

Sacred Heart Villa School
Lewiston, New York
Parent/Student Handbook
2019-2020



***Sacred Heart
Villa School***
“Where Learning Begins”

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*****please see the school for guidelines for Field Trips**

****These pages include revisions/updates from last year***

From the Principal

Welcome to the Sacred Heart Villa School

Dear Villa 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.



Sincerely,

Sr. Elizabeth Domin, SCGR

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 colors 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 are not responsible and may be forced to contact Police to locate parent/guardians!

If it should become necessary for students to be sent 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 COMES IN AFTER 9AM OR NEEDS TO LEAVE THE BUILDING BEFORE 3PM, HE/SHE MUST BE SIGNED IN OR OUT BY THE PARENT OR GUARDIAN PRESENT. THERE IS A NOTEBOOK IN THE OUTER OFFICE FOR THAT PURPOSE.**

Zero Tolerance Policy

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.

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 the school ends. Students who refuse to delete photos taken at school from **any device with a camera** face confiscation of such device and possible more serious consequences, if repeated.

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

Attendance Requirements

Regular attendance is important for the success in school. Parents should make every effort to have their child 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 the absence as required by 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 Absences

Visiting relatives

Vacation

Baby-sitting

Over-sleeping, etc.

Our Policy:

1. If your child has been absent more than usual amount of times, a warning letter will be sent to you.
2. If your child continues to be absent and absences are more than **twenty days** (without a valid medical reason) we will not

hesitate to consider the educational neglect and will contact the appropriate agency.

- **Call the school between 8:00am and 8:30am 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 picked up from the school.

Tardy:

- When your child is tardy, (arriving after 9am) 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.

- Parent 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. In an emergency if information is not accurate – the school and faculty are not responsible and may be forced to contact Police to locate parents/guardians!**

Custody of Children

New York State now has a policy that all parents that have sole/joint custody must leave a court-certified copy of their custody 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 when a student is to be released to someone other than their regular transportation.

Dismissal

Bus riders are to line up at 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 the 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 their 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/snow areas. If your child is driven in the morning, but requires bus transportation in the afternoon (or vice-versa) – please make arrangements with the bus company. Parents also need to notify the school district of this as well.

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 students to walk safely to the parent's car. Parents please drive with caution – as the parking lot is busy with children!!!

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, WGRZ-TV, WIVB-TV, and WKBW-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 your 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.



Textbook Care

All textbooks are loaned to the 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 any hard covered books. This includes the music books in the chapel.
- All hardcover 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 the procedure for paying for a book.

Telephone Calls

Students are not permitted to use the telephone 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 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 is offered every day. The cost is \$5 an hour or any part of an hour per child (\$4:00 per child if there is more than one child from a family). Afternoon latch key begins at 3:30pm. Only children in latch key or school afternoon activities should in school at this time. If

a child is in school after 3:30pm 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 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 than 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 the 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 wheels in the 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 Pre- Kindergarten through 5th Grade.

The Villa changed uniform vendors and has now teamed up with The French Toast School Box Company. All orders will be made online by parents using frenchtoastsschoolbox.com

Please refer to the attached [flyer](#) for more information or just click on the link below. *The flyer can also be seen on the www.shvilla.org under parent Portal* The new company is able to accommodate Pre-Kindergarten students with smaller sizes.

Beginning in September:

ALL STUDENTS – INCLUDING PRE-KINDERGARTEN will be required to wear uniforms. Students will also be required to purchase a jacket from co-ed outerwear section on the website. The jacket will be worn when the students are on the fieldtrips and during outside learning and play at the school.

- Please note that all uniforms currently owned from the previous vendor are still permitted to be worn at the school and will continue to be accepted for as long as the clothing lasts.

Sneakers are to be worn only for gym and recess.

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 the family 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 the 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 show any allergies and communicable diseases. 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 requirements 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 Pre-K, K, 2, 3, 4, 6 and special education students and new entrants.

If your child had a physical exam after May 1, or if you prefer your family health care provider to 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' responsibility 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 ahead 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 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.

New Law on School Vaccination Requirements

Removing Nonmedical Exemption:

On June 13, 2019, Governor Andrew M. Cuomo signed legislation removing nonmedical exemptions from school vaccination requirements for children to help protect the public, from the worst measles outbreak in more than 25 years.

What does the new law do?

The new law no longer allows a religious exemption to the requirements that children be vaccinated against measles and other diseases to attend other.

- Public, private or parochial school (for students in pre-kindergarten through 12th grade), or

- Day care

Deadlines for vaccination under the new law

For children who are attending school or day care this summer:

Within 14 days of the first day of school or day care – children must receive the first age-appropriate dose in each immunization series to attend or remain in school or day care.

Within 30 days after the first day of school or day care – parents or guardians of such children must show that they have appointments for all required follow-up doses. The deadlines to follow-up doses depend on the vaccine.

For children entering or attending school or day care in the fall:

Within 14 days of the first day of school or day care – children must receive the first age-appropriate dose in each immunization series to attend or remain in school or day care.

Within 30 days after the first day of school or day care – parents or guardians of such children must show that they have appointments for all required follow-up doses. The deadlines to follow-up doses depend on the vaccine.

Catch-up Immunization Schedule to continue to attend school or day care:

The New York State Department of Health expects children to receive all required doses listed on Table 2 at the following link:

<https://www.cdc.gov/vaccines/schedules/downloads/child/0-18yrs-child-combined-schedule.pdf>

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 the 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 the Diocese are as follows:

Kindergarten = S Grades 1 and 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 exam 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.

Tests administered annually include:

- Achievement (ITBS) for Grades 3 & 5
- I-Q Tests for Grade 2
- Math, English and PET in Science for Grade 4

Parent Conferences/ Report Cards

Report cards are given to parents at the 10 week parent/teacher conference. They are given to the students at the other report card periods and are required to be signed by a parent and returned in the envelope within 48 hours.

Conferences other than those scheduled may be initiated by either the parent or teacher when it is deemed beneficial. These conferences are by **APPOINTMENT ONLY** will be scheduled at a time 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, then 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 everything, but it is more important to take pride in doing your 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.
- **Delta Sonic** – Minimum of 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 Parties, The Children's Christmas Party & Giving Tree, 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 always at 9:30am in the Villa Chapel.

By signing a permission slip, you are taking parental responsibility of your child's actions while participating in school events and field trips. This includes being responsible for any actions, injuries or damages caused by your child to himself/herself or others. You are agreeing to hold harmless The Sacred Heart Villa School, The faculty of The Sacred Heart Villa

School and The Diocese of Buffalo, as well as any organization or facility where the event is taking place.

Villa Council

Council membership is open to parents and grandparents of Villa students. The principal of the school is the Council Chairperson and is responsible for appointing the chair-people of the various school activities. If you are interested in a nay given activity, please notify the principal by sending a note into the school office.

Tuition 2011-2012

Please, call the school for more information on this: (716-284-8273)