

# **School Handbook**

2018-2019

## **Our Lady of Black Rock School**



16 Peter Street  
Buffalo, NY  
Phone: 716-873-7497  
Fax: 716-447-9926  
[www.olbrschool.org](http://www.olbrschool.org)

## OLBR SCHOOL HANDBOOK ACKNOWLEDGMENT FORM

By signing this form, I acknowledge that I have received a copy of the School Handbook for 2018-2019 school year.

I understand that this Handbook contains important information about the School's policies. I understand that I am expected to read the Handbook and familiarize myself with its contents and understand that the policies within it apply to me.

I also acknowledge that the School in its sole discretion, may revise, supplement, or rescind any policy or portion of this Handbook, as it deems appropriate.

I acknowledge that it is my responsibility to comply with the policies contained in the Handbook and with any revisions made to it.

Family Name: \_\_\_\_\_

<b>Parent Name Printed</b>	<b>Date</b>
<b>Parent Signature</b>	<b>Date</b>
<b>Student Signature (gr. 3 and up)</b>	<b>Date</b>
<b>Student Signature (gr. 3 and up)</b>	<b>Date</b>
<b>Student Signature (gr. 3 and up)</b>	<b>Date</b>
<b>Student Signature (gr. 3 and up)</b>	<b>Date</b>

FORM MUST BE SIGNED AND RETURNED TO THE SCHOOL OFFICE BY  
OCTOBER 1, 2018



## OLBR School Acceptable Computer Use Policy 2017-2018

The Internet is a valuable tool offering a vast number of resources that can be used in the classroom similar to the way books, and other print or video materials are used in an educational setting. It is an expectation that the school's computer resources (and personal devices) are to be used in a reasonable, efficient, ethical, moral, and legal manner in accordance with the policies of OLBR School.

Computer use in the school building is monitored regularly; files can be reviewed by administration if inappropriate computer use is suspected. Inappropriate use will result in suspension or revoking of computer privileges and/or other disciplinary action by administration. Law enforcement agencies will be contacted if necessary.

### The following activities are NOT permitted:

1. Accessing, displaying, or sending any type of offensive material, both written and/or graphic. This includes: offensive material directed toward any race, religion, culture, ethnic group, gender, or sexual orientation.
2. Using the Internet for sending or receiving materials that are in violation of local, state, and/or federal regulations, including the violation of copyright laws.
3. Using the Internet for sending or receiving materials that include language that is inappropriate: obscene, harassing, bullying, threatening, or abusive in nature.
4. Using school computer resources for non-school activities including: logging into personal e-mail or social network accounts, or tampering, misusing, abusing or vandalizing hardware, software, or security measures. This includes trespassing in others files and folders.
5. Installing software or downloading applications or programs without administrative permission.

All computer violations will be reported to school administration for disciplinary action. Computer privileges can and will be suspended or revoked, temporarily or permanently, based on the nature of the violation. By signing this form, I acknowledge that I have read the school policy for Acceptable Computer Use at Our Lady of Black Rock School. It is my responsibility to comply with the policies contained in the Acceptable Computer Use Policy. I also acknowledge that the School in its sole discretion, may revise, supplement, or rescind any policy or portion of this policy, as it deems appropriate.

**Family Name:** \_\_\_\_\_

<b>Parent Name Printed</b>	<b>Date</b>
<b>Parent Signature</b>	<b>Date</b>
<b>Student Signature (gr. 3 and up)</b>	<b>Date</b>
<b>Student Signature (gr. 3 and up)</b>	<b>Date</b>
<b>Student Signature (gr. 3 and up)</b>	<b>Date</b>

### **SIGN AND RETURN TO THE SCHOOL OFFICE BY OCTOBER 1, 2018**

In compliance with the CIPA, OLBR has adopted Internet safety policies, and filters access to inappropriate materials on-line. The Diocese of Buffalo Technology Curriculum includes Digital Citizenship



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Our Lady of Black Rock School  
16 Peter Street  
Buffalo, New York 14207  
716-873-7497  
Fax-716-447-9926  
www.olbrschool.org

Dear Parents/Guardians and Students,

Welcome to Our Lady of Black Rock School! In choosing Our Lady of Black Rock School, you have demonstrated a commitment to the values and philosophy of a Catholic education.

The Parent/Student Handbook reflects the policies of Our Lady of Black Rock School for the 2017-2018 school year. Please read this document carefully and sign the attached agreement. This agreement states that you and your children will abide by the policies of Our Lady of Black Rock School as described in the school policy handbook.

The faculty and staff of your school look forward to working with you to promote academic excellence and spiritual development in the context of the teachings of the Catholic Church.

Together let us pray to God who has begun this good work in us, may we carry it through to completion.

God bless you,

*Rev. Richard Jedrzejewski*

Rev. Richard Jedrzejewski, Canonical Administrator

*Mrs. Martha Eadie*

Mrs. Martha Eadie, Principal

### **OUR LADY OF BLACK ROCK SCHOOL**

Our Lady of Black Rock School is located at 16 Peter Street (off Amherst Street between Grant and Elmwood Avenue) on the campus of Assumption Church. The school has a full-day UPK program along with grade levels from K to 8<sup>th</sup> grade.

The curriculum at Our Lady of Black Rock School stresses academic achievement within a Christian community. Vatican II texts are used so that our theology is in compliance with the bishops of the world. United with each other in meaningful liturgy and prayer, the students can further come to an understanding of the Christian life. At Our Lady of Black Rock, we are attempting to “teach as Jesus did.” The Diocesan curriculum guidelines, consistent with the State of New York Standards for Education, are followed for the teaching of all secular subject areas. The curriculum is marked by current content and fresh approaches to methodology. There is emphasis on principles rather than fact, learning through problem solving rather than by precept. We strive to offer a program that makes use of various sources, audio visual technology, and a multi-text approach to the content areas.

### **HISTORY OF OUR LADY OF BLACK ROCK SCHOOL**

Our Lady of Black Rock School boasts a rich Catholic tradition. In 1888, the school was founded at Assumption Parish with five classrooms and was named Assumption School. In 1925, Assumption School moved to a sixteen classroom facility. In 1983, several areas parishes consolidated with Assumption School and thus, the School was renamed Our Lady of Black Rock School. The parishes included in the consolidation were: St. Florian, St. Francis Xavier/St. John the Baptist, and later followed by Coronation, St. Elizabeth, and All Saints.

Today, Our Lady of Black Rock School is home to children from these parishes as well as from neighborhoods within the city of Buffalo and its surrounding area. Our community is a diverse population with a variety of cultures that make us unique among other Catholic schools in the urban area of Buffalo.

### **OUR LADY OF BLACK ROCK REGIONAL SCHOOL BOARD OF TRUSTEES**

Our Lady of Black Rock School is governed by a Regional Board of Trustees, headed by the Canonical Administrator, who is appointed by the Bishop of the Diocese of Buffalo. The Regional School Board of Our Lady of Black Rock School was formed at the recommendation of the Buffalo Diocese. Men and women who volunteer to serve on the Board of Trustees are recommended and appointed by Bishop of the Diocese of Buffalo.

As stated in *Buffalo's Diocesan By-Laws of Regional Catholic Schools*, the purpose of the School Board of Trustees is to own, operate, and maintain Our Lady of Black Rock School in the tradition of the Diocese of Buffalo; dedicated to the intellectual, aesthetic, emotional, and physical development of children with an emphasis on Catholic religious values; the priorities of human life, continuity with the past, an awareness of the need for social justice in the world, and commitment to alert, active, and responsible citizenship.

The main responsibilities of the Board also include, but are not limited to:

- To approve and interpret the school’s statement of philosophy and mission’s established by the school, and to require that the school operates in conformance with its philosophy, mission and purposes.
- To approve any amendment and/or repeal of the Charter, or By-Laws of this regional school.

- To elect/appoint the elected/appointed Board of Trustees and to fill any vacancies on the Board.
- To approve any indebtedness of the school in excess of an amount to be fixed from time to time by the members.
- To approve annual school budget, staff salaries, and capital expenditures
- To assess the physical plant and make recommendations
- To sit on advisory subcommittees such as (but not limited to) budget and finance, education, advancement, facilities, and strategic planning at the discretion of the Board, as needed for efficient functioning.

**BUFFALO DIOCESAN SCHOOLS MISSION STATEMENT**

The Catholic Schools in the Diocese of Buffalo are Christ-centered learning communities which nurture academic excellence, Christian character, and service to others. Our mission is to educate individuals to reach their full potential in an atmosphere rooted in Catholic tradition and Gospel values.

Goal 1: To partner with Catholic elementary and secondary schools in providing faith based education, academic excellence and service to the community

- Objectives:
- To promote strong Catholic identity by integrating faith and gospel values into all programming
  - To increase teacher/administrative effectiveness by offering high quality professional development
  - To identify opportunities for schools to reach their communities-by sharing resources-time, talents, facilities

Goal 2: To empower stakeholders ***To Teach as Jesus Did*** through open communication, professional development, and school-to-school partnerships

- Objectives:
- To provide opportunities for collaboration among schools by hosting Executive Council and continuing regional colloquium meetings
  - To ensure access and equity by coordinating public and private funding and programming
  - To ensure a faith integrated approach according to scripture, by offering training opportunities

## **MISSION STATEMENT AND PHILOSOPHY OF OUR LADY OF BLACK ROCK**

The Mission of Our Lady of Black Rock School is to provide a Catholic education for our students within a caring atmosphere in which they can reach their full potential spiritually, morally, academically, and socially.

Our philosophy is based on the foundation of love, respect, and understanding, and is our means to communicate values through all aspects of the curriculum. This philosophy is coupled with specific goals that nurtures relationships among students, faculty, and parents and is present both within the classroom environment and throughout the entire school community.

The specific goals are:

- To work closely with parents to develop a healthy value system;
- To promote good discipline by developing character and self-control, both of which is essential to the growth of each student;
- To develop the idea that Religion is a way of life and as such is to be interwoven into each person's undertakings and activities;
- To encourage parent(s) / Guardians to become more involved in the school life of their children
- To provide an atmosphere of respect in which students and parents experience the commitment of the faculty who share a common Faith and value system;
- To deal honestly and understandingly with each student and parent, according to Catholic Christian values and with only one concern: the good of the children;

It is our belief that every human being has a right to pursue knowledge corresponding with his/her dignity and God-given ability, regardless of background or sex. Education is of the utmost importance, because through a Catholic education our children learn to live as responsible, moral beings with a sense of purpose all rooted in Catholic-Christian Values.

### **DIOCESAN POLICY OF NON-DISCRIMINATION**

Any child, regardless of race, color or creed will be accepted at OLBR, provided the parents/guardians adhere to the policies and regulations of the school and School Handbook, and that OLBR's academic program can meet the needs of the child.

### **RIGHT TO AMEND HANDBOOK**

The **Canonical Administrator (C.A.)** and the **Principal** reserve the right to amend this Handbook. Notice of amendments will be sent to parents/guardians via weekly communication envelope or through e-mail.

**The Canonical Administrator (C.A.)** is the spiritual leader of the faith community and the chief administrator of the school. The C.A. employs, supervises, and evaluates the principal of the school and supports him/her in the ministry of leading the school.

**The Principal** is the chief administrator of the school and is responsible for providing leadership for all members of the school community regarding all areas of the mission of Catholic schools. She is responsible to the Canonical Administrator for all matters that concern the operation of the school, and cooperates with him in developing and implementing policy.

### **PARENTS/GUARDIANS AS PARTNERS:**

**As partners in the educational process at Our Lady of Black Rock School, we ask that parents/guardians set rules, times, and limits so that your child:**

Gets to bed early on school nights

Arrives at school on time and is picked up on time at the end of the day

Follows the school uniform dress code

Completes all homework and class work assignments on time

Brings a nutritional lunch if not ordering lunch at school

**As parents/guardians, we ask that you:**

Actively participate in school activities such as Parent Teacher Conference Days

See that restitution is made for damaged books or property due to carelessness or neglect on the part of their child

To notify the school with a written note when the student has been absent or tardy

To notify the school office of any changes of address or important phone numbers

To meet all financial obligations to the school on a timely basis

To inform the school of any special situation regarding the student's well-being, safety, and health

To complete and return to school any requested information promptly

To read school notes and newsletters and to show interest in the student's total education;

To support the religious and educational goals of the school

To support and cooperate with the discipline policy of the school (as outlined in handbook)

To treat teachers, staff, and administration with respect and courtesy in discussing student problems

### **PARENTS/GUARDIANS ROLE IN EDUCATION:**

The staff at Our Lady of Black Rock School considers it a privilege to work with parents/guardians in the education of children because we believe you are the primary educators of your children. Therefore, it is your right and duty to become the primary role models for the development of your child's life-physically, mentally, spiritually, emotionally, and psychologically. Your choice of Our Lady of Black Rock Schools involves a commitment and exhibits a concern for helping your child recognize the importance of living a moral life. We trust you will be loyal to this commitment.

During these formative years (UPK, K-8), your child needs constant support from home and school in order to develop his/her moral, intellectual, social, cultural, and physical skills. To divide authority between school and home or within the home will only teach disrespect of all authority. If there is an incident at school, you as parents/guardians must make investigation of the complete story your first step. Evidence of mutual respect between parents/guardians and teachers will model good behavior and relationships.

Students are naturally eager to grow and learn. However, sometimes in the process of maturation, new interests may cause them to lose focus. As this natural process occurs, the student needs both understanding and discipline. At times, your child may perceive discipline as restrictive. Discipline sets boundaries and limits which provide a young person with both guidance and security.

It is essential that a child take responsibility for grades he/she has earned and be accountable for homework, long-term assignments, major tests, service projects, and all other assignments. This responsibility also extends to times of absence.

Together, let us begin this year with a commitment to partnership as we support one another in helping your child become the best person he/she is capable of becoming.

## **GENERAL SCHOOL INFORMATION**

### **ACADEMIC CURRICULUM**

The Diocesan curriculum guidelines, consistent with the New Common Core Standards for Education in the State of New York are followed for the teaching of all secular subject areas. OLBR School offers students opportunities for growth in the following major subject areas:

#### **Religion**

Students in grades K – 8 receive religious instruction that focuses on age appropriate topics including, but not limited to: Catholic doctrine and traditions, Bible study, social justice, preparation for the reception of the Sacraments of Reconciliation and Eucharist. Liturgical services are held every Friday for the entire school community. Students attend the Assumption Parish Friday Mass each week as a class.

#### **Technology**

Students in grades Pre K through 8 receive regular weekly instruction in technology: keyboarding, word processing, data base, spread sheets, Internet research, and Power Point, integration with curriculum subjects.

#### **Fine Arts**

Students in grades UPK through 8 receive regular weekly instruction in both art and music.

#### **Handwriting**

Students in grades K – 1 will learn proper letter formation in manuscript writing. Students in grades 3 through 8 are expected to submit all handwritten work in cursive using the Zaner-Bloser handwriting method unless otherwise instructed by the teacher.

#### **Language Arts**

Students in grades UPK through 8 receive daily instruction in Reading, English, Spelling, Vocabulary, Composition, Library Skills, and Appreciation of Literature.

#### **Mathematics**

Students in grades UPK through 8 receive daily instruction in mathematic skills and concepts.

#### **Physical Education**

All students in grades UPK through 8 will receive weekly instruction in physical education that is appropriate for each grade level.

#### **Science**

All students in grades UPK through 8 will receive regular instruction in science, including but not limited to general science, laboratory, and STREAM activities.

#### **Social Studies**

All students in grades UPK – 8 will receive regular instruction in social studies based on curriculum per grade level, including, but not limited to: history, geography, economics, New York State history, and current events.

**ADMISSION INFORMATION:**

Our Lady of Black Rock School admits students of any race, color, and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students of the school. It does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, admissions policies, or athletic and other school-administered programs.

As openings become available, the following priorities will be used to accept students to OLBR School: Members of Assumption Parish or Affiliated Parishes, then, Members of Non-Affiliated Parishes, and Non-Catholic Students.

A Registration fee of \$100 is charged for each new student regardless of tuition rate. Registration fee is due on or before the 1<sup>st</sup> day of school. Tuition is billed monthly per parishioner or non-parishioner family. Parish verification form must be signed in order to receive parishioner tuition rate. Non-payment of tuition may result in grounds for dismissal from OLBR School. Unpaid tuition accounts may be sent to the school's collection agency.

Students will be accepted into the Free UPK program (4 years old by December 1st) on a first come, first served basis, for Buffalo residents. As a CBO of UPK BPS, OLBR is mandated to follow all regulations set forth through the contract. Kindergarten students (5 years old by December 31<sup>st</sup>) c conditionally accepted into Kindergarten with full acceptance contingent on displayed readiness on the preliminary screening tests.

At the time of registration, all new students seeking admission to OLBR are evaluated on the basis of current standardized test scores, reports cards, and interview with the Principal. Parents with students having IEP's must submit a request in writing to their home public school district each spring in order for continued services such as speech, physical therapy, and occupational therapy.

Other requirements include:

- \*Verification of active parish affiliation
- \*Health and immunization records
- \*Birth Certificate
- \*Baptismal Certificate (Catholics only)
- \*Report Card
- \*Standardized Test Results
- \*Record of IEP

All new students will be given a 30 day trial period in which to prove himself/herself both socially and academically. If during this trial period there are any problems, a student may be asked to withdraw his/her attendance at Our Lady of Black Rock School. Non-Catholic students whose parents/guardians accept the philosophy of Our Lady of Black Rock School will be accepted on a space available basis.

Children entering Pre Kindergarten must be four (4) years old by December 31<sup>st</sup>.

Children entering Kindergarten must be five (5) years old by December 31<sup>st</sup>.

**STUDENT RECORDS:**

Our Lady of Black Rock School adheres to the Buckley Amendment (Family Education Rights and Privacy) regarding access to student records. Records of students transferring to other schools will only be sent via Fax school to school or through the U.S. Mail. No records can be given to parents/guardians for the purpose of transferring to a new school.

Parents/guardians requesting records/transcripts/recommendations must make a formal request to the school office. Record transfer forms are available in the school office. Student records will not be sent to transfer schools if OLBR tuition account is in arrears.

**SCHOOL OFFICE RECORDS:**

Parents/Guardians must notify the school office either in person or in writing of any change of address, home telephone numbers, cell phone numbers, business phone numbers, e-mail addresses and/or phone numbers or emergency contacts. This will guarantee that the office records are accurate, complete, and up-to-date. It is imperative that we have this information in the event you need to be contacted in the event of any health or academic issues regarding your child.

**SCHOOL HOURS:**

The school building opens at 7:30 AM on all days school is in session. Students and parents must enter the main school door, which is marked, "Main School Entrance" and is accessible from the Peter St. church parking lot. Students proceed to the school cafeteria on the lower level accessed by the staircase off the main school entrance.

Students being dropped off to school (not by school bus) must be in the building by 7:45 AM. Students arriving on busses will be escorted into the school building by designated OLBR Staff members. Students who arrive late on a bus as a result of weather or mechanical reasons will not be marked tardy for school. Students who are dropped off to school by a parent/guardian and arrive after 7:45 AM will be marked tardy on the attendance record for that day. Late children must be escorted to the main school office to be signed in. Students arriving late cannot enter homeroom without a tardy slip from the main office.

It is critical that your child arrives to school on time for class. Excessive tardiness will have a direct impact on your child's success and may result in student retention at grade level.

School Dismissal is at 2:30 PM. Students riding the bus will be called over the PA system and will be escorted by OLBR Staff directly to the buses. Students who are getting picked up will wait in a designated room near the main office. Parents/Guardians, or Authorized Persons of students in grades Pre K and Kindergarten must sign out their child every day. Students in older grades will not be dismissed from the building to meet you at your vehicle unless we have a written note specifying this. Otherwise, you will have to park your vehicle and come into the building to pick up your child. Students who walk home from school will be dismissed by a designated staff member at dismissal via the Peter St. door only.

**After School Programming:**

The Boys and Girls Club offers an after school care program from 2:30 PM until 6:00 PM daily. The Club is housed in the lower level of OLBR School. Students who are club members will be dismissed together at the end of the day and will be escorted to the club by a designated OLBR staff member.

**OLBR Lighthouse Programming:**

Tutoring and Enrichment programs will be available for students to participate in throughout the school year. Registration and nominal fee will be charged per each 5 week session. Students attending Lighthouse programs may also be registered for Boys and Girls Club programs.

Early Dismissal Days: On days designated on the school calendar as Early Dismissal Day, the students will be dismissed at 12:30 PM. Students taking the bus will be dismissed the same as they would on a regular school day dismissal. Students staying for the Boys & Girls Club will be escorted to the club at dismissal time. Club hours are from 12:30 – 6:00 PM on OLBR Early Dismissal Days.

The Boys and Girls Club of the Northtowns at Black Rock is open when OLBR School is in session unless otherwise noted. Other dates when the Club will not be available will be published in the school newsletter and the Club newsletter as necessary. Boys and Girls Club applications are available in the School Office for your convenience. Note: once the club reaches capacity, no more members can be accepted due to space limitations. Club membership is open for grade K-grade 8 students (5 yrs. old and up). Due to programming restrictions, Pre K students are not eligible to be club members (even if their siblings are eligible to be club members).

**SCHOOL TELEPHONE:**

Permission to use the School Office telephone must be obtained by office personnel or the principal. The office phone is a business phone and students are permitted to use it only in case of an emergency or special circumstance. Students will not be allowed to call home for: forgotten homework, PE clothes, change in dismissal activities such as making arrangements for after-school visits at a friend's house, etc. If parents need to arrange a different schedule for their child's dismissal, they must submit a written note to the school office. Students are not allowed to use personal cell phones to make phone calls for any reason during the school day. If parents need to reach their children, they need to call the school office.

**SCHOOL BUILDING VISITORS:**

School visitors (parents, guardians, volunteers, visitors, etc.) must report to the Main School Office (located at the top of entrance staircase) on entering the building. For safety and security reasons, each person is required to sign in at the office when he/she has entered the building. At time of departure, all are required to sign out in the office as well. While inside the building, visitors must wear a name tag that identifies them and it must be visible at all times. Parents who volunteer as a lunch monitor or volunteer in another capacity in the school may not randomly visit any classrooms. Such visits can interrupt the teacher, students, and the overall learning process.

**VOLUNTEERS:**

All volunteers (including coaches) who work in the school or with children on a regular basis are required to complete a Uniform Volunteer Application form, Diocesan Code of Conduct, and complete the requirements of the Buffalo Diocese to be VIRTUS certified under the Protecting God's Children Program. Volunteers need to register at VIRTUS.ORG and attend the workshop set forth for certification. Certified VIRTUS volunteers will be required to complete on-line monthly training bulletins to keep the certification current.

The main responsibility of a volunteer is to assist the administration or teachers. For this reason, pre-school siblings are usually not allowed to accompany parent volunteers. In special circumstances, younger siblings may be included, however, this will be solely at the discretion of the Principal.

**SCHOOL CLOSING (WEATHER EMERGENCY):**

If it is necessary to close the school due to weather conditions or there is another building emergency, an announcement will be made via local radio, television, and school Facebook page. Our Lady of Black Rock School follows the Buffalo City Schools emergency closing schedule. If Buffalo Public Schools are closed, Our Lady of Black Rock School will also be closed. If school is closed, the Boys and Girls Club housed in our building will also be closed. If afterschool activities are cancelled in Buffalo, OLBR School will also cancel afterschool activities.

The exception is Boys and Girls Club. If afterschool activities are cancelled (after a full day of school), the club will remain open during its regular hours.

**SACRAMENTAL FORMATION PROGRAMS:**

The sacramental life of our children in the Catholic tradition is an important component of the religion program at Our Lady of Black Rock School. Preparations for two sacraments: Reconciliation (grade 2) and Eucharist (grade 3), form the core of instruction for these grade levels. Parents/guardians are required to be active partners in the preparation of their children for these sacraments. The sacraments of Reconciliation and Eucharist are only conferred to students baptized in the Roman Catholic tradition at are administered at the family's home parish. If parents choose to have their child receive a Sacrament and they are not in the formation grade level, you can inquire in the school office. Our DRE will arrange to meet with you to discuss your questions and desire for a particular sacrament.

**MEDICATION:**

If a child is under a doctor's care and must take prescribed medicines on a regular basis, it is required that the school has a physician's script on file in the school office. The medication must be sent to the school office in the container received from the pharmacy and it must include on the label the following information:

- a. Child's name
- b. Name of doctor prescribing the child's medication
- c. Frequency, dosage, and date

All non-prescription medications (cough drops, lip balm, Tylenol, etc.) must be brought to the School Nurse/School Office with the following information. All information provided must be accompanied by parent/guardian signature with a contact phone number:

- a. Child's name
- b. Frequency
- c. Dosage, and date
- d. Phone contact number for parent/guardian

If your child has any other medical condition that needs special attention during the school day, this must be disclosed to the school administrator and classroom teacher.

**LOST AND FOUND:**

Any items found in the school building or on the school grounds are turned into the school office for placement in the Lost and Found container. Items placed in the Lost and Found remain there for a short period of time (one month). If items are not claimed, the school will donate them to a local charity. Any student who loses library books, textbooks, or workbooks, are liable for the replacement cost of these items. It is highly recommended that student clothing and personal items be marked on the inside with the child's name. School books should have student name written on the book cover protector.

**SCHOOL BREAKFAST/LUNCH PROGRAM:**

Our Lady of Black Rock School offers a breakfast program available from 7:30 AM until 7:50 AM. Lunch is available on all days school is in session and in the effect of scheduled early dismissal days.

All students are eligible for both free breakfast and lunch regardless of family eligibility. OLBR School is participating in the Community Eligibility Program which makes free meals possible for all students.

Breakfast/Lunch menus are distributed at the beginning of each month and are sent home as part of the weekly Newsletter. Your child needs to bring a lunch from home on days they do not wish to order the school lunch. Students are not allowed to bring glass bottles, soft drinks, sports drinks or excessive candy or snack items to school for their meals.

Do not send a lunch that needs microwave or oven heating. This option is not available at any time for any of our students. Outside food cannot be brought into school (from a carry-out restaurant). This includes cold or hot coffee drinks, lattes, etc.

Students will not be refused breakfast or lunch if they ask for one. If you do not want your child to receive a breakfast or lunch, you need to notify the school office and/or your child's teacher. If your child has dietary restrictions, food sensitivities/allergies, or follows religious practices that omit certain food items, you must notify the school office so the cafeteria director can accommodate his/her nutritional needs.

### **SCHOOL FIELD TRIPS:**

Field trips are designed to correlate with teaching units and to achieve curricular goals. Field trips are evaluated and approved by the Principal to determine compatibility with curricular goals. There are no "traditional" field trips. They are a privilege and not a right. All grades do not always have the same number of field trips. Field trips are permissible for all grades when advanced planning, location, and the experience insure a successful learning opportunity. The cost that is incurred with some field trips is the responsibility of the student's family. Any fund raising efforts to reduce bus rental and admittance fees must be approved by the Principal. Individual teachers in consultation with the Administration, reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct.

A written official Diocesan permission slip signed by the parent/guardian, is required before a child will be permitted to attend a field trip activity. Verbal permission cannot be accepted. Permission slips are due in the office forty eight (48) hours after receipt of the permission slip. A telephone call will not be accepted in lieu of the proper field trip permission slip.

Parents may refuse to permit their child from participating in a field trip by stating so on the proper form. Students who do not attend a field trip will be marked absent for the day. Students who are participating in the field trip must ride the bus/vehicle to and from the field trip with their class or chaperone.

All monies collected for a field trip are non-refundable.

Student cell phones are not allowed on field trips unless otherwise directed by the teacher and/or administration.

Parents who chaperone field trips must be VIRTUS certified through the Protecting God's Children Program in the Diocese of Buffalo. Adult chaperones must be approved by the Principal. Parent chaperones on a field trip may not bring pre-school or school-age siblings on the field trip. All adult chaperones must be 21 years of age or older.

### **SCHOOL COMMUNICATION:**

In order to insure that all communication from school reaches home in a timely manner, OLBR utilizes a weekly newsletter that is sent home with the oldest/only child once a week. All important paperwork, forms, permission slips will be attached to the weekly school newsletter. Families who provide us with their email can request that school information be sent in an electronic version rather than a hard copy. Weekly newsletters are also posted to the school website at [www.olbrschool.org](http://www.olbrschool.org).

### **HOME SCHOOL ASSOCIATION:**

Our Lady of Black Rock School works to support and enhance the educational ministry of the school. Fund-raising, fun-raising, parent education, and building community are goals of this organization. H.S.A. meetings are held during the school year in the school cafeteria usually from 6:30 PM to 7:00 PM. Your support of this organization directly affects the quality of your child's educational experience. Please support the OLBR's Home School Association by attending meetings and participating in both the fund-raising as well as fun-raising efforts.

## **OUR LADY OF BLACK ROCK SCHOOL – COMPREHENSIVE STUDENT ATTENDANCE POLICY**

### **STATEMENT OF OVERALL OBJECTIVES:**

School attendance is important to the academic success of each student. Since regular attendance is necessary and essential for student success, and since curriculum is taught sequentially, attendance must be a priority for all parties. Our Lady of Black Rock, along with parents and students, realizes its importance and shares in the responsibility of maintaining consistent school attendance for all students. Our Lady of Black Rock School is aligned with New York State Law regarding the matter of attendance. The objectives of this Comprehensive Student Attendance Policy are as follows:

1. To recognize the Diocesan Schools average daily attendance.
2. To validate students' compliance of education laws relating to compulsory attendance.
3. To be knowledgeable of the location of every student to ensure personal safety.
4. To identify patterns in student attendance to assist in the development of improvement plans.
5. To identify gaps in student attendance which may lead to a decline in students' achievement levels.
6. To monitor attendance and plan accordingly to maintain high attendance levels.

### **STRATEGIES TO ACCOMPLISH OBJECTIVES:**

Our Lady of Black Rock School will:

1. Create and maintain a positive school environment among teachers, staff, parents and students thereby fostering a nurturing school community, establishing positive feelings between the school and students, thereby encouraging increased attendance.
2. Maintain accurate record keeping via eSchool attendance register, tracking individual student attendance and trends to identify possible attendance problems.
3. Develop and implement intervention strategies for individual students to increase school attendance.

**DETERMINATION OF EXCUSED AND UNEXCUSED ABSENCES, TARDINESS AND EARLY DEPARTURES:**

1. Excused: An absence, tardiness or early dismissal may be excused if due to personal illness, illness or death in the family, impassable roads due to inclement weather, religious observance, quarantine, required court appearances, attendance at health clinics, approved high school shadow days, "Take Your Child to Work Day", unavailability of transportation due to school districts being closed, or other reasons approved by the Diocese.
2. Unexcused: An absence, tardiness or early dismissal is considered unexcused if the reason for the lack of attendance does not fall into the above categories (i.e. family vacations, oversleeping, or death of pet). Our Lady of Black Rock's Student Handbook, under "Homework Due To Vacations/Planned Absences" states the following: "Vacations are considered illegal absences from school. Parents should notify the school and teacher as soon as possible regarding a planned vacation. The school calendar provides extended weekends throughout the school year. Parents are encouraged to schedule trips or family outings during school vacation days so as to eliminate the need to interrupt a child's learning process."
3. Excused absences, tardiness or early dismissals must have proper written documentation from the parent or guardian or other designated officials (i.e. physician, court...etc.) must be presented to school office personnel within three school days upon the child's return to school. Without the written excuse the absence will be recorded as unexcused (illegal). In addition, a physician's note is required for absences three days or longer. A notation should be made in the records as to the excused reason.
4. A student is considered tardy if not in the classroom at the time the first session begins. Teachers must exercise discretion and should always inquire privately into the reason for the tardiness.

**THE CODING SYSTEM FOR IDENTIFICATION OF REASONS FOR STUDENT ABSENCE:**

Attendance reports are recorded daily using eSchooldata. The Coding System for Identification of reasons for student absence is provided through the eSchooldata service. Recordable reasons are as follows: attending funeral, music lesson, bus drill, car trouble, court, death in family, dentist, doctor appointment, family business, field trip, high school visit, home district closed, home tutoring, hospital, illness, illness – no note, impassable roads, in school suspension, injury, late bus, misc. illegal, missed bus, no bus, no note – no reason, no reason given, occupational therapy, orthodontist, out-of-school suspension, out of town, overslept, running late, shadow DP, shadowing, special services, speech, student testing, surgery, take to work day, tardy – no note, traffic, unable to reach, unknown, vacation, weather, weather related daily present, will be late, will not be in, and music lesson.

**SCHOOL ATTENDANCE RECORDKEEPING/DATA COLLECTION POLICY:**

According to the Administrative Handbook for Elementary Schools in the Diocese of Buffalo, under Section E: School Management, the following law is required:

The Education Law of New York State requires minors between the ages of six and sixteen years to be in attendance at an approved school for full day instruction. Home-tutoring for medical reasons is counted toward the days a child is actually in school. The law also requires that schools be in session not fewer than 180 days each year. It is the duty of the principal and of the teachers to insist on regular attendance (New York State Education Law, Sections 3205, 3602, Sub. 3).

Pupil attendance shall be recorded daily on-line via eSchool Data.

The record for each student's presence, absence, or tardiness shall be recorded into the eSchool attendance system each day. Each absence or tardiness will be marked as "excused" or "unexcused" according to the eSchool code for the reason.

Attendance is taken and recorded in accordance with the following:

1. For students in non-departmentalized Kindergarten through three (i.e. non-departmentalized classrooms and supervised group movement to other scheduled school activities such as physical education, technology, art, etc.), such students' presence or absence shall be recorded after the taking of attendance upon each change of classroom.
2. For students in departmentalized grades four through eight (i.e. students pass individually or in specific groupings to different classes throughout the day), each student's presence or absence shall be recorded after the taking of attendance in each period of scheduled instruction.
3. Any absence for any portion of a school day will be recorded as "excused" or "unexcused" in accordance with the standards written in this policy.
4. In the event that a student in grades Kindergarten through grade eight is tardy or leaves early from a school day, such tardiness or early dismissal will be recorded as excused or unexcused in accordance with the standards written in this policy.

A record shall be kept of each scheduled school day during which the school is closed for all or part of the day because of extraordinary circumstances including adverse weather conditions, impairment of heating facilities, insufficiency of water supply, shortage of fuel, destruction of or damage to a school building, or such other cause as may be found satisfactory to the Diocese of Buffalo Department of Catholic Schools.

Attendance records will also indicate when a student is dropped from the enrollment due to change of schools for any reason.

**SCHOOL ATTENDANCE/COURSE CREDIT:**

Students in grades Pre-Kindergarten through eight who are absent 18 days or more and whose parents have not periodically met with the principal regarding the absences are in jeopardy of being denied promotion to the next grade level.

Students are considered in attendance if:

1. The student is physically present in the classroom or working under the direction of the classroom teacher during the class scheduled meeting time.
2. The student is receiving approved alternative instruction (i.e. at-home tutoring due to medical issue.)

Students who are absent from class due to their participation in a school sponsored activity (i.e. track team event, school choir) are to arrange, with their teachers, to make up any missed assignments in a manner and timeline determined by the student's teacher.

Missed assignments due to excused absences may be sent home with a sibling or picked up at a pre-designated time by the parent at the teacher's discretion. It is the responsibility of the student to consult with the teacher(s) regarding completing missed assignments and/or tests in accordance with specifications designated by the teacher.

According to Our Lady of Black Rock School's Student Handbook:

Teachers are not required to give make-up tests or assignments for absences due to vacations or other unexcused absences. No assignment will be given in anticipation of the vacation. Please do not ask the teacher to make an exception or offer payment for homework given in advance of an absence.

**PARENT NOTIFICATION OF MINIMUM ATTENDANCE STANDARD:**

Parents and/or legal guardians and students are informed of Our Lady of Black Rock's policy regarding minimum attendance and course credit on page 7 of the school student handbook. The following guidelines will be followed:

1. Overall main points of Our Lady of Black Rock School's Comprehensive Student Attendance Policy will be stated in the Student handbook distributed to all families at the beginning of the school year.
2. A copy of the policy will be available on the school website [www.olbrschool.org](http://www.olbrschool.org).
3. Reminders regarding the components of the comprehensive student attendance policy will be published in school newsletters corresponding with the end of the first and second quarters. It will also be stated that the policy will be on file in the office for parents/guardians to review at an appointed time agreed upon by the parent/guardian and the administration of the school.
4. A designated staff member will notify the parent/guardian by phone regarding a student's unexcused absence(s) and explain the correlation between the student's attendance and the possibility of denial of promotion. If the parent/guardian cannot be reached by telephone, a letter or e-mail shall be sent to the parent detailing the information. (I.e. date of absence, reason and importance for an excuse and if necessary, the amount of times the particular student has had an unexcused absence, etc.)

**INTERVENTION:**

1. If deemed necessary by school administration, or if requested by the parent/guardian, a conference will be scheduled between the parent/guardian and appropriate school staff members to address the student's attendance issue and possibly develop appropriate intervention strategies that best meet the needs of the individual student.
2. Regarding intervention of non-compliance with the Comprehensive Student Attendance Policy, a designated staff member will review Our Lady of Black Rock's School's Attendance Policy with the parents/guardians of students who have excessive and/or unexcused absences, tardiness or early departures. Referral to Buffalo Public School District student support services and/or community support services and agencies will be implemented prior to the denial of promotion of the student due to non-compliance with the attendance policy.

**INCENTIVES:**

The following incentives will be implemented to encourage student attendance. The strategies will include, but are not limited to:

Classroom acknowledgement of the importance of good attendance  
(I.e. certificates, recognition...etc.)

Poster/essay contest on the importance of good attendance.

Perfect attendance certificates to be distributed at the end of school year

**PROCESS TO DEVELOP SPECIFIC INTERVENTION STRATEGIES**

Once a case of unexcused absences, tardiness or early departures has been identified, the following steps will take place:

1. Specific patterns in the non-compliance of the attendance policy will be identified (i.e. type of unexcused absences, tardiness or early departures, time frame, etc.)
2. The student's parent/guardian will be contacted by phone. If attempts to establish contact by phone prove futile, the second attempt will be by e-mail, followed by mailing a letter, if need be.
3. A conference will be called between the administrations, any involved staff and the parent/guardian to develop individual intervention strategies to meet the needs of the specific student.
4. Once a set of strategies is agreed upon, implementation will take place.
5. Utilize appropriate Buffalo School District services and/or community resources to assist in the intervention process.
6. Monitor and report the short and long term effects of the implementation of the intervention.

**REVIEW PROCESS:**

1. Administration or staff member (teacher, school nurse, etc.) may ask for a review of a student's attendance record. If a significant number of unexcused absences, tardiness or early dismissals are found, parents can be notified and the intervention process can be implemented.
2. A parent/guardian may ask for a review of a student's attendance record.

**OVERALL REVIEW OF ATTENDANCE RECORDS:**

At the end of the school year, the administration, the school nurse, and any other staff members deemed appropriate by the administration will review the overall attendance in the school building. If the attendance record shows a decline from the previous year's attendance record, a plan will be developed to revise the comprehensive student attendance policy and take steps to improve student attendance. A review of individual student attendance patterns will be monitored by the person designated to record attendance on eSchool.

**COMMUNITY AWARENESS:**

Community awareness of Our Lady of Black Rock School's Comprehensive Student Attendance Policy will be promoted by:

1. Providing a plain language summary of the policy to parents/guardians at the beginning of each school year and promoting the understanding of such a policy to students and their parent/guardian.
2. Providing each teacher, at the beginning of the school year or upon employment, with a copy of the policy.
3. Providing copies of the policy to any other member of the community upon request.

## **REPORTING ABSENCE AND TARDINESS**

### **STUDENT ABSENCE FROM SCHOOL:**

Parents need to contact the school office by 9:00AM on the day or days of student absence. If the office does not receive a call, then the school office will attempt to make contact. This policy is for the protection of OLBR students.

When a child returns to school after an absence, a written excuse must be submitted within three days after the absence. Student absences without an accompanying written excuse are recorded as unexcused (illegal) absences. In addition, a physician's note is required for absences that are three days or longer.

Students should be fever free for 24 hours before returning to school.

Students who are sent home during the school day with a fever will not be allowed to return to school the next day unless otherwise directed by a physician.

No student may participate in any extra-curricular activity (including sports, B&G Club, or Lighthouse programs) on a day that he/she is absent from school.

### **ABSENCE DURING THE SCHOOL DAY/EARLY RELEASE**

Students absent from school for medical appointments are required to bring a written note by the parent/guardian. Parents/guardians are required to sign out their child in the school office. If the child returns to school during the same school day, he/she must be signed back into school in the school office. Students who are away from school for an appointment of 3 ½ hours or more will be counted as absent for ½ a day. Three (3) early withdrawals each of which are less than 3 ½ hours are considered a full one-half day absence.

Parents/Guardians are required to notify the school in writing the time and need for early release. Parent/Guardian must report to the office and sign out the student(s) to be released.

### **STUDENT TARDINESS**

All students must be in the school building by 7:50 AM. Students arriving later will be marked as tardy. Students report to the school office to receive a tardy slip in order to be admitted into class and he/she will be marked tardy on the attendance record for that day. Any student arriving late to school as a result of a school bus that runs late due to weather or other mechanical reason, will not be considered tardy for school. No student may participate in any extra-curricular activity (including sports) on a day that he/she is absent.

Excessive tardiness directly affects a student's academic progress no matter what grade level the child is at. School Administration will consult with parents of students who are consistently tardy. These students may be considered and recommended by Administration for retention at the current grade level due to missed class time as a result of excessive tardiness.

## **ACADEMIC GRADING POLICY**

Teachers set grading standards for their classes that are consistent with Diocesan policy. Student achievement is assessed through various means, including, but not limited to: unit tests, periodic tests, quizzes, projects, performance assessments, teacher observations, class work, homework, class participation, standardized tests, and June exams.

The Grading scale is as follows:

Pre K/Kindergarten – Grade 3: Standard Based Report Card  
CCLS Skills are assessed throughout the school year. Students are tested on specific Common Core skills as outlined on the report card. Scale scores of 1 – 4 are recorded for each skill area. If there is no score recorded for a skill, it means it has not yet been assessed by the teacher.

Grades 4-8 70% Passing

Academic Honors will be awarded, once every trimester (12 wk. Intervals), based on overall average for students in grades 4 through 8.

First Honors: 93-100% overall average for trimester

Second Honors: 85-92.9% overall average for trimester

## **PROGRESS REPORTS/REPORT CARDS**

Progress Reports and Report Cards are important tools for communication. Report cards will be distributed three (3) times during the academic school year or approximately every 12 weeks. Progress Reports will be distributed midway between each trimester grading period – approximately every 6 weeks to parents/guardians of students who may be struggling in a particular academic area or have behavioral issues. Meetings may be recommended for parents/guardians to meet with teacher(s) and principal to discuss the educational/behavioral goals of the student.

## **ASSESSMENT/TESTING POLICY:**

Students will not be permitted to retake a quiz or an assessment in order to improve their academic standing. Middle School students (Grades 5 – 8) may be given a maximum of three quizzes or tests per day. Extra credit work is not allowed to improve grades or replace assignments or assessments.

Students in grades 4 -8 will take year end assessments in June to assess the cumulative knowledge of subject matter taught during the academic year.

### Assessments

Students grades K through 8 will participate in a comprehensive skills assessment in the areas of math and reading. This assessment is given to each three times per year (beginning, middle, end of school year) for the purpose of tracking individual academic progress. The assessment tool identified as I-Ready, is an on-line program rated for acceptable use with elementary grade students. In addition, students in grades 3 – 8 will take NYS Assessments in English Language Arts and Math each spring. Students in grades 4 and 8 will take NYS Assessments in Science as well. New ENL students who qualify for NYSITELL will take this assessment in the fall. All other ENL students will take the NYSESSLAT in the spring to assess their English language proficiency. Parents of students with an Individualized Education Plan (IEP) must submit a request in writing to their home public school district each spring to continue services such as speech, physical therapy, and occupational therapy. Due physical building limitations, some accommodations may not be able to be met (i.e. wheelchair).

**GRADE PROMOTION AND RETENTION POLICY:**

Advancement to the next grade in Our Lady of Black Rock School is based on a student’s daily performance, test results, recommendations of teachers, and the student’s ability to complete work successfully on a more advanced level.

Promotion to the next grade depends on successful completion of all subject areas.

The Administration may recommend the following for a student: retention of a grade, tutoring, or summer school classes (as a requirement for promotion) when, after conferences with teacher and parents/guardians, it is believed that such action will better prepare the student academically or emotionally for the next grade.

A student who is retained in their current grade may or may not be allowed to continue as a student at Our Lady of Black Rock School. This decision will be made at the discretion of the Canonical Administrator and Principal.

**ACADEMIC PROBATION:**

A student whose academic performance indicates serious deficiencies may be placed on academic probation. Students on academic probation will be placed on a two week improvement plan. At the end of the two week period, the student’s academic progress will be assessed. A student with a failing average, will not be allowed to participate in any sports or academic competitions until the grade has improved to a passing grade of 70% in a subject area.

**PARENT/TEACHER CONFERENCE:**

Parent/Teacher conferences are held around the end of the first trimester marking period. Parents/Guardians schedule a 10 minute period of time to meet with their children’s teacher or teachers. The purpose of this conference is to give parents/guardians the opportunity to review their child’s progress with the teacher and have any questions addressed regarding the child’s academic plan. Although the formal conference time is set for right after the first marking period, parents/guardians and/or teachers may initiate other meetings during the school year as well to discuss a student’s progress.

**SCHOOL HOMEWORK POLICY:**

Formal home study is assigned to help students become self-reliant and self-directed.

Assignments are designed to reinforce daily lessons, to supplement and enrich class work, and to prepare for certain lesson through various experiences.

Since each student has different capabilities and interests, it would be difficult to denote the specific amount of time to be spent on an assignment. If problems arise, the teacher should be contacted.

Homework may be assigned to students Monday through Thursday. Homework will not be assigned on a regular basis on Friday evening. Typically, tests, quizzes, and projects will not be given or be due on Mondays or the first school day of the week. For long term assignments or projects, parents/guardians should help the student plan his/her time so that the assignment can be completed in a timely fashion.

Guidelines (not limited to) for regular homework are as follows:

- Grades Pre K-1:           10 – 20 minutes
- Grades 2-3:               15 - 20 minutes
- Grades 4-5:               30 – 45 minutes
- Grades 6-7-8:            45 – 80 minutes

**HOMEWORK: UNEXCUSED ABSENCES and VACATIONS:**

Vacations are considered illegal absences from school. Parents should notify the school and teacher as soon as possible regarding a planned vacation. The school calendar provides for extended weekends throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child's learning process. Teachers are not required to give make-up tests or assignments for absences due to vacations or other unexcused absences. No assignment will be given in anticipation of the vacation. Do not ask the teacher to make an exception or offer payment for homework given in advance of an absence.

**HOMEWORK and STUDENT ILLNESS:**

When a student is absent, a parent should call the school office before 9:00 AM to request that class work/homework assignments are set aside. These assignments may be picked up at the main office during regular school hours after 1:00 PM and up until 3:00 PM.

For a short absence, students should make arrangements with classmates regarding missed assignments. Students may also receive missed assignments from their teacher on the following day. Students will be allowed one day for each day of absence due to illness. For example, a student who was absent three days should be giving three school days to complete the missed work.

**SCHOOL SPORTS:**

Students must maintain academic eligibility to participate in team or intramural sports teams at OLBR. This includes passing grades in all major subjects.

A student athlete must have a current physical examination on record in the School Office for team eligibility. Student eligibility to participate (including student age) follows all regulations as outlined in the Diocesan Athletic Rule Book.

Diocesan teams offered: girls' softball, basketball, volleyball, boys' baseball, basketball, volleyball. Track is offered to students in grades 3 – 8 in the spring. Diocesan sports teams at OLBR must be supported by a sufficient number of students in order to meet Diocesan team requirements. No sports teams are guaranteed for any students in the event volunteer coaches are not available. Students/parents/guardians are responsible for:

1. uniforms for game days (regular cleaning and return to school end of season)
2. attendance at all practices and games
3. making a full commitment to the team (overage of absences=student will be put off team)
4. arranging transportation for practices and games as necessary

If there are not enough interested students to field teams here at OLBR those students who wish to play may be eligible to join a neighboring school's team in order to have the opportunity to play in the Diocesan league. Interested students need to see the P.E. instructor regarding details for this type of arrangement.

## **STUDENT CODE OF CONDUCT**

In accordance with the stated philosophy of our school, which emphasizes deep respect for the human dignity and uniqueness of every individual, each student will be considerate of the rights of others in all interactions. All students are expected to cooperate with the spirit and policies of the school which are designed to foster mature development and personal responsibility. This requires for the environment, and many other factors which the students' sense of appropriateness will indicate to them. The Principal or Assistant Principal reserves the right to determine the appropriateness of an action if any doubt arises.

### **ON CAMPUS and OFF CAMPUS CONDUCT:**

The administration of Our Lady of Black Rock School reserves the right to discipline its students for off-campus behavior that is not in line with behavior expectations of its students during the course of the school day. This off-campus behavior includes, but is not limited to, bullying, cyber-bullying, fighting, any form of physical and/or emotional harassment.

### **SCHOOL CAFETERIA AND BUS:**

Students are expected to use good manners and use appropriate behaviors in the cafeteria and on the school bus. In the cafeteria, eating areas must be kept neat and debris removed and placed in trash receptacles before exiting the lunchroom. Courtesy toward other students and cooperation with the lunch monitors are expected at all times. School bus behavior includes following proper bus protocol as outlined by Buffalo Public Schools Transportation Authority. Students must remain sitting in their seat on the bus at all times. They are expected to follow directives of the bus driver and/or bus aide. Any student who fails to follow lunchroom and BPS transportation guidelines may be subject to one of the following administrative actions: detention, suspension, or expulsion from school.

### **BULLYING/CYBERBULLYING:**

Our Lady of Black Rock School follows the guidelines as outlined in the DIGNITY FOR ALL STUDENTS ACT (DASA) which provides a safe environment for all students free from physical, verbal, and emotional abuse based on one's gender, race, and sexual orientation. Any verbal or written threats made by a student or students against the physical or emotional well-being of any individual while on or off campus are taken very seriously. Any student or students who engage in inappropriate comments or threats via the Internet or in any digital format will face disciplinary action by school administration and the Canonical Administrator.

### **CELL PHONE USE:**

At no time during the day is a student allowed to carry their cell phone on their person. If a student needs to have a cell phone after school due to walking home from school, entering a house where no one is home, or attending sport practices or games, he/she needs to bring the cell phone to the office upon arrival in the morning to park the cell phone in the off position for the day. Cell phones will be collected in the morning and stored in the school office. At dismissal, students will have their cell phones returned to them. Teachers or other staff members are not allowed to hold student phones for them on a daily basis. Any items taken away from students (including cell phones) will be returned to the parent(s)/guardian(s) only. Multiple violations of the cell phone policy will result in confiscation of the cell phone by the principal which may result in the cell phone not being returned to the student until the last day of the academic school year.

**PERSONAL PROPERTY:**

Items such as, but not limited to, questionable printed materials, white-out, knives, guns, matches, hover boards, cell phones, laser lights, other personal electronic devices or anything that will detract from a learning situation are not allowed at school at any time. Key chains and toys should not be attached to student backpacks as these too, can be a distraction to learning. The school administration, in accordance with the state laws, will determine the appropriate disciplinary measures to be taken concerning the presence of these items in the school. Items confiscated from students will be returned to the parent(s)/guardian(s) at the discretion of the Administration.

**RETURNING TO CLASSROOM AFTER DISMISSAL (LUNCH AND/OR END OF DAY):**

Students are not permitted to return to any classroom after dismissal to recover school materials unless they have authorization of the teacher of that classroom. If a student is staying after school for tutoring, the student will be expected to stay in that classroom with the teacher until they are dismissed by that teacher. Students who enter classrooms or the school building after dismissal or during the lunch periods without a teacher will face detention, suspension, or expulsion.

**SUBSTANCE ABUSE/WEAPONS POSSESSION:**

Substances included are: illegal drugs, prescription drugs, alcohol, and any type of tobacco products. Misuse of drugs and weapons possession is harmful to students physically, mentally, and socially and is punishable under the laws of New York State. OLBR follows the State Education Department in dealing with these issues. The most severe disciplinary action possible will be taken against any student who:

Sells, gives, or otherwise deals drug, alcohol, or tobacco products in school or at any school sponsored event.

Is under the influence of drug, alcohol, or tobacco in school or at any school sponsored event

Is detected using or in possession of drugs, drug paraphernalia, alcohol, or tobacco in school or at any school sponsored event.

Is in possession of weapons including, but not limited to: knives, guns (this includes any realistic toy weapons) paint ball guns, any type of sharp pointed objects, weapons created from found objects, explosives (gun powder, fire crackers), or flammable materials (lighters, matches).

**SEARCH AND SEIZURE:**

Any student suspected of being in possession of drugs, alcohol, tobacco, weapons, or flammable materials, can and may be subject to a SEARCH and SEIZURE by the Principal. This includes the right to search and seize anything found in the student's desk, back pack, personal property, classroom crates, coat closet area, and on their person. In the event evidence is uncovered, local authorities will be contacted immediately.

**SCHOOL PROPERTY:**

A student who deliberately or carelessly destroys or damages any school furniture, equipment, sinks, toilets, windows, textbooks, library books, or personal property of another will be obligated to make restitution for any repairs/ labor and/or replacement costs. Textbooks rented by the students must have a proper book cover. No writing in rented textbooks is permitted. The student will pay a fine or replacement fee for damaged or lost textbooks including library books, before any final reports, transcripts, or diplomas are presented.

### **TECHNOLOGY POLICY:**

All parents/guardians, students, and staff are required to sign a **Technology Safe User Policy Contract**. By signing this document, all those who use or supervise the use of technology at school or at home will abide by the conditions as set forth in the contract. Breaking policies in this contract will result in termination of computer privileges from up to one month to the entire school year.

### **SCHOOL DISCIPLINE POLICY**

#### **DETENTION:**

Detention is issued for a breach of classroom and/or school rules. These may include: bullying, repeatedly inappropriate and disruptive classroom behavior, repeated negligence toward class work and/or homework, defiance of the authority of school personnel, repeated disregard for Uniform Code and Policy, any threat (verbal or written) of violence directed toward any student or member of the OLBR community.

Parents are provided with a Detention Form with written notification of the detention. The day, date, and time of the detention are at the discretion of the Principal. Detention takes precedence over appointments, practices, lessons, tutoring, ballgames, etc. Detention is served on an agreed upon day after school from 2:30 PM – 3:00 PM. In special circumstances, detention may be served during lunch (at the discretion of the Principal).

#### **SUSPENSION:**

The Principal has the right to suspend students. Suspension is imposed for a student who has not responded well to continued interventions following school policies. Suspensions are typically 1-3 days (or more) and will be served either as an in-school or out of school suspension. Students who are given an in-school suspension will be required to report to school each day. Students who receive an out-of-school suspension will not be allowed on campus during the time of their suspension. Students must complete all class work and tests from the days of suspension but failing grades will be recorded for this work.

Some conditions for suspension includes, but is not limited to: smoking, alcohol, or drug use on school property or at school sponsored events, damage to OLBR property, proven case of cheating or theft, acts of physical violence towards other students or OLBR personnel, cyber bullying, sexting, on-line harassment, leaving school grounds without permission, or misuse of technology (as outlined in the school's technology policy), or any activity deemed dangerous or harmful to self or others.

#### **EXPULSION:**

Expulsion is an extremely serious matter. It is a last resort, when all other efforts at remediation have failed. A student may be expelled when a crime, scandal, immoral, or disruption constituting a threat to the physical or moral well-being of others. Students who pose a dangerous threat to themselves or to others may be expelled from Our Lady of Black Rock School. Students who have been expelled will not be allowed to return to the school without prior permission from the Principal. Students whose parents have violated the Parents as Partners agreement in this handbook may also be excluded from Our Lady of Black Rock School. The process for expulsion includes:

A record of all measures of discipline, remediation, counseling, detention, and suspension is kept.

Parents/Guardians are notified in writing that expulsion is being considered. A conference is held with all parties involved: principal, teachers, parents/guardians and student.

The Principal confers with the Superintendent of Catholic Schools, giving the specifics of the expulsion.

The Superintendent of Catholic Schools and the Canonical Administrator will assist the Principal in making the final decision on expulsion.

## **SCHOOL UNIFORM DRESS CODE POLICY**

The dress code at Our Lady of Black Rock School provides a standard for all students, fosters school community, and creates an environment that is conducive to learning. School dress code policy is in effect from the time of a student's arrival to school until they leave the premises at the end of the day. Sometimes, the school schedules theme dress up or dress down days. Pre-Kindergarten students and Kindergarten students are welcome to participate in any scheduled theme days.

### **Universal Pre-Kindergarten Dress Code for Boys and Girls**

The school uniform is not required for UPK students, but it is an acceptable choice. Comfortable play clothes are suggested and appropriate attire. Sneakers or shoes can be worn with socks or tights. Sneakers are required on gym days. Pre-Kindergarten students do not change clothes on gym days.

### **Kindergarten to Grade 8 Dress Code for Boys**

Pants: Navy blue pants or shorts (to the knee).  
Shirts: Navy school logo shirts.  
OLBR: OLBR navy sweatshirt  
Turtlenecks: White or navy may be worn under navy school logo shirt from November through March.  
Socks: White or navy socks, white or navy athletic socks must be visible above the ankle.

### **Kindergarten to Grade 8 Dress Code for Girls**

Pants: Navy blue pants, or shorts (to the knee).  
Shirts: OLBR navy school logo shirts.  
OLBR: OLBR navy sweatshirt.  
Turtlenecks: White or navy may be worn under navy school logo shirt from November through March.  
Jumpers: Solid navy blue (knee length), or navy blue skirt.  
Tights: White or navy (no patterns or designs), no leggings with uniform.  
Socks: White or navy socks, white or navy athletic socks must be visible above the ankle.

Footwear: Sneakers or shoes. Sneakers are required on gym days. Kindergarten students can wear play clothes on gym days (dress out of uniform) as they will not change clothes on gym days.

**UNIFORM POLICY (FOOTWEAR) THAT APPLIES TO ALL STUDENTS:**

For the safety of all of our children, all footwear must have closed backs – no clogs, flip flops, slippers, or boot-type shoes of any kind. Sneakers should be traditional styles (no sneakers with inset wheels, etc.)

Printed tee shirts should not be worn under any uniform shirt, sweatshirt, or sweater. If a student chooses to wear the OLBR school sweatshirt, they MUST wear an OLBR uniform polo shirt underneath.

Navy uniform style school shorts may be worn from May through the end of October.

8<sup>TH</sup> Grade class special sweatshirts may be worn by the 8<sup>th</sup> grade students. Belts are not required, but if worn, must be worn through pant belt loops.

**PHYSICAL EDUCATION (UPK to 3<sup>rd</sup> Grade students):**

Students need to wear sneakers on PE days. They will not change into other clothing for PE classes.

**PHYSICAL EDUCATION (4<sup>th</sup> Grade – 8<sup>th</sup> Grade students):**

Students must change out of uniform (in school) for P.E. class. Students will change into any shorts (appropriate length), sweat pants, and tee shirts (no offensive graphics or language), or OLBR tee shirts. Tee shirts must completely cover the shoulders and mid-drift areas (no tanks or camisoles). Sneakers and socks are mandatory for participation in P.E. class.

**GENERAL GROOMING: (UPK through Grade 8 students)**

**Boys:** Hair should be a natural color, reasonable length, clean, and neatly styled, cut to just above the top of the ears on the sides, and no longer than the top of their shirt collar, with bangs that are no longer than the top of the eyebrows. Designs are not to be shaved into the scalp, and facial hair is not allowed. Extreme hair styles or dyed hair is not allowed. Caps, hats, bandanas are not part of the school uniform and cannot be worn in the school building. No hoodies can be worn with the school uniform inside the school building (exception: grade 8 hoodie sweatshirt).

**Girls:** Hair should be a natural color, clean, and neatly styled. Extreme hair styles or dyed hair is not allowed. Simple hair clips or hair bands that keep hair in place are acceptable. Caps, hats, bandanas, feathers, or scarves are not part of the school uniform and cannot be worn with school uniform inside the school building. No hoodies can be worn with the school uniform inside the building (exception: grade 8 hoodie sweatshirt).

Eye shadow, lipstick, lip gloss, blush, or other eye makeup is never permitted to be worn in school. Nail polish, artificial nails, press on, gel, fiberglass, or silk wrap nails are not allowed at any time. Perfumes, colognes, or fragrance products are not allowed in school at any time.

**Jewelry (UPK through Grade 8 students):**

Girls: limited to one pair of earrings in ear lobes – no dangles or hoops. Cartilage piercing is not permitted.

Boys: are not allowed to wear any type of ear jewelry. Boys and girls are not permitted to have face piercings and therefore, not allowed to wear any kind of face or lip jewelry. No tattoos of any kind (permanent or temporary) are allowed. Students may wear one necklace (small pendant style). A necklace or chain with a religious medal or cross is acceptable. One watch may be worn – no alarm or smart phone/watch.

**DRESS UP DAYS – (Specially Designated School Days) acceptable apparel includes:**

SLACKS, SHOES, SKIRTS (NO SHORTER THAT THREE INCHES ABOVE THE KNEE),  
DRESS SHIRTS, TIES (BOYS); DRESSES, SOLID COLOR POLO SHIRTS (LONG OR SHORT SLEEVES),  
SOCKS, (GIRLS) TIGHTS, PANTYHOSE  
DRESS UP DAYS PROHIBITS: JEANS, SNEAKERS, TEE-SHIRTS, SHORTS, JOGGING OR ANY TYPE OF  
SPORTS APPARREL

**DRESS DOWN DAYS - (Specially Designated School Days) acceptable apparel includes:**

Jeans, Sneakers, Short socks, Shorts – no shorter than three inches above the knee  
Skirts – no shorter than three inches above the knee, Tee Shirts – no offensive graphics or  
language, Sweatshirts – no offensive graphics or language  
Jogging suits, athletic wear, Dresses, Slacks

**The following apparel is NEVER ACCEPTABLE FOR EITHER “DRESS UP” OR “DRESS DOWN”  
DAYS:**

Excessive/large jewelry (including large hoop earrings)  
Flip flops, open back sandals or shoes of any type  
Strapless or spaghetti strap type tank tops  
Sneakers with hidden wheels  
Pajama pants (unless it’s a specific dress down day: ex. Pajama Day)  
Make-up, colored hair sprays, nail polish (unless it’s a specific dress down theme)  
Clothing (shirts, jeans, skirts) that are extremely tight fitting  
Hats (unless it’s a specific dress down day: ex. Crazy Hat Day)  
NO clothing with intentional (or not intentional) visible rips, tears, ragged hems, or holes.

**ALL UNIFORM REGULATIONS AND GUIDELINES ARE SUBJECT TO THE DISCRETION OF THE  
PRINCIPAL.**

Good rule to Remember: If you think you shouldn’t wear it, then don’t! If you are  
not sure, check in the school office, ask a teacher, as your principal.  
Students who are out of compliance in regards to school uniform or demonstrate unacceptable  
grooming habits will be written up by a teacher or school Administration for non-compliance.  
Three non-compliance forms for the same offense will automatically generate an in school  
detention for that student.