

Sacred Heart Villa School

Lewiston, New York

Revised

**Parent/Student Handbook
2008-2009**

Life –Long Learning starts at the Villa

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Please fill parent’s Emergency contact sheet

****Sacred Heart Villa School reserves the right to revise or amend this manual as needed.****

From the Principal

Welcome to the Sacred Heart Villa School

Dear Parents:

I believe that a Catholic school should be a place that emphasizes intellectual, moral, spiritual, physical, social and academic values in the students. A Catholic school is a place where students of differing cultures and ethnic backgrounds can receive a quality education in an environment where they are able to develop their character and increase their faith while deepening their sense of responsibility and respect for self and others. We take our goals listed below very seriously and enlist the help of our parents to assist us in achieving them. Thank you for making the commitment to our school, we all look forward to a successful school year.

Sr. Elizabeth Domin

Principal

Goals

1. The Sacred Heart Villa School is a Christian Institution that is committed to the teaching of the Catholic Church. We provide an atmosphere where learning and growth takes place through spiritual, academic and social experiences.
2. We strive to nurture the value of loyalty and service to our Faith and Country; our Neighbor and Ourselves.
3. We encourage respect and understanding for people of all races, creeds, economic and social backgrounds.
4. We assist students to develop study habits which will promote a better understanding of subject matter needed by our children to live productive lives in our technological society?
5. To promote physical fitness and to develop habits that will build and maintain good health and work habits.
6. We strive for academic excellence fostered by the personalized education afforded by a low teacher-to-student classroom ratio.

Sacred Heart Villa School Mission and Philosophy

At Sacred Heart Villa School, our mission is to “Teach as Jesus did.” This based on fellowship and the life of the Spirit.

We strive to create learning atmosphere where each student has the opportunity to reach his/her highest academic potential while, at the same time, growing spiritually in Christian love.

Central to the goal of Sacred Heart Villa School is that high achievement and a quality elementary education with a holistic curriculum, taught in a traditional environment, is the essential foundation for a student’s success in higher education.

As Catholic educators, we strive to generate in our students a love of God, a commitment to the teaching of the Gospel, and a wholesome desire to serve the people of God in the community in which we live.

This is done through religious guidance which is integrated throughout the curriculum and school activities.

We are committed to respect the life and dignity of each person in the building of a community in Jesus’ name.

Security in our School

The New York State Homeland Security System has five main color codes and each has sub-levels of recommended action that the schools must take when notified of a change.

The levels are:

Low

Guarded

Elevated

High

Severe

These recommended actions are guidelines. The final decisions rest with school authorities based on the situation at hand. We are also establishing a plan with the Town of Lewiston authorities in the case of an emergency.

Our school doors are locked once students are in the building and the school day begins. Access to the building after doors are secured is by the way of the front door, by ringing the doorbell.

It is imperative that the school office has accurate telephone numbers, including any and all emergency contacts for each child. In an emergency if information is not accurate, the school and faculty is not responsible.

If it becomes necessary to send students home, they would be released to parents or “known” emergency pickup persons.

In an emergency, NO STUDENTS would be sent home on buses!

Visitors to Our School

All parents or visitors to our school should first check into the main office upon entering the building. If a student needs to leave the building early, they must be signed out of the office.

Zero Tolerance Policy

Violence/Weapons/Drugs

We have a zero tolerance policy in that we will not tolerate or ignore threats of violence against school faculty/students. At no time may a student/parent bring a weapon on school property.

Any type of drug or alcohol is not allowed in the school. It is a state law that no alcoholic beverages be used by anyone at any school authorized event. This includes sports functions or school events. Alcoholic beverages should NOT be used for raffles or prizes give away associated with the school.

Cell phones: Students are not allowed cell phones in school. If cell phones are found, they will be confiscated. The cell phone will be returned to the parent. If the incident happens again, the cell phone will be confiscated and returned in June, after school ends.

Each case will be dealt with separately and if warranted, violators could face suspension, which could lead to expulsion pending further investigation.

Attendance Requirements

Regular attendance is important for success in school. Parents should make every effort to have their children in school, rested and ready for work. Only illness, emergency, medical or dental reasons should keep a child from attending school. A student must bring a note for absence as required by the State Attendance Policy.

Tardiness is also a serious problem since work and assignments are missed. Parents should stress with their children the importance of arriving to school on time, ready to work.

Attendance Policy

It is expected that students will attend school daily and punctually, unless there is a serious reason.

Excused Absences are:

Sickness
Sickness or death in the family
Quarantine
Attendance at health clinic, etc

Unexcused Absence

Visiting relatives
Vacation
Baby-sitting
Over-sleeping, etc

Our Policy:

- 1) if your child has been absent more than the usual amount of times, a warning letter be sent to you.
- 2) If your child continues to be absent and the absences are more than **twenty days** (without a valid medical reason) we will not hesitate to consider this educational neglect and will contact the appropriate agency.

It is expected that students will not miss classes unless there is a serious reason. We ask that parents try to schedule doctor appointments, etc. after school hours.

***Call the school between 8:00 am and 8:30 if your child will be absent that day.**

***Send in a written excuse within two days when your child returns to school.**

*An absence without a written excuse will be considered an illegal absence.

* If a medical appointment is necessary during the school day and the child will report to school when finished, please send in a written note **the day before** the appointment so that the child will not be charged with an absence or tardiness.

*If a child must leave school early for an appointment, a note must be presented for signature in the school office. The child will wait in the office until an adult picks him/her up.

*If there is work to be made up it is the parent's responsibility to call the school early in the day and make arrangements for the work to be sent home with another student or be picked up from the school.

Tardy:

When your child is tardy, (arriving after 9 am) they are to report WITH A PARENT to the office before going to their class.

*A written note must be sent to the school with an explanation for tardiness.

*Parents will be contacted in instances of recurring tardiness.

Emergency Contact Numbers

It is extremely important that every student maintain an up-to-date address and working telephone number in the school office. Notify the school immediately if you have a change of address or telephone number. Each student should have an emergency contact number on record with the school. Failure to have accurate information on file releases the school of any responsibility in the event of an emergency.

Custody of Children

New York now has a policy that all parents that have sole/joint custody must leave a court-certified copy of their agreement on file at the school.

Please alert the school if your child should not be released to a parent or grandparent without your permission. Written permission is required whenever a student is to be released to someone other than their regular transportation.

Dismissal:

Bus riders are to line up in the assigned area daily. Students are expected to behave on the bus, the driver is in charge and his/her rules are to be followed. Students who do not obey risk loss of the privilege of riding bus. If a student misses the bus, it becomes the responsibility of the parent to pick up the child or to bring the child to school. Buses are on a schedule and are not able to make return trips.

Students who transfer to the shuttle must obey the rules of the monitor at the transfer location. They are to use proper language and behave respectfully toward other students and persons in authority. Those in charge of the transfer station have the right to take away the privilege of the student's transportation. If a student should lose his/her privilege to ride the bus, the parent will be responsible for transportation.

Parents who pick up child (ren) are to park a few feet away from the grass and sidewalk to allow students to walk with ease and avoid the grass/snows areas.

Parents are asked not to come into the school at the time of dismissal as this block the entrance way. We encourage the lesson in responsibility for the student to walk safely to the parent's car.

Parents please drive with caution – as the parking lot is busy with children

Students are to go to their respective doors until transportation arrives.

School Closings

If school must be closed because of bad weather or other emergencies, parents and students will be notified in the early morning, or if possible, the evening before by radio and television announcements. Notified stations are: **WBEN-AM 930, WHLD-AM1270, WGRZ-TV, WIVB-TV.** **We close whenever the Lewiston-Porter School District Closes. For weather: Other emergencies are on a school basis.** If schools are closed in the morning, they are closed all day for all activities including evening

classes or special evening programs unless otherwise announced. Please make arrangements for child's care if such an emergency should arise. There may be a time when it will be necessary to dismiss children early. **Therefore, the school will need to know where your child should go in the event there is no one at home.**

Text Book Care:

All textbooks are loaned to students.

The hardcover books DO NOT BELONG to the students, therefore, no markings of any kind, either pencil or ink are to be made in the hard covered books. This includes the music books in the chapel.

All hard covered books are to be covered. If a student damages a book, it is up to him/her to replace it. Students in grades 1 –5 will provide their own stretch covers. Books are to be covered at all times or students must replace covers.

If a book is LOST or DAMAGED, the student should notify the teacher immediately. If the book is lost, the teacher will check with the office to determine the cost of replacing the book. The charge is assessed according to the New York State Textbook Law. This is also a procedure for paying for a damaged book.

Telephone Calls

Students are not permitted to use the telephone at any time during the day. Parents wishing to contact the school or a teacher are asked to do so after school hours (3pm). Telephone calls made to

the school during the day should be for emergency purposes only.
No cell phones are allowed in the school.

Lunch

At Villa we do not have a school lunch program. Students bring in their lunches and may purchase their milk and ice cream daily and pizza on Fridays. Ice Cream and Milk may be purchased that day or paid for on a yearly basis.

Latch Key Program

Latch key program is offered everyday. The cost is \$4 an hour or any part of the hour per child (\$3.00 per child if there is more than one child from a family). Afternoon latch key begins at 3:00pm. Only children in latch key or school afternoon activities should be in the school at this time. If a child is in school after 3pm he/she is considered latch key and you will be charged. Morning latch key is from 7:30am – 8:15am. No child should be at the school prior to 7:30am. On half days only morning latch key is offered.

Latch key amounts should be paid daily or weekly. If a latch key bill is more that a month in arrears, interest of 5% per month will be charged on any outstanding balance until the entire bill is paid in full.

Villa Expectations

In order to make Sacred Heart Villa School a safe environment for learning the following guidelines have been established. We need all parents and students to be aware of these guidelines. We ask parents to discuss them with their children.

1. Children will accept responsibility for their own learning and behavior:

- Children will attend school regularly and arrive on time.
- Children will be prepared- all materials and homework, no students will be allowed to call home for forgotten homework.
- Students will stay on task-listening, following directions
- Children will not bring gum, candy or toys without permission of the teacher. Toys include: game-boys, and cell phones. These may be confiscated and returned at the end of the year.
- Shoes with heels may not be worn in the school at any time.

2. Children will act with respect and consideration for themselves and others:

- Keep hands, feet and person to self
- Come to school to learn
- Follow directions the first time given
- Use appropriate manners with everyone: sorry, excuse me please, I didn't mean to do that
- Listen when others are talking

- No bad language, gestures or name-calling
 - No pushing in line
 - No throwing objects at anyone
 - No bullying (verbal or physical) will be tolerated.
- 3. Children will listen to adults and treat them with respect.**
- Listen the first time
 - All adults will be addressed by proper name or title
 - When an adult speaks, children will listen and respond
- 4. Children will have respect for school materials and facilities.**
- Take pride in your work, neatness and appearance count
 - Write on paper only
 - Handle books the correct way
 - Garbage in the cans
 - Proper use of the lavatories
 - Pick up things on the floor
 - Walk in the hallway
 - Enter and leave the building quietly

Children will act properly in the chapel – it is God’s house!

Uniforms

Sacred Heart Villa School

Uniforms are required for grades Kindergarten through 5th Grade.

Uniforms are available at Campus Outfitters at 432 Evans Street, Williamsville 62-6660

School Code SA 1297

Girls

Navy Jumper with school Emblem
Navy slackers/Corduroys
Navy skirt
Navy walking shorts
Navy Vest with Emblem
Navy Cardigan– Optional
White Blouse with Peter Pan collar –
(long/short sleeves)
White turtleneck
White polo with emblem
Navy or white socks
Dress shoes
Note: vest/cardigan must be worn with pants,
shorts or skirt – (NO SKORTS)

Boys

Navy vest or cardigan to be worn at
all times
Navy slacks/corduroys
Navy Walking Shorts
White dress shirts (long/short
sleeves) all shirts are to be tucked in
at all times.
White turtleneck
White polo shirt with emblem
White or navy Socks
Dress Shoes

**Gym Uniforms are to be worn by ALL students (Pre-K included) on
gym day.**

Navy t- shirt w/school emblem

Navy sweatshirt with school emblem

Navy shorts or sweatpants

Sneakers (to be left in school) grades K-5

Proper shoes and uniforms are required AT ALL TIMES!!!

Sneakers are to be worn only for gym and recess.

NO: sandals, clogs, flip-flops. Platform or high heels are allowed.

No shoes with wheels are allowed. No roller blades or skateboards are allowed on school property! In addition: such items as toys, radios, CD players, game boy or other electronic games and cell phones are not to be brought to school. If the item is found again, it will be confiscated and returned at the end of the school year. Failure to obey these rules could result in disciplinary action. All above Uniforms must be purchased at

School Health Office

When a child must take any medication during school hours, parents must submit a written request to the school health office accompanied by a written request from family health care provider. The request must contain the name of the medication, the frequency and the dosage of a prescribed medication for the school nurse to administer during school hours. The health office has these forms available upon request. All medication must be brought to school health office/clinic in its original container by the Parent or Guardian... NEVER BY THE CHILD. Individual health records are kept on file for each child. These records also include any allergies and communicable disease. The school should be notified of any allergies or diseases that your child has. These records also include results of physical exams and checks on hearing/vision.

Children attending Pre-Kindergarten must have a physical examination by their primary care physician before they can be admitted to school. Parents with questions regarding for physical examinations and immunizations can call the school health office or the District health services office at 286 -0794. New York State law mandates that school physicals be given to students in grades One, and Three, special education students and new entrants.

If your child had a physical exam after May 1, or if you prefer to have your family health care provider complete the exam, please have him or her complete the physical examination form and return it to me. Each student should also have an updated health history. Please, complete one for this school year and return it to the health

office. The information is used to update health history and current phone numbers. Please make sure we have **emergency phone numbers** on the file so we can contact you if your child becomes ill or has an accident. Health history and physical forms are available in the health office.

Please be aware that should your child be injured or become ill while at school, it is the parents' responsibilities to pick the child up or designate a responsible adult to do so.

Now that school is in session, the nuisance of head lice among children may appear. Head lice infestations continue to be a problem in our community. Lice are highly communicable and difficult to prevent, but if every parent will take responsibility to "check a head" and screen the entire family often, these parasites can be detected early and controlled. Any student found to have lice or nits will be excluded immediately from school. No child will be allowed to return to school until he or she has been shampooed with an insecticide shampoo which kills lice and nits and **until all nits are removed from the hair**. Each child must be inspected by the school nurse before being readmitted to the school.

Please notify the school if your child is diagnosed with strep throat or has chicken pox. Upon your child's return to school, the nurse must check the child and all chicken pox scabs must be dry and healing.

Homework & Grading

In order for your child to be prepared for class each day and to do the very best work possible, a certain amount of homework MUST

BE DONE! This may involve studying for a test or reviewing work covered in class. It could also include work not completed in class or assigned to reinforce what was learned in school.

If a student is absent it is the student's responsibility to make up the work missed. This home study should take place in a quiet atmosphere (without radio, TV or other distracting equipment) and with some supervision. Homework should be done early and before going to extra **curricular activities**.

Grades 1 and 2 about 20 minutes daily (especially Reading & word study)

Grades 3 and 4 about 45 minutes daily

Grades 5 and 6 about 1 hour daily

Parents should sign homework and will be notified if a child repeatedly fails to complete assignments.

Standards as passing grades for each grade level set by Diocese are as follows:

Kindergarten = S Grades 1 & 2 = D Grades 3- 5 = 75%

Final averages are computed as follows for grades 3- 5:

Grade 3: The final average is the average of the four quarterly marks plus the final exam mark.

Grade 4 & 5: In June, all four quarter marks plus the June exam marks are used to determine a final average in each subject. The State and the Diocese have eliminated the use of 65 for any failing grade. They now recommend the use of the actual grade, no matter how low.

Testing

Testing and appraisal are an integral part of the teaching and learning process. Weekly and unit tests are administered as units of work are completed. Final exams are given in June for grades 3 to 5.

Any talking, disruptions or cheating during any test will result in a zero grade for that test.

Test administered annually include:

- Achievement (ITBS) for Grades 3 & 5
- I-Q Tests for Grade 2
- Math, English and PET in Science for Grade 4
- Social Studies test for Grade 5
- Diocesan Religion test for grade 3

Parent Conferences

Parent/Teacher conferences are scheduled throughout the year at the time report card distribution.

Conferences other than those scheduled may be initiated by the parent or the teacher when it is deemed beneficial. These conferences are by Appointment Only and will be scheduled after school at a time which is convenient for both parties. We request that parents refrain from initiating conferences before or during school hours.

Parents Make the Difference

1. Set a good example! Become active in your community, church and school.
2. Expect your child to do things for the good of the family. Show them that if everyone contributes, everyone will benefit.
3. Take part in service projects as a family.
4. Teach your children the importance of a fair play. Explain that winning is not winning is not everything, but it is more important

- to take pride in doing your best, not being the best. Be a leader, not a follower.
5. Be interested in your child's educational progress. Make sure that homework is completed and turned in. At least one parent should sign the homework.

Fund Raising

Sacred heart Villa, like all other schools, holds fund raisers to help defray the costs associated with running a school. We have four major fund raisers that are mandatory for families to participate in.

- Candy Bar Sale – minimum of 1 box per child or two boxes if more than two children
- Entertainment Books – minimum 5 books per family
- 300 Club – minimum of two tickets per family
- Chinese Auction – 1 basket (valued at \$50) per family.

Tables of 10 are available – Villa families are encouraged to fill a table.

Activities

Parents are encouraged to participate in the many activities that we hold at the school. They include: Halloween Party, Children's Christmas Party & Giving Tree, Santa's Secret Shop, Children's Book Fair, In-School Picnic, Gym Field Day, and 1 or 2 Field Trips during the year. There are also Masses held on different occasions that parents are always welcome to attend. Mass is at 9:30am in the Villa Chapel.

Villa Council

Council members are appointed by the principal (who is Chairperson of the Council). Membership will be divided equally among the grades. Chairpersons for the activities will also be appointed by the Principal.

Tuition 2008-2009 and Fees

Please, call or visit the school to find out more about tuition.

Family Plan: For 2 children from the same family is a \$25 deduction fro each child. A third child's tuition is ½ of his/her tuition and a fourth child is educated free. All students pay the materials fee. *** Any 3rd-5th grade student who maintains an average of 95% or greater throughout the school year will receive \$500 off of the next year's tuition. ***

Students entering Grades 1- 5 re-register each year. Forms are sent home in March. A non-refundable registration fee is due at the time of registration. This fee is deducted from the January tuition payment. If a student fails to start school in September or leaves prior to January, this fee is non-refundable and cannot be used to defray any outstanding tuition or fees.

At the time of registration parents will receive a letter stating the options for paying tuition and fees. This form must be checked, signed and returned along with the registration form – this is your contract with the school.

A \$50.00 non refundable registration fee is due at the time of registration. New students must also pay the registration fee.

All tuition fees must be paid by May 31st. Payment in arrears on June 1st will be sent to a collection agency. An additional 30% will be added to the tuition bill, if the account has to be turned over to collections. If an account is turned over to collection, the party responsible will be liable for any agency or attorney fees.

Optional Costs

Milk -70 cents per day or \$126 per year Ice cream -70 cents per day or \$126 per year

Pizza available every Friday is .90 per slice

KARATE IS 6 WEEKS IN THE Fall and \$25

Piano, voice or Piano and voice lessons are \$15 per weekly lesson

In-door Soccer is after Karate until Christmas Recess and is \$15.