher immediately to see when extra help is available.
- If your child is having difficulty with peers in school or in the neighborhood contact one of our deans or a school counselor.
- 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.
- A good parent-student routine will create successful habits. Enjoy going back to school with your child.



Important Phone Numbers

Main Office	Italo J. Baldassarre, Principal Mrs. Robinson, Secretary Mrs. Smith, Sr. School Monitor FAX	716-278-5880 716-278-5880 716-278-5880 716-278-5899
Student Services	Roland Davis, Assistant Principal Mrs. Fasciano, Secretary Ms. Noelle Gaetano, Dean of Students Mr. Randy Gall, Dean of Students	716-278-5880 716-278-5885 716-278-5885 716-278-5885
Attendance	Mrs. Robinson, Secretary - Main Office	716-278-5880
Clinic		716-278-5888
School Counselors	Mrs. Tambroni, 8 th Grade Counselor Mr. Hutchinson, 7 th Grade Counselor	716-278-5884 716-278-5883
Pupil Service Assistant	Mrs. Fagiani, PSA	716-278-5885
School Psychologist	Miss Couto	716-278-5885
Transportation	Mrs. Dixon, Central Administration Bus Company – NF Coach Lines	716-286-4239 716-285-9357
To Report Absences	School Office	716-278-5880
School Transportation	Mrs. Smith, Sr. School Monitor	716-278-5880
District Food Service	Kevin Edwards	716-286-4241
Report Card Inquiries	School Office	716-278-5885
Special Education	CSE Office	716-286-4280
Curriculum Questions	Instructional Office	716-286-4257
District Policy Questions	District Office	716-286-4211
Student Registration	District Registrar	716-286-4263

Phoning Home



There is a phone in every classroom, and there is a designated phone in the main office for student use. 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 716-278-5880. Messages left with office staff will be relayed to your child.

Community Telephone Directory

Child Abuse Hotline	New York State	1-800-342-3720
Suicide Prevention Hotline	Crisis Services	Call 988 or 285-3515
Poison Control Center of WNY		1-800-222-1222
Msgr. Carr Children's Clinic	Catholic Charities	716-205-0825
Teen Crisis Line	Pinnacle Community Services	716-285-7125
Domestic Violence Hotline	Pinnacle Community Services	716-299-0909
Juvenile Aid Division	Niagara Falls Police	716-286-4568
Youth Mentoring Services	Big Brothers & Sisters of Niagara	716-285-6680
Boys & Girls Club		716-282-7181
Community Missions		716-285-3403
Heart, Love & Soul		716-282-5687
Anger Management	Pinnacle Community Services	716-285-6984
NF Public Library	Main Street Branch	716-286-4894
Deaf Services of WNY	TTY 716-833-5234	716-833-1637
Hispanic Family Health	Alliance for Hispanic Health	1-866-783-2645



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. Beyond financial contributions, Adopt-A-School partners have direct involvement with our professional staff and students, making education more meaningful at LPS. We are currently looking to develop relationships with new partners! If your business or organization would like to partner with us, please call the principal at 716-278-5880. Potential joint efforts include:

Guest Speaker Programs
Grade Level Academic Awards
Attendance Incentive Awards

Student of the Month Awards
Positive Behavior Rewards
Volunteer and Mentorship Opportunities

Parent Education Group P.E.G.

The Parent Education Group (PEG) helps to coordinate parent volunteer efforts at LaSalle Prep. Please follow us on social media and accept auto-dialer calls for the dates of our scheduled meetings. **The P.E.G. NEEDS YOU** to help make your child's time at LPS a memorable experience. If you would like to take an active part in our parent group activities, please contact the principal at 716-278-5880.

School Quality Council

Our School Quality Council (SQC) is a committee of parents, students, staff, and community members (known as stakeholders) who work together to find ways to improve the quality of programs at LPS. Together we examine data relevant to school improvement, provide input on the development of school initiatives, and coordinate the efforts of our PEG Parent Group and Adopt-a-School Partners. If you are interested in joining the SQC please contact the principal at 716-278-5880.



NIAGARA FALLS CITY SCHOOL DISTRICT

2024-2025 DISTRICT CALENDAR

August 2024						
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	
19-23 Mon - Thurs	New Staff Orientation
29 Thursday	Teacher Professional Development Day

September 2024						
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	
2 Monday	Labor Day - No staff/No Students
3 Tuesday	Superintendent Conference Day - All Levels A.M./P.M. Professional Development
4 Wednesday	Teachers Report to Schools all day A.M. NFT Meeting/P.M. Faculty Meeting
5 Thursday	First Day for Students

October 2024						
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	
14 Monday	Holiday - No Staff/No Students

November 2024						
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	
5 Tuesday	Superintendent Conference Day - All Levels A.M./P.M. Professional Development
11 Monday	Veterans Day - No Students/No Staff
27 Wednesday	No Teachers/No Students/No 10 month Staff
28-29 Thurs-Fri	Thanksgiving - No Staff/No Students

December 2024						
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				

December	
20 Friday	Last Day of Classes before Winter Recess
23-31 Mon-Tues	Winter Recess - No Teachers/No Staff/No Students

January 2025						
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		
1	Wednesday	New Year's Day
2	Thursday	Return from Winter Recess
17	Friday	Superintendent Conference Day - Elementary/Prep A.M./P.M. Professional Development
20	Monday	Martin Luther King Jr. Holiday - No Staff/No Students
29	Wednesday	Lunar New Year - No Staff/No Students

February 2025						
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	

February		
17	Monday	President's Day - No Staff/No Students
18	Tuesday	Superintendent Conference Day - NFHS A.M./P.M. Professional Development

March 2025						
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					

March		
27	Thursday	Superintendent Conference Day - All Levels A.M./P.M. Professional Development

April 2025						
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			

April		
14	Monday	No Teachers/No 10 Month Staff/No Students
15-18	Tues-Fri	Spring Recess - No Teachers/No 10 Month Staff/No Student
18	Friday	No 12 Month Staff
21-25	Mon-Fri	Spring Recess - No Teachers/No 10 Month Staff/No Student
28	Monday	Return from Spring Recess

Emergency Closure Payback Order: May 23, April 25, 24, 23, 22, 21

May 2025						
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

May		
23	Friday	No Teachers/No 10 Month Staff/No Students
26	Monday	Memorial Day - No Staff/No Students

June 2025						
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					

June		
19	Thursday	Juneteenth - No Staff/No Students
25	Wednesday	Last Day for Students
26	Thurs	Rating Days - No Students/Last Day for Teachers

LaSalle Preparatory School Staff

Grade 7 – Cluster 7A

314	J. Touma	Math
315	T. Mannarino	Consultant Teacher
315	R. Feagin	Teaching Assistant
316	M. Mansour	Social Studies
317	N. Moustafa	ELA
319	F. Strangio	Science

Grade 7 – Cluster 7B

302	M. Laurrie	ELA
303	E. Olka	Social Studies
304	J. Blakenship	Consultant Teacher
304	S. Calderon	Teaching Assistant
305	C. Lutey	Math
323	M. McGrath	Science

Grade 7 – Cluster 7C

306	B. Dean	Social Studies
307	J. Calarco	Science
311	S. Sperry	ELA
312	K. Grande	ENL
313	E. Wisniewski	Math

Grade 8 – Cluster 8A

205	L. Briand	Spanish
207	D. Tunnickliff	Consultant Teacher
207	R. Williams	Teaching Assistant
208	A. Ennett	Social Studies
209	T. Clark	Science
210	A. Zona	ELA
211	J. Meyers	Math

Grade 8 – Cluster 8B

201	M. Glasser	Social Studies
204	J. McIntyre	Spanish
220	M. Crossley	ELA
221	J. Nearhood	Consultant Teacher
221	L. Cessna	Teaching Assistant
222	J. Speidel	Math
223	J. Zielinski	Science

Grade 8 – Cluster 8C

202	C. Roeser	Math
204	J. Duncan	ELA
306	B. Dean	Social Studies
307	J. Calarco	Science
312	K. Grande	ENL

Special Education Teachers

213	L. Kish	15.1(7)	Cluster 7B/8C
214 B	A. Bradshaw	Life Skills	Cluster 7A
215 A	S. Caso	15:1e	Cluster 7A
216 B	J. Bradley	Teaching Assistant	
217	M. LeBlanc	15.1(7)	Cluster 7B/8C

Exploratory Teachers

2nd Floor GYM	D. Teoli	Physical Education
1st Floor GYM	M. DeRosa	Physical Education
110	N. Bilson	Music/ Chorus
115/116	S. Carson	Music/ Band
218	T. Weymouth	Technology
301	M. Franke	Health
320/321	N. Pitarresi/ M. Dean	FACS
322	S. Miller	Art

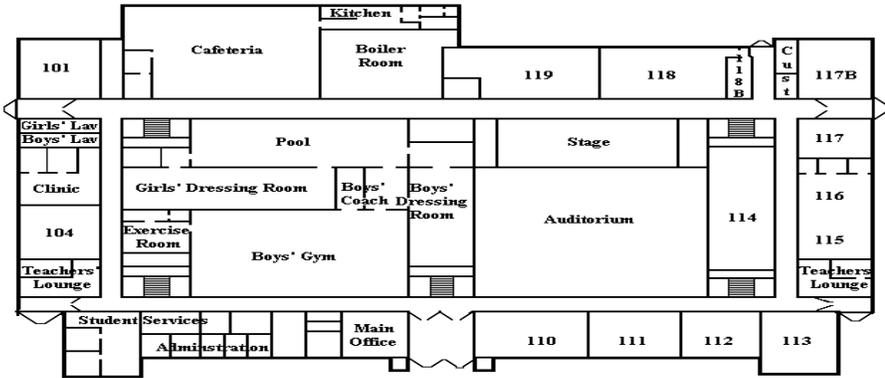
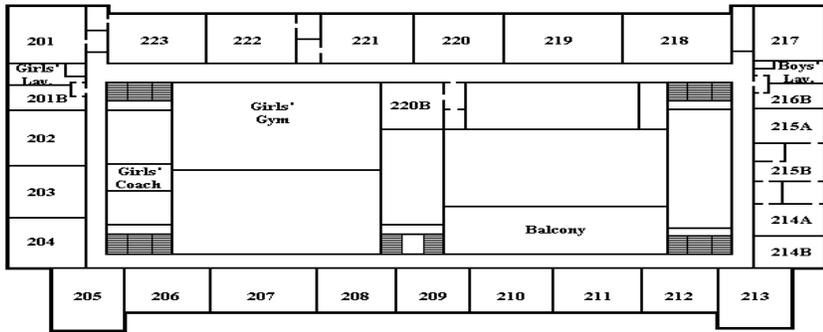
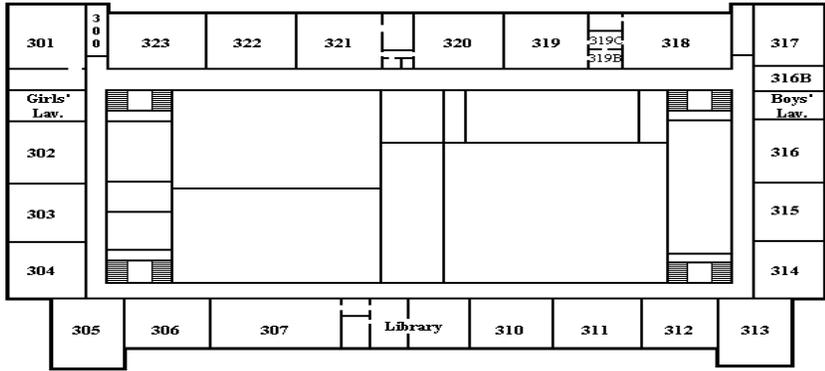
STUDENT SERVICES & COUNSELING CENTER

106	L. Fasciano	Secretary
105	B. Fagiani	Pupil Service Assistant
106B	J. Hutchinson	7 th - Guidance Counselor
106C	J. Tambroni	8 th - Guidance Counselor
106D	N. Gaetano	8 th - Dean of Students
106E	R. Gall	7 th - Dean of Students
113	M. Fiore	Instructional Coach
214A	A. Couto	Psychologist
215B	L. McGuiness	Social Worker
310	K. Sirianni-Morock	Social Worker

NON-INSTRUCTIONAL SUPPORT STAFF

Library	J. Kulbago	Librarian
Main Office	M. Robinson	Secretary
Main Office	A. Smith	Senior School Monitor
Clinic	TBD	Nurse
Cafe	L. Franjione	Head Cook
104	D. Saunders	Time Out Study Hall (TOSH)
117	P. Kozlowski	Custodian
117B	J. Vitello	School Security
201B	R. Greene	School Resource Officer
212	K. Howey	BOCES Tech

Floor Plan



Student Walking Plan

Students are to walk on the right side of the hallways (leaving a center lane open for staff, guests, and students who may require mobility assistance). Students are to also follow the directional arrows on the stairs.



School Schedule

Breakfast Begins	7:15 AM
Classrooms Open	7:35 AM
Homebase Begins/Tardy Bell	7:40 AM
Half Day/Early Dismissal	10:18 AM
Regular Daily Dismissal	2:25 PM
Late Bus	3:30 PM



For the safety of our school community, parents and visitors will only be permitted to enter the building with a driver's license and a scheduled appointment.

Clusters 7A & 7C Bell Schedule	
Period	Time
HB	7:40 - 7:47
ASP	7:50 - 8:38
2	8:42 - 9:30
3	9:34 - 10:22
4	10:26 - 10:56
5	11:00 - 11:48
6	11:52 - 12:40
7	12:44 - 1:32
8	1:35 - 2:25

Clusters 7B & 8C Bell Schedule	
Period	Time
HB	7:40 - 7:47
ASP	7:50 - 8:38
2	8:42 - 9:30
3	9:34 - 10:22
4	10:26 - 11:14
5	11:18 - 11:48
6	11:52 - 12:40
7	12:44 - 1:32
8	1:35 - 2:25

Clusters 8A & 8B Bell Schedule	
Period	Time
HB	7:40 - 7:47
ASP	7:50 - 8:38
2	8:42 - 9:30
3	9:34 - 10:22
4	10:26 - 11:14
5	11:18 - 12:06
6	12:10 - 12:40
7	12:44 - 1:32
8	1:35 - 2:25

30 Minute Lunch Periods

7 th Grade Exploratory Program	8 th Grade Exploratory Program
Art / Health / Music (13-week rotations)	Spanish (L.O.T.E., every day)
Family & Consumer Sciences (A/B Day schedule opposite Phys. Ed.) A/B Day: Alternating daily schedule.	Technology (A/B Day opposite Phys. Ed.)
Physical Education (A/B Day alternating daily schedule)	Physical Education (A/B Day alternating daily schedule)

School doors do not open until 7:15 AM.

School starts at 7:40, meaning a student not in their home base will be marked absent or tardy. Once a student arrives on the school grounds, they are to remain on school grounds. Students may not leave school grounds to go to 7-Eleven.



Attendance Guidelines

Regular attendance is important for success in school. Please make every effort to have your child in school every day, rested and ready to work.

Only illness, emergency or medical reasons should keep your child from attending school. New York State Education Law states that parents are responsible for their child’s regular attendance and punctuality. A written excuse is required for all absences. 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.

Legally Excused Absences	Illegal Unexcused Absence
Sickness or Quarantine	Visiting Relatives
Sickness or Death in Family	Vacation
Medical Appointments	Babysitting
Legal Appointments	Oversleeping/Missing the Bus

Please schedule medical appointments 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.

If your child is absent:

- Please call the school at 716-278-5880.
- Send in a written excuse when your child returns.
- Realize that an absence without a written excuse will be considered unexcused.
- The school may contact you if your child develops a pattern of absence and in some cases may submit a referral to Niagara County CPS or PINS.

If your child is late:

- They will need to report to the main office to check-in.
- Send in a written excuse that morning/day.
- Realize that being tardy without a written excuse is considered unexcused.
- The school may contact you if your child develops a pattern of tardiness and in some cases may submit a referral to Niagara County CPS or PINS.

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.

Outstanding & Perfect Attendance Award

At various times throughout the year your child may become eligible for an outstanding attendance award. To qualify, your child must not incur absences or be tardy to school during the period of time indicated.

The Counseling Center

School Counselors Jim Hutchinson (Grade 7) & Justine Tambroni (Grade 8)	Phone: 716-278-5885
School Social Workers Katherine Sirianni-Morock & Laura McGuinness	Phone: 716-278-5880

The LaSalle Prep School Counseling Center supports your child’s social-emotional wellbeing. Our School Counselors & Social Workers establish confidential relationships, meeting with students individually and in small groups to help them resolve or cope constructively with challenges to their social emotional health. They integrate a variety of resources in the safe, secure and confidential environment, where students are empowered to be strong, confident and independent.

The LPS Counseling Center supports:

- ~ Self-esteem
- ~ Identity
- ~ Social Skills
- ~ Behavior & Decision Making
- ~ Conflict Resolution
- ~ Crisis Intervention

Members of our team are available to talk to your child about school and personal matters. Please call if you need assistance or would like a referral to an outside agency.

Your child should consider visiting the Counseling Center when he or she:

- Is having difficulty in class.
- Needs help talking to one of their teachers.
- Needs help working on a problem with family or friends.
- Needs help managing or processing emotions.
- Needs help making up their mind about something.
- Would like to talk to someone who understands.
- Wants to learn more about special interests, abilities, or future careers.

**PREP SCHOOL SETS THE TONE FOR DEVELOPING THE SKILLS, KNOWLEDGE AND ATTITUDES
NECESSARY FOR CHILDREN TO BECOME HEALTHY, PRODUCTIVE ADULTS.
TOGETHER - WE CAN HELP OUR CHILDREN BE SUCCESSFUL.**

START

At LaSalle Prep School there is a team of caring professionals known as the **Student Teacher Action Response Team (S.T.A.R.T.)**. It is composed of the Principal, Assistant Principal, School Counselor, School Psychologist, School Nurse, Intervention Specialists and the Pupil Service Assistant. It is their job to aid students and teachers with social, emotional, or academic needs that are having an impact on a child’s classroom performance. START coordinates a variety of interventions with teachers, students, parents and outside agencies.

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 www.nfschools.net. To obtain your child's Access ID and Access Password please contact Student Services at 716-278-5885.

Report Cards

Report cards are issued at the 10, 20, 30, & 40 weeks. Preparatory School grades are numerical (0-100), except for Academic Intervention Service classes (AIS) in ELA and Math which are assessed on a **P** – Pass/**F** – Fail basis. 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

With 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 716-278-5885 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) – Read at standard with 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 Health Services

The School Nurse Phone: 716-278-5888

Individual student health records must be kept at the school for each child. These records show immunizations, physical examinations and checks of hearing and vision. **It is very important that the Nurse be informed of any student health conditions, in the event your child exhibits symptoms in school.** Please notify the nurse if your child contracts a contagious disease like Chicken Pox, Mumps, Measles, Whooping Cough, Scarlet Fever, Strep Throat, Lice, Scabies, Ringworm or Conjunctivitis.

Please keep your child home from school if they:

- have a fever of 100° F or greater
- exhibit significant cold or flu like symptoms including cough, muscle aches or extreme fatigue

If your child becomes ill or injured in school, you will be notified. ****STUDENTS CAN ONLY BE EXCUSED AFTER PARENT CONTACT IS MADE BY THE NURSE.** For this reason, it is important that we have your phone number and the phone number of an additional responsible person as an emergency contact on file.

Students who are ill or injured will not be permitted to take the school bus home.

If your child needs to take any medication during school hours, you must submit a **written request** to the Nurse accompanied by a **note** from your family physician indicating the name of the medication, the frequency and the dosage to be administered by the Nurse. These forms are available upon request. **All medications must be brought to the Nurse in its original container by the PARENT OR GUARDIAN... NEVER BY A CHILD.**

Immunizations: All students must be immunized according to New York State Public Health Law. 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. If you have any questions, please contact your family doctor, the Niagara County Department of Health (716-743-4444, ext. 12) or our School Nurse at 716-278-5888.

Screenings: The Nurse Practitioner will examine every student in 7th grade. Records are kept of your child's height, weight, vision, hearing, color perception, the presence of scoliosis and immunizations.

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. Please call 716-278-5885 to obtain *Working Paper* forms and additional information.

Physical Education Exclusion - If your child cannot take physical education for health reasons, please send a note to the nurse. If he or she cannot participate for two weeks or more, you must have a written doctor's excuse. In some cases of prolonged exclusion, clearance from a doctor will be required in order to return to physical education.

Positive Behavior Management & Student Discipline

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

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** they may receive a reward coupon making them eligible for weekly prizes.

During the first week of school, students will learn a number of rules, rituals and routines in order to be successful at school. Students who have difficulty meeting these expectations will be given additional assistance which may include:

- ✓ Discussion with the student regarding rules, routines and expectations
- ✓ Removal of the student from the situation for a period of time
- ✓ Parent contact and/or conferences
- ✓ Retention (after-school time) assigned to your child by the classroom teacher
- ✓ Referral to the School Counselor or Principal
- ✓ Time-out Study Hall (TOSH) assigned by administration during school hours
- ✓ The loss of school privileges or participation in extra-curricular activities
- ✓ Suspension from school in the event of serious or chronic behaviors

Bullying

At LPS we strive to maintain a “safe” school environment. Bullying, 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 and staff 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. Reports of sexual misconduct, harassment and abuse will be held in confidence and will not reflect upon an individual’s status or affect future employment, assignments, or grades. Disciplinary action, to include suspension and a referral to law enforcement, will be taken immediately to correct any incidents of sexual misconduct, harassment or abuse.

Please view the entire NFCSD Student Code of Conduct at <https://www.nfschools.net>



Electronic Device Guidelines

The use of cell phones, electronic, multimedia, telecommunications, recording or imaging devices of any kind during school hours is unnecessary and prohibited. Each classroom is equipped with an outside phone should the need arise for your child to speak to you. Also, you may call the main office during school hours should you need to relay a message. If you wish your child to have a cell phone, please have your child understand that it **must be turned off and unseen in school**.

If your child is found to be using any electronic device without the expressed permission of a teacher or administrator the item will be confiscated and you will be called to pick it up personally. Multiple offenses may result in further/escalating disciplinary action up to and including suspension from school.

Student Dress Code

All student attire must be in compliance with the following guidelines every day:

All Students	
Headwear	Permitted only for medical or religious purposes
Tops	All layers must be worn as designed with no undergarments visible. Tops must have sleeves and the shoulder, back, chest and stomach are to be covered. Articles that denigrate others, depict abusive, suggestive, vulgar, obscene, controversial, gang related, illegal or adult themes (alcohol/tobacco) are prohibited.
Bottoms	All layers must be worn as designed with no undergarments visible. All garments should be within 3" of the knee when standing. Articles that denigrate others, depict abusive, suggestive, vulgar, obscene, controversial, gang related, illegal or adult themes (alcohol/tobacco) are prohibited.
Shoes	Sneakers or soft-soled shoes. No flip-flops, slides or open backs.
Extras	Coats, jackets, hats, scarves, backpacks, gym bags, and all electronic devices are to be stored during the school day. Any mode of dress not stated above that is deemed to be inappropriate, dangerous, disruptive, distracting or disturbing to the educational program of the school is prohibited.

A student whose dress is not appropriate for school will be provided alternate, clean clothing items by the school (when available). When refused, the student will remain in TOSH until a parent or designee provides an acceptable change of clothing. Students who repeatedly violate the dress code will require a parent conference and may be subject to disciplinary action which may include suspension from school. Guidelines for student appearance remain in effect at all extra-curricular activities, trips and school events.

Please view the entire NFCSD Student Appearance Code at <https://www.nfschools.net>

The Cafeteria

Our cafeteria serves a free, balanced and wholesome breakfast and lunch each day. Free and reduced breakfast and lunch applications must be completed by every family. You will be contacted if we do not have this information on file. Your child will eat during breakfast and their assigned lunch time. 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 716-278-5888 if your child has any food allergies.

Breakfast will be served daily from 7:15 – 7:35 AM beginning on Thursday, September 5th. Students going to breakfast will enter through the main Buffalo Avenue, or front 76th Street doors, and follow the directions of staff to get to the cafeteria. All cafeteria procedures and rules apply during breakfast. When dismissed from the cafeteria your child will go directly to home base. If your child eats breakfast at home he or she will wait in the auditorium until 7:35 and then proceed to home base.

LPS CAFETERIA RULES

Be On Time

- Enter the cafeteria within the 4-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 turns off the lights for announcements.

Be Neat and Clean

- Throw out trash out when the associate comes to your table.
- Keeping your area clean.
- **Do not take food or drink out of the cafeteria**



Internet Use Guidelines

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 on NFCSD devices 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 privilege.

The following consequences may occur for misuse:

- **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.**

Student Information Changes

Student information is confidential and is kept on file in the school office. **Please notify the office immediately of any change in address, telephone numbers, emergency contacts or custody.** When moving, the office must be notified as soon as possible. For the safety and protection of your child, copies of any legal documents regarding the custody of your child must be forwarded to the school office.



Visitors to the School

To ensure the safety and security of our students and staff **ALL VISITORS MUST HAVE AN APPOINTMENT AND MUST SIGN IN AT THE MAIN OFFICE.**



A DRIVER'S LICENSE WILL BE REQUIRED TO RECEIVE A VISITOR PASS.

All visitors are required to use Door 1 on Buffalo Avenue.

Please note:

- Access to the Main Office is restricted.
- Classrooms will not be interrupted during the instructional day.

Emergency Procedures

Your child's security and safety is 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 - If an emergency warrants the temporary relocation of students and staff to a safer place, St. John's Church, Empower and the Salvation Army will be utilized. In the event of an evacuation that requires relocation, parents and guardians will be contacted.

Delayed Starts

The Superintendent of Schools may delay the start of the school day to allow time for weather or for school conditions to change so that student attendance is possible. A delayed start to the school day may for example, allow temperatures to rise in the morning and/or allow more time for roads, sidewalks and parking lots to be cleared.

With a delayed start, the school will offer breakfast to students, lunches will be served as usual and dismissal will occur at the regularly scheduled time.

School Closing Information

If school must be closed or delayed due to inclement weather or other emergencies, parents will be notified in the early morning or the evening before by the automated phone system, social media, radio, and television announcements.

Social Media

Please visit our website available via the LaSalle Prep School link at www.nfschools.net and access an increasing amount of parent and community information on:

Facebook: <https://www.facebook.com/lasalle.prep.35/>

Many of our teachers employ the Remind and Classroom Dojo applications for family communication. Please register if your child's teacher participates!

Parent-Teacher Communication

If you have any concerns about your child's education or wellbeing, don't hesitate in emailing or calling his or her teacher, counselor or a member of our administrative team. Your call may be forwarded to a teacher's voicemail to avoid interrupting classroom instruction, but the teacher will return your call.

Homework

When given, homework reinforces the skills taught in the classroom each day. Please provide the time and a quiet place for your child to work. Make sure it's away from the television or other interruptions.

If you would like to request work for your child (due to illness or legal absence) please call the Main Office at 716-278-5880 and we will forward the request to your child's teachers. The work will be ready the following day and may be picked up in the Main Office.

English as a New Language

The English as a New Language (ENL) Program at LaSalle Prep School helps to create a rich and supported learning environment for English language learners. Participating students receive daily integrated co-teaching and stand-alone instruction. The New York State English as a Second Language Achievement Test (NYSESLAT) is administered each spring to help design the instruction for the following year. LaSalle Prep School serves more than forty (40) students who currently speak languages that include: *Spanish, Arabic, Chinese, Bengali, Urdu and Russian.*

Music

Your child will have many opportunities to pursue and participate in musical activities. Budding musicians get involved with one of our instrumental groups, and those who enjoy singing join our school chorus. Check with your child's music teacher to see what is available. Our instrumental and vocal musicians entertain throughout the year at concerts, community, and civic events. Band and Chorus are regular classes that meet each day during Period 1/ASP.

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 their cluster, and may occasionally have classes in the library. Our Library Media Specialist, Ms. Kulbago encourages our students to use the library independently, but only with a library pass/permit from a teacher.

Lost and Found

Lost and Found items are in the hallway between the Main Office and Room 106. If you're missing a notebook, a book, pencils, pens, clothing, or other items CHECK THE LOST AND FOUND. Each year we have many important items such as glasses, house keys, purses and cell phones that ultimately go unclaimed.

If you find something, please take it to our Lost and Found location. Valuable items (pieces of jewelry, watches, keys, purses and glasses) should be taken immediately to the Main Office where they will be stored in the school vault until we locate the owner.

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

It is 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) Girls Volleyball (GPS/LPS) Soccer (Boys & Girls) Cross Country (Co-ed Dist.)	Basketball (Boys & Girls) Wrestling (District-wide)	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 is chosen each fall. The cost of the yearbook will be approximately \$25.00. Orders are taken beginning in October and yearbooks are delivered during the month of June.

STUDENT COUNCIL

The LPS Student Council involves students at every grade level 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 each month during ASP. Each cluster is represented on the Student Council. From the group of cluster representatives, a President, Vice President, Secretary and Treasurer are elected. Student Council members must maintain an academic average of 75% and satisfactory attendance and 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!



Transportation Guidelines

NFCSD Transportation: 716-286-4239

NF Coach Lines: 716-285-9357

Eligibility for bus transportation is determined by the District Office of Student Services. Please inform the school in advance of any address change to ensure the continuity of bus services. Changes may take a few days. **If your child will not be taking the bus home, you must send in a note or contact the school office in advance. We will not rely on your child for information relating to changes in transportation.**

Buses arrive daily at 7:15 AM

Buses Depart daily at 2:25 & 3:30 PM

You will be directly notified by Transportation about your child's bus stop and pick up time.

Please discuss proper bus behavior with your child. Bus rules may vary slightly with each driver, but the basic rules of conduct are the same.

- * Be at bus stop 10 minutes prior to scheduled pick up time
- * Wait until the bus comes to a full stop before getting on or off.
- * Obey the driver and aide at all times
- * Be respectful and courteous at all times
- * Sit in the seat and use quiet voices
- * Keep the bus neat and clean and keep any food in a lunch bag/box

It is extremely important that your child maintain respectful, responsible and safe behavior on the bus. **Poor conduct may result in the loss of bus privileges, meaning that you be responsible for getting your child to and from school on time.**

If you need a pass for a stop other than your own, you must make arrangements directly with the Transportation office. The school will NOT make arrangements for you. Please call Transportation at 716-286-4239.

BUS PROBLEMS SHOULD BE REPORTED DIRECTLY TO TRANSPORTATION OR THE BUS COMPANY AT THE NUMBERS LISTED ABOVE.



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 in a cluster by a process that balances gender, ethnicity, and ability.

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 is ASP?

ASP stands for the Academic Support Period that is held every day immediately after home base. During this time, you will have the opportunity to complete classwork, study, read and get extra help from your teachers.

What should I do during ASP?

ASP RULES

Productive Ways to Use ASP:

- Completing Work
- Reading
- Homework
- Getting Help From Your Teachers
- Studying for Class

Not Allowed During ASP:

- Sleeping
- Fooling Around
- Wasting Time
- Food and Drink
- Playing on your Phone
- Playing Games on the Computers

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 \$7.00.

- 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. Repeated tardiness may lead to intervention from our administrative team and possible disciplinary action.

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, iPods, cameras, laser pens, or any other electronic device?

If you are found with any electronic device without the expressed permission of a teacher or administrator the item will be confiscated and your parent will be called to pick it up.

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 issue a pass.

Some Final Tips for Success...

At School...

- Keep all of your papers in a binder.
- Use a book bag to carry all of your notebooks and textbooks.
- Use your agenda (given to you at the beginning of the year) to write down your assignments as they are given.

At your locker...

- Use lock – it gets easier with practice.
- Clean out your locker at least once a week.
- Arrange your things so you can access them easily.
- Do not share your locker or locker combination with anyone.

At home...

- Before studying, be sure to have all the supplies you need – books & notebooks.
- Set aside a regular time to study every night in a quiet, well-lit spot.
- Avoid things that distract you (television, phone & games).
- Bringing your notebooks and agenda home with you every night.
- When your homework is complete, organize so won't have to rush in the morning.