



# Parent & Family Handbook

**2025 – 2026**

## Important Notes on School Practices



**Internet enabled devices (cell phones) are not permitted in school.**  
They are to be off, pouched and stored in your child's locker during the day.

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

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

**Please remain in your vehicle when dropping-off and picking-up.**

**Parents will not enter the building on the first day of school. Open House is your opportunity to visit & 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

We are committed to providing a dynamic learning environment  
that is responsive to the needs of every student

We are committed to maintaining a safe, inclusive and welcoming environment  
by building meaningful relationships with all stakeholders.

**Italo J. Baldassarre, Principal**  
**Danielle M. Zona, Assistant Principal**

**Mark Laurie**  
**Superintendent of Schools**



## Niagara Falls City School District Board of Education

Russell Petrozzi  
Vincent Cancemi  
Anthony Paretto  
Brad McLeod  
Michael Capizzi

Nicholas Vilardo  
Clara Dunn  
Robert Bilson  
Earl F. Bass

### 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

Mrs. Zona

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:

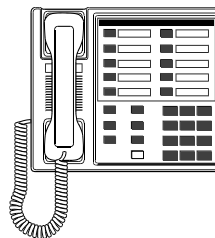
- Create a designated work place and a set time at home for homework/studying.
- Demand that your child brings school study & homework materials home daily.
- Examine your child's homework & assignments daily, for all subject areas.
- Help your child during homework time. If you can't be available, leave 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

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

## Contacting 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.

You may also download the **Remind Application** to directly communicate with your child's teachers during the day.

[https://www.remind.com/sign\\_in](https://www.remind.com/sign_in)

## 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

## Family Engagement Group F.E.G.

The Parent Education Group (FEG) 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 F.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.

The FEG actively communicates on the **GroupMe** Application.  
<https://groupme.com>

## 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

## 2025-2026 School Event Calendar

### July 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		

### July

4 Friday Independence day-No Staff

### August 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						

### August

18-21 Mon-Thurs New Staff Orientation  
 28 Thursday Superintendent Conference Day - All levels  
 A.M./P.M. Professional Development  
 29 Friday Teachers Report to Schools All Day  
 A.M. Faculty Meeting  
 P.M. Teacher Professional Development Day

### September 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				

### September

1 Monday Labor Day  
 2 Tuesday Teachers Report to Schools All Day  
 A.M. - NFT Meeting  
 P.M. Teacher Professional Development Day  
 3 Wednesday First Day for Students

### October 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	

### October

13 Monday Holiday - No Staff/No Students

### November 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						

### November

4 Tuesday Superintendent Conference Day - All Levels  
 A.M./P.M. Professional Development  
 11 Tuesday Veterans Day  
 26 Wednesday No Teachers/No Students/No 10 month Staff  
 27-28 Thursday Thanksgiving - NoStaff/No Students

December 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			

December		
19	Friday	Last day of classes before Winter Recess
22-31	Mon -Wed	Winter Recess - No Teachers/No Students/No 10 month Staff
24-31	Wed- Wed	Winter Recess - 12 month Staff

January 2026						
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		
1-2	Thurs-Fri	Winter recess - No Staff/No Students
5	Monday	Return from winter recess
16	Friday	Superintendent Conference day Elementary/Prep A.M./P.M. Professional Development
19	Monday	Martin Luther King Jr. Day - No Staff/No Students

February 2026						
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		
16	Monday	President's Day
17	Tuesday	Lunar New Year - No Staff-No Students
18	Wednesday	Superintendent Conference day - NFHS A.M. P.M. Professional Development

March 2026						
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		
19	Thursday	Superintendent Conference day - All levels A.M. P.M. Professional Development
30	Monday	No Teachers/No 10 month Staff/ No students
31	Tuesday	Spring Recess - No Teachers/No 10 month Staff/ No students

April 2026						
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		
1-3	Wed-Fri	Spring Recess - No Teachers/No 10 month Staff/ No students
3	Friday	No 12 month Staff
6-10	Mon-Fri	Spring Recess - No Teachers/No 10 month Staff/ No students
13	Monday	Return from Spring Recess

Emergency Closure Payback Order: April 10, 9,8,7,6

May 2026						
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		
25	Monday	Memorial Day - NoStaff/No Students

June 2026						
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	Friday	Juneteenth - No Staff/No Students
25	Thursday	Last day for Students
26	Friday	Rating day - No Students/Last day for Teachers

# LaSalle Preparatory School Staff

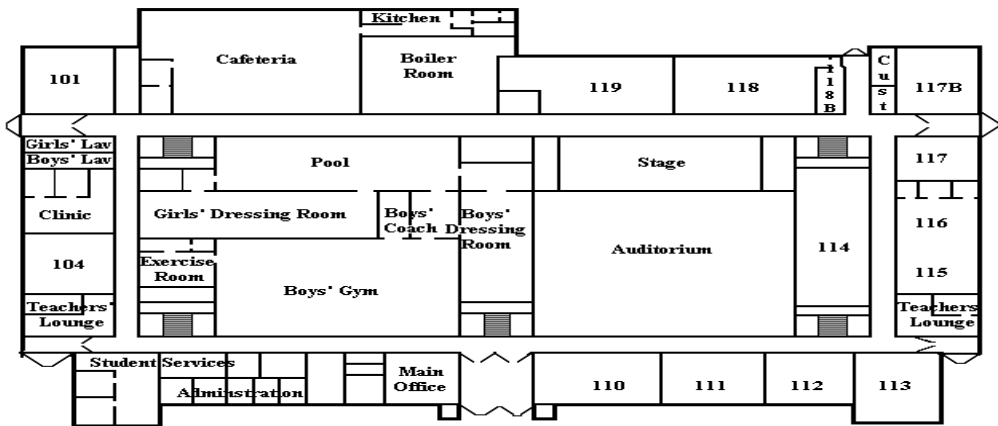
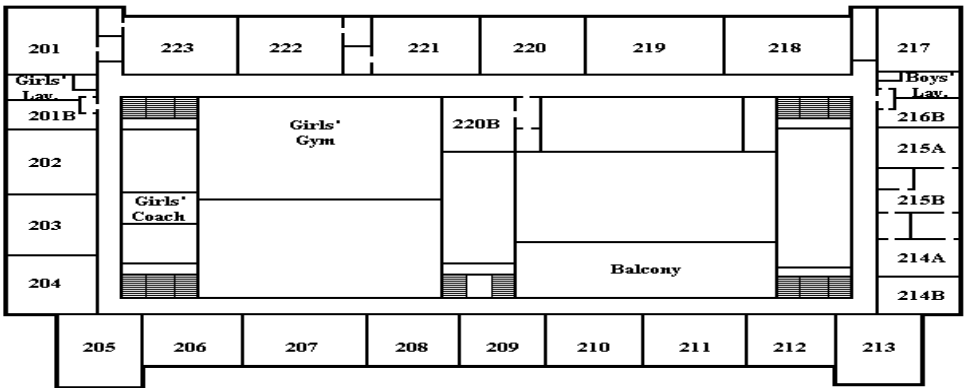
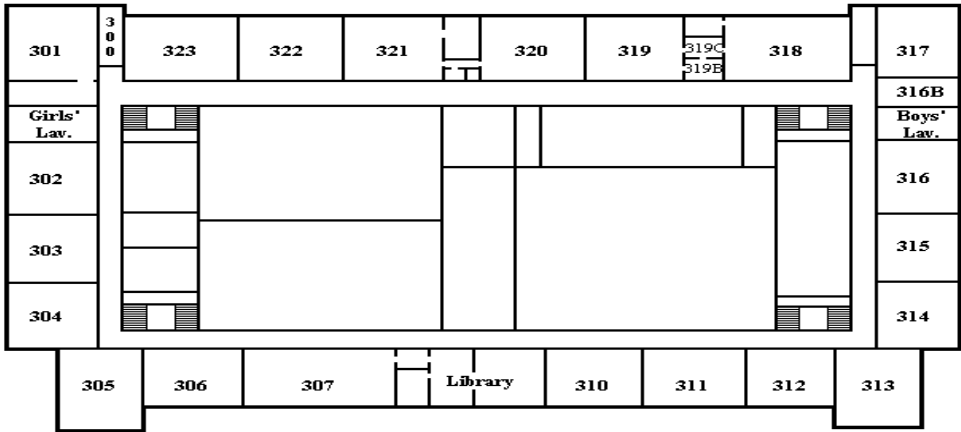
Grade 7 – Griffons		
310	Mrs. Touma & Mr. Blankenship	Math
311	Mrs. Sperry & Mrs. Tunnicliff	ELA
313	Mr. Filippelli & Mrs. Calderon TA	Science
315	Ms. Pellish & Mr. Feagin TA	Social Studies
312	Mrs. Grande	ENL

Grade 7 – Voyagers		
302	Mr. Laurie	ELA
303	Ms. Olka	Social Studies
305	Miss Lutey	Math
301	Mr. Strangio	Science

Grade 7 – Navigators		
217	Miss John	ELA
215A	Mr. Hlywa	Social Studies
213	Mr. McGrath	Science
314B	Mr. Wisniewski	Math

Grade 8 – Pioneers			
220	Mrs. Crossley & Miss Kish	ELA	
221	Mr. Dean & Mr. Williams TA	Social Studies	
222	Mrs. Roeser Mrs. Nearhood	Math	
223	Mr. Zielinski & Mrs. Cessna TA	Science	
312	Mrs. Grande	ENL	
Grade 8 – Pathfinders			
208	Mrs. Glasser	Social Studies	
209	Mrs. Clark	Science	
210	Mrs. Zona	ELA	
221	Mr. Speidel	Math	
Grade 8 – Mariners			
217	Miss John	ELA	
215A	Mr. Hlywa	Social Studies	
213	Mr. McGrath	Science	
314B	Mr. Wisniewski	Math	
Special Education Teachers			
113	Mrs. Kankolenski	15.1	Core Subjects
112	Ms. Bank	15:1	Core Subjects
201	Mrs. Caso	15:1e	Core Subjects
203	Mrs. Mannarino	15:1e	Core Subjects
318	Mrs. Bradshaw	12.1	Core Subjects
Exploratory Teachers			
2<sup>nd</sup> Floor GYM	Mr. Teoli	Physical Education	
1<sup>st</sup> Floor GYM	Mr. DeRosa	Physical Education	
110	Mrs. Bilson	Music/ Chorus	
116	Ms. Carson	Music/ Band	
205	Miss Briand	Spanish	
204	Mrs. McIntyre	Spanish	
218	Mr. Weymouth	Technology	
323	Mrs. Franke	Health	
320	Mrs. Pitarresi & Mrs. Dean	FACS	
322	S. Miller	Art	
STUDENT SERVICES & COUNSELING CENTER			
106	Mrs. Robinson	Secretary	
106	Mrs. Fagiani	Pupil Service Assistant	
106	Mr. Hutchinson	8<sup>th</sup> - Guidance Counselor	
106	Mrs. Tambroni	7<sup>th</sup> - Guidance Counselor	
106	Mrs. Gaetano	8<sup>th</sup> - Dean of Students	
106	Mr. Gall	7<sup>th</sup> - Dean of Students	
306	Mrs. Fiore	Instructional Coach	
106	Miss. Couto	Psychologist	
215	Mrs. McGuiness	Social Worker	
214	Mrs. Sirianni-Morock	Social Worker	
NON-INSTRUCTIONAL SUPPORT STAFF			
Library	Mrs. Kulbago	Librarian	
Main Office	Mrs. Miller	Secretary	
Main Office	Mrs. Smith	Senior School Monitor	
Clinic	Mrs Cook	Nurse	
Cafeteria	Mrs. Peller	Head Cook	
104	Mr. Saunders	Time Out Study Hall (TOSH)	
117	Ms. Kozlowski	Custodian	
Main Office	Mr. Vitello	School Security	
Main Office	Mrs. Cox	School Security	
Main Office	Miss. Bermudez	School Security	
Main Office	Ofc. Greene	School Resource Officer	
212	Mr. Howey	BOCES Tech	

# Floor Plan



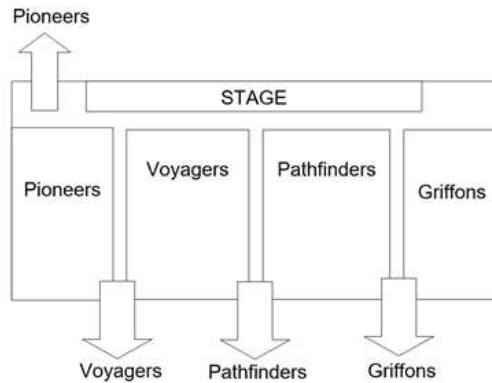
# Student Walking Plan

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.



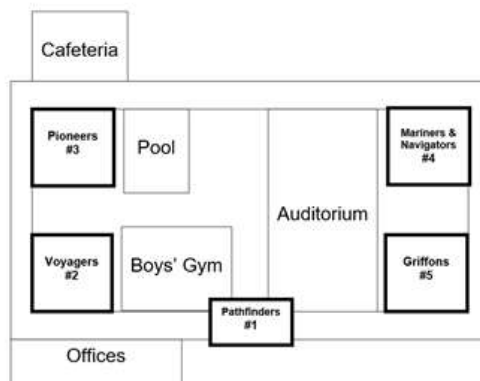
To alleviate congestion and facilitate orderly transitions, students will exit the Auditorium in the morning as shown.

**Morning Auditorium Assignments/Dismissal Route**



Students will also use only their assigned stairwell when traveling to all destinations. During an evacuation they will use the route posted in their classroom.

**Stairwell Assignments**



# School Schedule

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

<b>7 Griffons &amp; Voyagers</b>	
<b>1</b>	7:40-8:38
<b>2</b>	8:42-9:30
<b>3</b>	9:34-10:22
<b>4</b>	<b>LUNCH 10:26-10:56</b>
<b>5/6</b>	11:00-11:48
<b>7/8</b>	11:52-12:40
<b>9</b>	12:44-1:32
<b>10</b>	1:35-2:25

<b>8 Pioneers &amp; Pathfinders</b>	
<b>1</b>	7:40-8:38
<b>2</b>	8:42-9:30
<b>3</b>	9:34-10:22
<b>4/5</b>	10:26-11:14
<b>6/7</b>	11:18-12:06
<b>8</b>	<b>LUNCH 12:10-12:40</b>
<b>9</b>	12:44-1:32
<b>10</b>	1:35-2:25

<b>7/8 Mariners &amp; Navigators</b>	
<b>1</b>	7:40-8:38
<b>2</b>	8:42-9:30
<b>3</b>	9:34-10:22
<b>4/5</b>	10:26-11:14
<b>6</b>	<b>LUNCH 11:18-11:48</b>
<b>7/8</b>	11:52-12:40
<b>9</b>	12:44-1:32
<b>10</b>	1:35-2:25

<b>7<sup>th</sup> Grade Exploratory Program</b>	<b>8<sup>th</sup> Grade Exploratory Program</b>
<b>Art / Health / Music</b> (13-week rotations)	<b>Spanish or Academic Intervention Services</b> (Every day)
<b>Family &amp; Consumer Sciences or Academic Intervention Services (AIS)</b> (A/B Day schedule opposite Phys. Ed.) A/B Day: Alternating daily schedule.	<b>Technology or Academic Intervention Services (AIS)</b> (A/B Day opposite Phys. Ed.)
<b>Physical Education</b> (A/B Day alternating daily schedule)	<b>Physical Education</b> (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 at that time will be marked absent or tardy. Once a student arrives on the school grounds, they are to remain on school grounds and 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 Attendance Awards**

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

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

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](http://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 – Mrs. Cook

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 7<sup>th</sup> 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 7<sup>th</sup> 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 may be done by your child's pediatrician. Go to: <https://students.arbitersports.com/organizations/niagara-falls-athletics> Please call 716-278-5885 to obtain *Working Paper* forms.

**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 internet enabled devices (cell phones) and other electronic, multimedia, telecommunications, recording or imaging devices of any kind is prohibited during the school day. Student devices will be secured in dedicated pouches and stored in your child's locker.** 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 understand that by NYS Law & NFCSD Policy it must be turned off and securely stored by your child, remaining secure and unseen in school.**

Consistent with NFBOE Policy, if your child is found to be using any internet enabled or electronic device, following a warning, it will be confiscated and you will be called to pick it up personally from the school. Multiple offenses may result in further disciplinary action.

## Student Dress Code

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

<b>All Students</b>	
<b>Headwear</b>	Permitted only for medical or religious purposes
<b>Tops</b>	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.
<b>Bottoms</b>	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.
<b>Shoes</b>	Sneakers or soft-soled shoes. No flip-flops, slides or open backs.
<b>Extras</b>	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 5<sup>th</sup>. Students going to breakfast will enter through the main Buffalo Avenue, or front 76<sup>th</sup> 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](http://www.nfschools.net) and access an increasing amount of parent and community information on:

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

Our teachers use the Remind Application for family communication. Please register to communicate directly with your child's teacher during the day.

## **Parent-Teacher Communication**

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

Obtain all of your child's bus/transportation information using the **MyRide** Application.

Instructions linked here:

[https://www.nfschools.net/cms/lib/NY19000301/Centricity/Domain/67/Student\\_Transportation\\_My\\_Ride\\_K-12\\_Parent\\_User\\_Guide\\_Flyer.pdf](https://www.nfschools.net/cms/lib/NY19000301/Centricity/Domain/67/Student_Transportation_My_Ride_K-12_Parent_User_Guide_Flyer.pdf)

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 TEAM? (Why does the Preparatory School have TEAMS)

A team 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. Teaming builds long-term relationships between students and teachers and promotes a “school within a school” concept.

### How is it decided to which TEAM a student will be assigned?

A student is placed on a team to balance educational programs, class assignments, 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.

#### A.S.P. Rules

##### Do's

- ✓Homework
- ✓Studying
- ✓Reading
- ✓Getting Help
- ✓Library

##### Don'ts

- ☒Sleeping
- ☒Fooling Around
- ☒Wasting Time
- ☒Food/Drink
- ☒Music/Gaming

### 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.

<b>Some Final Tips for Success...</b>
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**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.