

**Northern Chautauqua
Catholic School**

Parent/Student Handbook

Revised August 2026



**336 Washington Avenue
Dunkirk, New York
(716) 366-0630
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Email: nccschool.us**

School Hours

**Main Office: 7:30-3:30
Students: 7:50 am- 2:38 pm
After School: 2:45-5:30**

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Introduction

This handbook of practices and policies for Northern Chautauqua Catholic School (NCCS) of the Diocese of Buffalo is a readily available summary to increase your understanding of the basic principles of our Christian Education

The regulations contained in this handbook are modeled after diocesan guidelines and school established policies and are expected to be followed in our school.

After familiarizing yourself and your child with the pertinent information in the Parent-Student Handbook, please complete the compliance form which accompanies this book and return it to the school. NCCS appreciates your cooperation in this matter. We wish to take this opportunity to thank you for the privilege of assisting you in the total education of your child(ren). We welcome this responsibility.

Welcome to Northern Chautauqua Catholic School

Its mission is to provide a foundation for Christian living by integrating and nurturing faith through teaching and example and thereby becoming an extension of the teaching mission of the Roman Catholic Church. NCCS is a Christ-centered community which stimulates excellence and emphasizes family values and respect of self and others all in an atmosphere of kindness, love, and understanding. We are committed to balancing physical, spiritual, intellectual, and social growth for our students so that they mature into responsible, self-disciplined citizens, developing and supporting a dynamic faculty and staff comprised of dedicated professionals, providing a physical facility conducive to reaching our goals, encouraging parental involvement of time and talent, continually developing and evaluating decisions, options, and actions consistent with this mission, these values, and beliefs.

NCCS offers a high-quality education with a curriculum that adheres to both New York State standards and diocesan guidelines and offers excellence in Catholic education for children in grades pre-kindergarten through eighth grade. The core curriculum begins with reading, writing, language arts, mathematics, social studies, and science. It is, however, the variety of special classes that makes the educational differences at NCCS: Spanish, music, art, physical education, technology, and health.

Religious education is also an integral part of our balanced curriculum. Our religious education program provides for the spiritual growth and development of each child by emphasizing fundamental truths of the Catholic Faith, the understanding of Scripture, the celebration of the Liturgy and Sacraments, and the daily experiences of living as Christians. These are made possible through daily prayer and religion classes. The students actively plan and participate in liturgies, paraliturgies, prayer, and Reconciliation services. They are encouraged to develop community service projects and to be active in our communities.

Our educational faculty is dedicated to the total education of the young child. They take pride in creating a classroom atmosphere of love and mutual respect where learning can take place. Children can feel secure in their surroundings, knowing that the classroom is an extension of the values taught in the home. The dedicated faculty employs a wide variety of teaching styles to motivate and prepare their students for success in their future challenges.

NCCS students can participate in a variety of extracurricular activities ranging from sports to clubs. We offer a hot school lunch program and an after school program for those children who need supervised care until 5:30 pm, weekdays. Free bus transportation can be arranged for most families through their local school districts.

Mission

To provide a foundation for Christian living by integrating and nurturing faith through teaching and example and thereby becoming an extension of the teaching mission of the Roman Catholic Church.

To create a Christ-centered community, which stimulates academic excellence and emphasizes family values and respect of self and others, all in an atmosphere of kindness, love, and understanding.

We are committed to balancing physical, spiritual, intellectual, and social growth of our students so that they mature into responsible, self-disciplined citizens; developing and supporting a dynamic faculty and staff comprised of dedicated professionals; providing a physical facility conducive to reaching our goals; encouraging parental involvement of time and talent; continually developing and evaluating decisions, options, and actions with this mission, these values and these beliefs.

Philosophy

As a Christian institution, we are committed to the teachings of the Catholic Church, to prepare to respond in faith to Jesus Christ and to understand His message, to follow moral standards of conduct and to achieve integrity of character.

We intend to develop the uniqueness of each child by providing an atmosphere of learning and growth through spiritual, academic, aesthetic, and social experiences in accordance with our mission statement. We strive to establish a Christian community among teachers, parents, and students that will provide a warm, enjoyable learning atmosphere.

To this end, the following goals have been formulated for the students entrusted to our care:

- ***To understand the religious and social teachings of the Catholic Church by:***
 - Demonstrating command of the basic concepts inherent in Christ's teachings;
 - Learning the history of the Catholic Church;
 - Integrating Catholic religious truths and values into everyday living;
 - Understanding the meaning and importance of prayer in daily life.
- ***To demonstrate good character and self-respect by:***
 - Valuing self as a child of God with basic human rights and corresponding ethical responsibilities;
 - Disciplining self to work, study, and play constructively;
 - Obeying rules of society and where those rules are in need of change, endeavoring to bring about change;
 - Instilling an appreciation of the tradition of each ethnic culture and encouragement for unity in the diversity of these cultures.
- ***To accomplish the academic goals of the curriculum by:***
 - Demonstrating competency in challenging subject matter.

Parents/Guardians as Partners

As partners in the educational process at NCCS, we ask that as the parent/guardian you set rules, times and limits so that your child:

- Gets to bed at an appropriate time on school nights;
- Arrives at school on time and is picked up on time at the end of the day;
- Is dressed according to NCCS dress code;
- Completes assignments on time
- Brings a nutritional lunch every day or plans to order school lunch;
- Follows the school rules of proper behavior.

In addition, we ask parents/guardians to:

- Actively participate in school activities;
- Ensure that your child pays for any damages to school books or property due to carelessness or neglect on part of the student;
- Notify the school with a written note when the student has been absent or tardy;
- Notify the school office of any change of address or important contact information;
- Inform the school of any special situation regarding the student's well being;
- Complete and return to school promptly any requested information;
- Read school communication and show interest in the student's total education;
- Be up-to-date on child(s) academics through use of ClassDojo, Google Classroom, and/or the eschool parent portal;
- Support the religious and educational goals of NCCS;
- Support and cooperate with the discipline policy NCCS;
- Treat teachers, staff, and administration with respect and courtesy in discussing any student issues.

Student Expectations:

- **Students take responsibility for their own learning.**
They arrive at school and class on time, prepared, demonstrating a serious and responsible attitude in daily work. All class work and homework is carefully and thoroughly completed on time.
- **Students try to settle differences with one another in a peaceful manner.**
They respect the property of others and their personal space. They do not take things that do not belong to them and they never physically or verbally fight with other children.

General Information

Attendance/Arrival:

The Education Law of the State of New York requires minors between the ages of 6 and 16 to be in attendance at an approved school for a full time/full day of instruction. Regular, punctual attendance is fundamental to all school programs. Parental cooperation is requested so that only illness or an emergency will prevent attendance. The following must be followed when your child will be absent and/or tardy:

1. Parent/Guardian notifies the school of the absence/tardiness.
2. Students who are tardy **MUST** report to the office to be signed in.
3. A written excuse **MUST** be completed by the parent, giving the specific reason for the absence/tardy within 2 days of the actual occurrence. If an excuse is not received within the 2 days, the absence is recorded as **unexcused**.
4. All absences/tardies are recorded in the school management system, eschool.
5. A note must be submitted to the school office when a student is going to be released early. The parent or guardian must come to the school office and sign the student out.

Punctual and regular attendance is very important. New York State Education Law requires student attendance each school day, except for the following reasons:

1. Sickness
2. Medical appointment with excuse
3. Death in family
4. Inclement Weather (Watch for messages on our 'We Love the Monarch's' page, the 'Northern Chautauqua Catholic School' website, class dojos, and/or listen to radio stations WDOE 1410, 96.5, 102.5, or 98.5FM for closings. Television stations 2, 4, and 7 will also share weather closings for NCCS.
5. Religious observance
6. Required Court Appearance

NCCS doors will open at 7:15 am. Students may enter school by the 4th Street or Washington Avenue doors. Buses will drop off at the Washington Avenue entrance. Upon arrival, Pre-K students should be escorted to their classroom by their parents. **All other students** will report to the gymnasium. Breakfast is offered from 7:15-7:35. At 7:40 students will gather at their designated grade level location. Teachers will meet the students and escort them to their classrooms. Prep school students will report to

homeroom at this time. Students must be in their classroom by 7:50 am. Students are considered late if they arrive after 7:50 am. Please do not block school entrances with your vehicle. Parking is available along 4th street, in the metered lot off of Washington Avenue, or at St. Elizabeth Ann Seton Church.

Absence During the School Day:

Students needing medical appointments during school hours require a written note by the parent. Parents/Guardians are required to sign their child out. If the child returns to school during the same school day, he/she must be signed back into the school at the main office. Students who are away from school for an appointment for 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 one half (½) day absence.

End of the Day Dismissal:

All students in grades PreKindergarten through 4th grade **must** be signed out daily by a parent/guardian or by a designated family representative **OR** enrolled in our After School Program (with enrollment paperwork on file) **OR** assigned to a specific bus (parents are responsible for arranging bus transportation with their school district). Designated family representatives must be listed in enrollment paperwork. Teachers will have a list of designated family representatives for the students in their class only. Students will not be released to other persons without written permission from the Parent/Guardian.

Please follow these End of the Day Dismissal Procedures:

1. Parents/Guardians picking up students in grades Kindergarten through 8th grade at dismissal at dismissal time are to enter the building using the gym doors on 4th Street. **The 4th Street doors will be unlocked at 2:35 pm.**
2. PreKindergarten students will be dismissed for sign out at 2:38 pm from the PreK classroom.
3. Students in Kindergarten through 4th grade will be signed out in the gymnasium after 2:38. Students in these grades who are enrolled in the After School Program (see After School Program section) will be escorted to the After School Classroom. Students who are assigned to ride the bus will be sent to the main office for bus dismissal on Washington Avenue.
4. (New 8/26) Students in grades 5 through 8 will have the privilege to demonstrate independence and maturity by signing themselves out for the day in their homeroom classroom. In order to qualify for this privilege students and parents/guardians must complete the **'Prep School Dismissal'** form which will

be kept on file both in the main office and the homeroom classroom. ***This privilege may be revoked at any time, in which case that student will then be expected to be signed out directly by a parent or guardian.

5. Walkers must have a note on file in the Main Office, written by a Parent/Guardian authorizing the student to be released on their own accord and given permission to walk home. Students that are authorized **MUST** sign out on the dismissal sheet in the Washington Avenue lobby before leaving the building.
6. Any student not picked up by 2:45 pm will be escorted to the Main Office/Front Entrance to be picked up. Students not picked up by 3:00 pm will report to the After School Program and their family will be charged the After School Fee for that day. If there are extraordinary circumstances concerning pick up, please contact the main office as soon as you possibly can.

After School Program

NCCS offers an on-site After School Program staffed by NCCS employees. This program is offered to all students from grades PreK through 8th. The After School Program runs from 2:45-5:30pm every full day school is in session. There is NO after school program on half days, in-service days, Faculty Meeting Days (2nd Wednesday of the month), parent/teacher conference days, and holidays. In order to utilize the After School Program, families must complete the application, and be in good financial standing with NCCS. Applications must be on-file and first payment made for students to participate in the After School Program.

The cost of the After School Program is \$10 per day, per student. Payment date will be determined by the school and is subject to change. There are and will be **no discounts** for the After School Program.

****Enrollment packets are available at the main office and/or with Miss Trish.**

Custodial Rights

It is the responsibility of the parents to share any official custodial information decided through the courts. Official custodial agreements will be kept in a confidential

file in the office of the principal. In the absence of any court document, the school will view each parent as having full legal custody of their child. In the absence of a court order to the contrary, non-custodial parents have the right to receive records about their child's academic progress or lack thereof. NCCS reserves the right to charge a shipping and processing fee for extra records sent to more than one home address. It is a great benefit to the child to have both parents involved in his/her education.

Emergency Forms

Parents will be asked at the beginning of each year to fill out Emergency Procedure information forms and return them promptly. These list the names of persons to be contacted in case of an injury or sudden illness. Under the law, schools may give nothing more than first aid treatment.

Immediate notification of parents may be necessary when hospitalization or emergency medical care is required, or the school nurse is not on the premises.

Visitors

ALL visitors are to report to the main office upon entering the building and sign in.

1. Students are not permitted to have visitors on the school property at any time during the school day, unless visitors have permission to visit from the principal.
2. Students are not permitted to call home for forgotten items. If forgotten items are brought to school, they are to be left in the office for pick up, not taken to the classroom.
3. Parents are **NOT** to escort children to their classrooms, even if they are late. This can be disruptive. Please bring your child to the office. Large items that the student may be unable to carry will be taken up for them. *We are striving to help students realize that they are capable and independent human beings. Please guide and support your child as they work towards independence. This is a difficult skill for some students to work through and strive towards, and can be for parents/guardians as well. When we work together for the child's best interest we will see them begin to soar!

Emergencies

1. General Policies- In the event of an emergency dismissal, children will be sent to their homeroom to await directions. Students will be dismissed through the front doors only. Parents or the individual designated to pick up the student should enter through the Washington Avenue doors. Students will be called to come to the office to be dismissed. When possible, the media will be notified that the school is dismissing early. In the event the children are unable to leave the building at the end of the school day, the school personnel will be responsible to provide for the child's health and safety.
2. Weather- Please listen to radio stations 1410 AM, 96.5, 102.5, or 98.5 FM for closings. Closings will also be on TV channels 2, 4, and 7. If the Dunkirk Public Schools are closed due to bad weather, NCCS will also close. If your home district is closed, you are **NOT** required to attend school. See **transportation**.
3. Illness- Closing due to illness because of insufficient staffing will be considered when too many teachers are absent due to illness. Closing due to illness may also be considered when fifteen percent (15%) of the students are absent as a result of flu-like symptoms or other contagious illnesses.

Energy Drinks

NCCS students may not have or drink energy drinks while on school property. Energy drinks can include the following: Red Bull, Celsius, Alani, Monster, Prime, Ghost, and others not listed herein.

Beverages/Drinks

Students must finish beverages or drinks before heading to their classrooms in the morning.. Students are permitted to drink water in classrooms. Students may finish their beverage and dispose of the container in the lobby before going upstairs for homeroom or to the gym for morning gathering. .

Door Dash/Lunch Deliveries

Students must come to school with their lunch or may order NCCS school lunch. We understand that situations happen and will make accommodations for those situations. If a student forgets their lunch and the parent wishes to deliver it to the school, please drop it off to the office. The lunch will be delivered to your child in the cafeteria. Please note, this will not be allowed on a daily basis.

Uniform Policy

We all must have pride in the way that we dress in order to show that we are children of God and NCCS Mighty Monarchs. The appearance of any student is primarily the responsibility of that individual and his or her parents.

The guidelines listed below will help students and parents make wise choices when purchasing school clothing and when deciding what should and should not be worn to school. School uniforms teach students to dress smartly and to take pride in their appearance. A uniform also alleviates the worry of peer pressure when it comes to clothes.

Because it is difficult to list all the ways that a student could dress, either appropriately or inappropriately, there may come a time when a male or female staff member is asked to determine if a student's attire is appropriate for the school's dress code.

When clothing is deemed inappropriate the following will happen:

1. Student is given a warning and asked to change. Parent/Guardian will be notified that a uniform infraction has occurred.
2. Student is given a second warning. Parent/Guardian is called and asked to bring the appropriate uniform.
3. Student is given final warning. A meeting will be called with the student, parents/guardians, teacher, and principal to discuss any concerns or extenuating circumstances. A plan will be put in place to help the student and family comply with the uniform rules.

NCCS supports a uniform closet, which can be found on the 1st floor behind the faculty room. If you are having trouble finding uniform pieces/parts, please check the closet.

Uniform exchange: If you have uniform pieces that your child has outgrown and is in good condition, please consider donating them to the Uniform Closet. We will launder the items and display them in the hopes that they find a new family.

Flynn O'Hara Uniform Code: <https://flynnohara.com/shop/northern-chautauqua-school-ny025/>
Tommy Hilfiger Code: NORT23

Uniforms can also be purchased at: Old Navy, The Gap, Wal-Mart, Target, Amazon, Children's Place.

Uniform Guidelines

GIRLS UNIFORM

- Plaid or navy jumper (PreK-Gr.4)
- Plaid, navy, or khaki skirt (Gr. 5-8)
- *Navy or white shorts, tights, stockings, or leggings may be worn under skirts or jumpers.**
- Navy or Khaki slacks/pants or shorts/skorts
- Navy, light blue, white, or purple polo or button down with or without NCCS logo (short or long sleeves)
- Purple, yellow, or gray NCCS logo t-shirts or long sleeve shirts
- Sweaters: any plain sweater, sweatshirt, or fleece with or without NCCS logo
- Sneakers and flats are the only permitted footwear. NO crocks, uggs, sandals, flip flops, open toed shoes, boots, or fad shoes.

*****New 8/26:**

- Speciality t-shirt days will be announced throughout the year (100th day, Valentine's Day, Noto-Smith, musicals, etc).
- Pants are defined as: trousers or slacks. They do not include leggings, jeans, jeggings, sweatpants, or cargo pants.

BOYS UNIFORM

- Navy or Khaki slacks/ shorts (shorts- Sept 1 through October 15 and after Spring Break)
- Navy, light blue, white, or purple polo with or without NCCS logo (short or long sleeves)
- Purple, yellow, or gray NCCS logo t-shirts or long sleeve shirts
- Brown or black belt w/buckle
- Any plain sweater, sweatshirt, or fleece with or without NCCS logo
- Sneakers are the only permitted footwear

All STUDENTS ON MASS DAYS:

- Smart dress for all.
- Students should look their best and take pride in their appearance.
- Boys should wear ties.
- Ball caps must be removed upon entering the building and may be kept in the locker until the end of the day.
- Hoodies may be worn to and from school but must be left in lockers or on student hooks.

Electronic Devices

(Updated 8/26)

NCCS seeks to maintain a safe and secure environment for students and staff. In alignment with New York State's Distraction-Free Schools Law (Education Law §2803), the use of internet-enabled personal technology devices, such as cell phones and smart watches, is prohibited for all students during the instructional day, including during non-instructional time such as lunch, hallway transitions, and study halls. This law is intended to reduce distractions and support a focused, engaged learning environment across all grade levels.

Definitions:

a) "Internet-enabled devices" shall mean and include the following: smartphone, tablet, smartwatch, or any other device capable of connecting to the internet and enabling the user to access content on the internet, including social media applications. This does not include non-internet-enabled devices (e.g., basic cellular phones not capable of internet connection) or internet-enabled devices supplied by the school district, charter school, or board of cooperative educational services that are used for an educational purpose.

b) "School day" shall mean the entirety of every instructional day as required by subdivision seven of section thirty-six hundred four of this chapter during all instructional time and noninstructional time, including but not limited to homeroom periods, lunch, recess, study halls, and passing time.

c) "School grounds" shall mean in or on or within any building, structure, athletic playing field, playground, or land contained within the real property boundary line of a district elementary, intermediate, junior high, vocational, or high school, a charter school, or a board of cooperative educational services facility. This policy does not cover school buses while they are on their route and not located on school grounds.

Consequences for Electronic Device Infractions:

Teachers will offer warnings to students and ask for the device to be put away in a locker or backpack. If the device continues to be used during school hours, the parent will be notified. If infractions continue to occur, the principal will confiscate the device and, with the student, will call the parent to discuss possible solutions. Devices must remain in lockers or backpacks throughout the school day and may not be used at any time.

Bicycles

Children in Grades 4th- 8th are allowed to ride their bicycles to school with prior written permission from their parents. Children are to allow for ample travel time in order to arrive at school at the appropriate time.

Lockers

Students in grades 5th-8th are issued a locker to protect their personal items. NCCS reserves the right to open student lockers at any time without probable or reasonable cause. Locks are generally not used. If it is determined that a lock is necessary, a meeting will be arranged with the student, teacher, and principal to determine the next steps, including issuing an NCCS combination lock. The lock will remain the property of NCCS. Students will be responsible for replacement of any lost lock.

Students may not use their own personal locks on school lockers.

******Students are only permitted access to their own locker and may not access any other locker at any time.***

Extra Programs and Field Trips

(Updated 8/26)

Guest speakers, field trips and assemblies are among our enrichment activities. Teachers are encouraged to plan field trips for their class. A written permission slip must be signed by a parent or guardian for all field trips and returned to the teacher at the designated time. Drivers for local trips must fill out a Volunteer Drivers Form to be kept on file for a period of one year.

Parents who wish to volunteer as chaperone must be VIRTUS trained and current on their certification and bulletins. Parent chaperones will be asked at the discretion of the teacher. Not all field trips will need parent chaperones. All chaperones must be approved by the Principal. Parent chaperones on a field trip may not bring pre-school or school-age siblings on field trips. All adult chaperones must be 21 years or older.

Individual teachers, in consultation with Administration, reserve the right to restrict or deny participation on any field trip due to, but not limited to, poor academic

performance and/or poor conduct and any other behavior deemed unacceptable by the principal. Refunds will not be given in such instances.

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.

VIRTUS trainings are offered throughout the vicariate. Please contact the office for more information or go to www.virtus.org to register for a training session.

Tuition

By registering a student, the Parent(s)/Guardians are agreeing to pay tuition for a full academic year. Withdrawal before the beginning or during the academic year will still require the full tuition payment. Therefore, no credit will be given for circumstances beyond the control of the course of an academic year, except for circumstances such as death of a student and/or parent, unanticipated disability of the student and/or parent, non-voluntary move of more than 25 miles from the original residence or 25 miles from NCCS, whichever is more. In all cases, the Finance Committee shall determine if any tuition adjustment is necessary and appropriate.

The objective of NCCS is to provide a high quality Christian centered educational experience to our students and families. Meeting this objective requires all tuition payments to be collected in a timely fashion. Any account which is past due, negatively affects this objective and will result in the following consequences:

- Student(s) will be barred from participating in any after school activities including but not limited to after school care, sports, clubs, social activities, class competitions, class trips.
- When accounts become past due after three months, all legal collection options will be pursued including but not limited to collection agencies, credit reporting, wage garnishments, and other legal options deemed necessary by the Finance Committee.
- Student(s) who have accounts past due, will not be allowed to enroll for the next academic year.
- Collection policies are in accordance with the Federal Fair Debt Collection Practices Act and are applicable to New York State Law.

NCCS promotes all resources available to assist in the reduction of the burden of tuition. The primary source of tuition reduction is the BISON Fund. Any family who qualifies for assistance must apply for a BISON Fund scholarship first. A tuition assistance form is available in the main office and must be completed for any additional assistance requested. NCCS offers scholarships and specific tuition reduction programs which may vary for each academic year. Please contact the main office for any information concerning available scholarships.

Enrollment age for Pre-Kindergarten through 8th Grade is based on the child's age on or before December 1st of the academic year. Student(s) enrolling in Pre-Kindergarten 3, must be age three by December 1st and Pre-Kindergarten 4, must be four by December 1st. More details on tuition rates and payment schedules are available in the NCCS Finance office.

Fire Inspections/Drills

Each year, the Dunkirk Fire Department inspects the building to be sure we are in compliance with fire safety codes and regulations. A copy of the report is available in the main office. NCCS complies with the law in regards to fire drills. Each year the school will perform fire drills and lockdown drills as required by law.

Lockout

Used when the threat is general or the incident is occurring outside of the school building or in the vicinity. This allows the school to continue with the normal school day, but curtails entrance into the building.

Lockdowns/Shelter in Place

Used when there is an immediate and imminent threat to the school population. Persons who are inside the school are secured in the rooms they are currently in, and no one is allowed to leave those areas until the situation has been curtailed. No one except official responders are allowed in the building. Evacuation Used when the building is determined to be unsafe for persons to remain in the building. The decision to evacuate, other than for immediate fire, is determined by the administrator and/or local, state, federal, law enforcement agencies, or fire department.

Graduation Ceremonies

Graduation Ceremonies:

- Kindergarten: Kindergarten will end their session with a program. This program will take place prior to the screening of next year's Kindergarten children. Parents will be notified of the date in advance as it appears on the school calendar.
- Eighth Grade: Occurs in June after examinations and will include an evening ceremony, mass, and reception in the NCCS gymnasium.

Insurance

All children must be covered by health insurance in order to participate in the physical education and/or extracurricular athletic programs of the school.

All children are required to participate in physical education classes unless excused by the family doctor. This excuse must be in written form and is to be kept on file.

First Aid and Administration of Medicine

First aid services are provided to all students by the nurse or school personnel, who have been trained in Basic First Aid and Adult/Child CPR. In cases of extreme emergency, 911 would be called along with the parents.

New York State Education Guidelines state that oral medications, including non-prescription (over-the-counter) drugs, may be administered by school personnel, if a parent submits a written request for medication administration on the appropriate form. The following procedure must be followed:

1. The child's physician must request in writing that a specific medication be given, prescribe the dose to be given, the time and duration of the treatment, and the reason for the medication being given.

2. The parent should sign the request asking that school personnel give the medication.
3. The medication should be delivered directly to the office by the parent.
4. The medication must be clearly labeled with adequate instructions.
5. The medication will be kept in a secure place in the office.
6. Most antibiotics can be taken before and after school, at dinner and bed time. Ask your doctor to establish times that a medication can be taken at home instead of during the school day.

Registration

1. Pre-School (3/4) — Must be three before September of the current school year and potty trained. This program is not a preparation for Kindergarten.
2. Pre-Kindergarten — To be admitted into PreK, a child must be four years of age on or before December 1st of the current school year.
3. Kindergarten — To be admitted into Kindergarten, a child must be five years of age on or before December 1st of the current school year.

Requirements for admission to above programs also include*:

- a) Completed application
- b) A birth certificate
- c) A record of current immunizations as defined by the NYS Dept. of Health
- d) A current physical from the family physician
- e) Payment of non-refundable registration fee
- f) Signed contract of acceptance of responsibility for tuition payments
- g) Screening session

*Student will be subject to a first semester release if it is determined by Northern Chautauqua Catholic School that the child is not in the proper placement for his/her developmental growth.

4. Grades Pre-School 3 – Grade 8 — Registration is conducted on a first come, first served basis with priority given to members of our NCCS family. Registration will then be opened to anyone wishing to attend NCCS. For all admissions the following must be met:

- a) Presentation of birth certificate, immunization records, current physical and records from former school district
- b) Signed contract of acceptance of responsibility for tuition payments

Non-Discrimination Policy

NCCS, being part of the Roman Catholic Diocese of Buffalo, New York, adheres to the Diocesan policy of non-discrimination as stated in section 4014 of the Elementary School Handbook.

Lunch Periods

11:23 - 11:53 p.m. Kindergarten - 4th Grade

12:04 - 12:34 p.m. PreKindergarten, 5th Grade - 8th Grade

School Records

Consistent with the provisions of the Family Education Rights and Privacy Act of 1974, official records, files and data directly related to their child(ren) are available to parents upon written request to the principal, and must be reviewed in his/her presence in the school office.

Release of Information

The discussion and release of information pertaining to each student (including, but not limited to grades and behavior) will only be shared with the parent(s)/guardians who are on the student's registration information.

Sports/Extracurricular Activities

NCCS sponsors the following activities that foster students' service, cooperation, and teamwork in settings other than the classroom:

1. Interscholastic Sports that may be offered:

- a) Boys: Basketball, Baseball, Volleyball
- b) Girls: Volleyball, Basketball, and Softball
- c) Co-ed: Track and Cross Country

2. Additional activities and clubs may be provided at the discretion of the principal in consultation with the faculty. School activities that may take place include:

Assemblies
Computer Classes
Christmas Concert
Food Drives

After School Program
Spring Concert
Cultural Night
Math Days

Fire Prevention

Art Fair

Math Tutoring

Chess Club

Mission Club

Middle School Electives

Pi Day

Dances

Music and Movement

3. Extracurricular activities contracts must be signed by student and parent before participation in that event. All contract rules must be followed at all times.

4. In order to participate in any extracurricular activity, including sports, all Health Records, (including physical and immunizations) must be current, up-to-date, and on file with the school nurse.

All activities taking place outside of school hours require that parents give their permission and make provisions for transportation to and from the activity.

Transfer Procedure

The procedure for public school parents' request for their child to transfer to Northern Chautauqua Catholic School is the following:

1. Contact the office for an appointment with the principal.
2. Arrange to have all records sent to Northern Chautauqua Catholic from former school
3. Have student's report card available

In transferring pupils from NCCS, parents are expected to follow these procedures:

1. Discuss the reason for the transfer with the principal and complete an informal exit survey
2. Sign a release for academic and health records to be sent to the receiving school
3. Pay tuition in full and pay for any lost/damaged books
4. Receive report card of the student after all obligations have been satisfied.

Transportation

Children from outlying districts may receive bus transportation through their school district. Parents must request bus service before April 1st for the coming school year. Forms are sent home in registration packets. If the district in which the child resides is

closed due to inclement weather, it is the parent's responsibility to determine if transporting their child to school is safe. The safety of our families is paramount and parents should always err on the side of caution. When in doubt of safe driving conditions, keep your child home.

Curriculum

Religious Education

Religion classes for grades PreK - 8 will be conducted daily. Our guideline is the Diocesan Curriculum. By using this program, we hope to:

1. Proclaim the message of Jesus, including the instruction on the sacraments. The Sacrament of Reconciliation is offered to the students during Advent and Lent. The Sacrament of Holy Eucharist is offered at each liturgy. The Sacramental ceremony and celebration for the First Reconciliation (Grade 2) and First Communion (Grade 3) will be conducted by each child's own parish. Each parish's Religious Education Director will contact parents at the appropriate time for their schedule of parent/student preparation meetings.
2. Foster community
3. Motivate our children to service
4. Lead our children to prayer. Formal prayers are taught and spontaneous prayer is encouraged.

All children in grades K - 8 will plan and attend liturgy twice per month. PreK students will attend liturgy as determined by their teacher. Parents are invited to join our school community at these liturgies. On occasion, there are Para liturgy assemblies that the entire student body, PreK - 8 attend. These are held in our gym. Please note the school calendar and weekly memos for dates and times. Catholic and non-Catholic students alike will participate in all religion classes, liturgies and activities.

Christian Teaching of Human Sexuality

The Family Life Series which accompanies our religion textbook is incorporated into the existing Religion curriculum program of each grade. Northern Chautauqua Catholic also provides lessons on Safe Environment as directed by the Diocese of Buffalo.

Academics

The curriculum for all grade levels includes:

- Religion
- Language Arts, grammar, spelling/writing skills (ELA)
- Reading (ELA)
- Mathematics
- Algebra I for advanced students
- Art
- Music
- Physical Education
- Health
- Science
- Social Studies
- Spanish

Testing Programs

The testing program for Catholic schools includes teacher-constructed classroom tests, STAR testing, and statewide standard assessments.

Final Examinations

Final examinations are composed and administered by the teacher and should reflect the required curriculum taught. They are constructed similar to the format of the NYS assessments, in order to have the students become familiar with the types of questions and the format they will see.

Copies of the examinations are kept on file for one year. Final examinations are administered to students in grades 5th — 8th in June.

Students in grades 6th to 8th who achieve a cumulative grade point average of 95% or better in a specific subject, will be exempt from taking that specific subject's final examination.

Standardized Testing

NCCS utilizes STAR testing through the Renaissance platform to assess students three times throughout the year: September, January, and May/June.

New York State Tests

New York State has developed assessment examinations in conjunction with the state learning standards. Listed below are the tests and grades in which the tests will be given. NCCS administers all state tests, as directed by the Diocese of Buffalo.

The following tests are administered:

English/Language Arts:

Grades 3-8

Mathematics:

Grades 3-8

Science:

Grade 5 and Grade 8

Report Cards

All students in grades Kindergarten through 8th grade will receive quarterly report cards. Prekindergarten students will receive a report card in January and June.

Progress Reports:

All students in grades 5-8 will receive progress reports after the first five weeks of each marking period, as designated by the school calendar. These reports are sent home in paper form and are also available electronically via the eSchool Parent Portal.

Teachers will communicate to parents their grading policies. Class grades can include:

- Class Participation
- Classwork/Homework Completion
- Final Examinations
- Performance on Projects
- Student Portfolio
- Unit Tests
- Weekly Tests and Quizzes

All of these areas will be considered when preparing quarterly grades for a student. The weight of each average may be determined by local school policy. Classroom grades are issued at the sole discretion of the classroom teacher and will not be changed.

Grades 1 through 3 will use the following number rating to demonstrate successes:

- **4- Exceeding/Advanced:** The student consistently shows deep, advanced understanding and goes beyond what is expected for their grade level
- **3- Meeting/Proficient:** The student meets the grade-level target and has a solid, independent understanding of the skill. A score of 3 is the goal and shows that the student is right on track.
- **2- Approaching/Developing:** The student understands basic parts of the concept, but still needs practice, time, or teacher help to reach proficiency.
- **1- Beginning/Limited:** The student is not yet meeting grade-level expectations and needs extra help or intervention to catch up.

Grades 4 through 8 will receive number grades.

Honor Roll Criteria

First Academic Honors: 94 - 100 %

Second Academic Honors: 90 — 93.9 %

Merit Roll: 85 – 89.9 %

Homework

Homework is an important part of a student's education and establishes a daily link between home and school. As such, homework offers parents the opportunity to be involved in the curriculum on a regular basis. Assignments are to be recorded in the student assignment notebook for Grades 5 - 8 on a daily basis. The student is taught the proper procedure for using the assignment notebook by classroom teachers. It is the student's responsibility to record their assignments in their assignment notebook and make sure that all their materials are packed to take home.

Please encourage your child to prepare for tests in advance in case of illness or school closure. It is to their benefit to prepare a little each night, rather than to cram all in one night.

*Students will be expected to meet with their teacher or designated classroom 'homework buddy' to discuss classwork and homework that was missed due to **excused** absences. Homework for unexcused absences will be provided **at the discretion of the teacher**. (Teachers are not required to give make-up tests or assignments for absences due to vacations. **No assignments will be given in anticipation of vacations.**)

The amount of time it takes for a student to complete their homework varies with each student. Some students complete the majority of their assignments if not all of them, in the allotted time in school. Some students may need additional time at home, as each student works at their own pace. You may need to review certain concepts or subject matter at home to reinforce the lesson that was taught in school. **Homework is the student's responsibility** and that includes the punctuality of returning assignments at designated due date.

Promotion Standards:

Factors to be considered in the promotion of student should include:

- Class performance according to grade level requirements
- Student age and ability
- Performance on standardized tests
- Student achievement on tests and examinations
- Competency tests
- Successful achievement of required passing average.

Retention:

Testing, diagnosis and actual performance may indicate that some students cannot complete a year's work in that time; therefore, after a meeting with teachers and parents, it may become necessary to retain a pupil an additional year in a particular grade.

Discipline

Authority of Teachers and School Personnel:

The authority of each teacher, substitute teacher, tutor, teacher aide, coach, lunchroom monitor, librarian, parent volunteer, kitchen worker, custodian and secretary applies to all children at all times in all places and also at school activities away from school.

Any student who is disobedient or disrespectful toward any of the above people, or who breaks a safety rule, or violates another individual's basic rights, can expect to be held responsible for their choices and actions.

Student Behavior

Students will be asked to follow directions twice. The principal makes the third request. If no improvement occurs, the caregiver will be called- this may result in the student going home for the day.

The following behaviors are expected of all students at all times:

1. Students are expected to treat themselves, each other and adults with respect.
2. Older students are expected to watch out for younger ones' safety and comfort.
3. Students should greet adult visitors to their classroom properly.
4. Students are expected to follow all school rules.
5. Students must follow the Uniform/Dress Code. *See separate Appendix*
6. In the hall, students will stay on the right side and travel quietly.
7. During fire drills, students will maintain quiet and order, following teachers' instructions.
8. Students are expected to be cooperative and courteous at all times. These expectations apply to all school-related activities and on the bus.
9. Behavior, such as excessive talking in class, discourtesy/disrespect to the faculty, staff, other students or parents, use of improper language and general lack of cooperation are not acceptable. In cases of disruptive behavior, the student will be

sent to another room, or the office, in order to give the child a chance to calm down and consider their actions.

10. In case of a fight (physical or verbal) the student(s) will receive the following disciplinary action:

- a) Parent Notification — Student Disciplinary Report/Discussion Documentation will be sent home.
- b) One day In-School Suspension or until parent/student/teacher/principal conference takes place, with the possibility of suspension from school into parent's custody.
- c) Students will be provided with the work they miss while suspended.
- d) For Out-of-School Suspension, the student is responsible for the work that is covered in the classes on the days that they are suspended. Students will be provided with the work they miss while suspended. Parents are required to pick up the assignments for their child to complete at home while the student is suspended. Completed assignments are to be returned with the child upon their return to school.

Unacceptable Behavior in School or on School Property:

- Abusive Language
- Bullying and Cyberbullying
- Cheating
- Disrespect
- Fighting
- Gambling
- Gum Chewing (warning)
- Harassment
- Lying
- Possession of unauthorized electronic devices
- Snowball throwing (with the intention to cause harm or to humiliate)
- Tardiness for class
- Threatening abuse
- Vandalism

Harassment/Bullying

(updated: 8/26)

Bullying and harassment: When someone at school (a classmate, teacher, staff member, etc.) uses actions, threats, or other intimidating behavior to interfere with

your education or well-being, make you fear for your safety, cause physical or emotional harm, or keep you from learning or doing school activities.

Discrimination: When you're treated unfairly because of your identity. This includes being kept out of activities, getting different punishments from other students, or not getting the same opportunities because of your identity.

Jack Reid Anti-Bullying Law: The Jack Reid Law amends the New York Education Code to extend certain provisions of the existing Dignity for All Students Act to **nonpublic** schools. Specifically, the law provides that “no student shall be subjected to harassment or bullying, including cyberbullying, by other students on *school property* or at a *school function*,” defining “school” to be any nonpublic elementary or secondary school.

Under the new law, “harassment” and “bullying” are defined collectively to mean the “creation of a hostile environment by conduct, or by threats, intimidation, or abuse (both verbal and nonverbal), including cyberbullying, that:

- Has or would have the effect of unreasonably and substantially interfering with a student’s educational performance, opportunities or benefits, or mental, emotional, or physical well-being
- Reasonably causes or would reasonably be expected to cause a student to fear for their physical safety
- Reasonably causes or would reasonably be expected to cause physical injury or emotional harm to a student or
- Occurs off school property and creates, or would foreseeably create, a risk of substantial disruption within the school environment, where it is foreseeable that the conduct, threats, intimidation, or abuse might reach school property

In other words, while the law prohibits harassment or bullying that occurs at school or during a school function, conduct that occurs off campus and away from school activities could also fall within the ambit of the Jack Reid Law and be subject to an independent school’s policies.

The Jack Reid Law also creates specific reporting obligations on the part of employees. School employees who receive reports of or witness harassment and

bullying are required to make an oral report to the head of School within one (1) school day, and to follow up with a written report within two (2) school days of the oral report. Schools are then to investigate reports promptly, communicate findings with the victim, and take immediate and appropriate follow-up action to ensure the conduct has stopped and ensure the safety of students, including those who could be subject to retaliation.

DASA: Dignity for All Students. DASA prohibits bullying, harassment and discrimination of any kind in schools including based on a student's race, ethnicity, national origin, religion, sexual orientation, gender, sex, weight, disability, and more.

Everyone in the school- students and staff- is required to follow the Dignity Act. This includes all employees: teachers, administrators, custodians, guidance counselors, student support staff, bus drivers, and volunteers who interact with students. DASA complaint forms are available in the Main Office.

Suspension

Suspension is a drastic punishment that should be used rarely and only after all remedial measures have been employed without success. New York State Education Law 12:76 permits suspension of a student for:

1. Insubordination or disorderly conduct that otherwise endangers the safety, morals, health, or welfare of others.
2. A physical or mental condition causing behavior which endangers the health, safety or morals of him/herself or other students.

In suspending students, the following directives should be observed:

1. In-school suspension indicates that a student will not be permitted to attend classes, but will be supervised and provided with study assignments to be done during the suspension.
2. Out-of-school suspension indicates that the student will not attend school but will be provided with study assignments during the days of suspension.
3. Parents are to be informed of the decision for suspension and reasons for the actions before the suspension date.
4. A conference must be held with the parent(s) or legal guardian(s).
5. A written record of the suspension, including the date, reasons, and conference with the parent(s) report

Probation

A student may be placed on probation for a specified time for serious or continued misconduct which does not require immediate drastic action. The following procedures are to be followed:

1. A conference including the parents, student and principal (or sometimes the teacher) is held to discuss the nature of the misconduct and the terms of the probation.
2. A written account is made of the agreements reached at the conference, with a copy given to the parents. The student and parents are made aware that the student has been given a definite period of time in which to conform to the behavior code of the school community.

Dismissal

Valid reasons for dismissal may include:

1. Repeated disregard for Christian Principles of moral conduct
2. Parents and/or student's continued lack of cooperation in supporting the school's mission and policies
3. Student behavior that disrupts learning or presents a threat to the safety of others
4. If the principal determines that the school's program cannot provide a benefit to the child, the following directives should be observed:
 - An accurate record should be kept of all previous measures of remediation, counsel probation and suspension
 - Parents must be notified in writing that dismissal is being considered
 - A conference where the grounds for dismissal are presented and discussed should be held with parent(s)/legal guardian(s), student, principal and teachers
 - The principal must provide the Superintendent of the Diocese of Buffalo with specific reasons for dismissal and previous actions taken to avert dismissal
 - The Superintendent of the Diocese of Buffalo assists the principal in making the final decision
 - The student's records are appropriately marked.

Serious Discipline Infractions

The following are examples of serious types of misconduct which may warrant serious disciplinary action such as probation, suspension or dismissal:

- Repeated disregard for Christian principles of moral conduct
- Chronic or incorrigible misbehavior which undermines the classroom discipline and impedes the academic progress of the other students
- Repeated acts of disobedience, disrespect and defiance of school personnel and regulations
- Persistent defiance of the authority of teachers and principal
- Assault and battery, or any threat or violence directed toward other students or school personnel
- Substance abuse
- Sexual harassment
- Possession of drugs or weapons
- Bullying and Cyberbullying

Approved Disciplinary Action

New York State Education Law 12:73 approves of the following types of discipline for violations of student disciplinary codes:

- verbal warning
- written notification to parents or guardian
- Probation
- Reprimand
- Detention
- suspension from transportation
- suspension from participation in athletic events
- suspension from social or extracurricular activities
- suspension from other privileges
- exclusion from a particular class
- in-school suspension
- involuntary transfer
- suspension not in excess of five days
- suspension in excess of five days

Search and Seizure

School personnel are free to enter a child's desk, back-pack or locker at any time to search for questionable items. The following materials may not be brought to school:

- Guns, firearms, bombs
- Alcoholic beverages of any type
- Drugs (except where procedures for medication have been followed)
- Fireworks
- Immoral or pornographic materials

If items found are illegal (ex. drugs, weapons, fireworks), they will be turned over to law enforcement authorities. Other items will be given to the child's parents.

Appropriate disciplinary actions will follow such an incident.

Safety (Drugs, Alcohol, Dangerous Items)

It is the policy of the school that students shall not be permitted to possess or be under the influence of tobacco products, lighters, matches, alcohol or any other illegal drug or drug paraphernalia on school property or at a school-related event.

In the event a teacher or staff member suspects a student to be in violation of this policy, the principal is to be informed and proper measures will be taken based on each individual case.

Under no circumstances may dangerous items (knives, etc.), suggestive magazines of other materials contrary to Christian values and the moral teaching of the Catholic Church be brought to school or on the bus.

The following procedures are to be followed handling specific drug/alcohol related incidents:

1. Any student in an elementary school of the Diocese who is selling, or providing drugs or alcohol to other students in school or at a school sponsored event is liable for expulsion. The student will be suspended immediately and a conference with the student, parent(s), or guardian(s), principal and Canonical Administrator will be arranged as soon as possible after the incident. If not dismissed, the student will be put on probation. In addition to recommending counseling, the principal will invoke suitable penalties and procedures to ensure the terms of the probation.
2. Any student in an elementary school of the Diocese who is under the influence of drugs or alcohol in school or at a school-sponsored event will be suspended and the student's parents or guardians will be notified immediately. After consultation with the

Canonical Administrator, a conference with the principal, parent(s) or guardian(s) and the student

will be arranged as soon as possible. In addition to recommending counseling, the Principal will impose suitable penalties and procedures and the student will be placed on probation. A second serious offense involving drugs or alcohol in any form will result in dismissal.

3. Any student in an elementary school of the Diocese who is detected using drugs or alcohol or in possession of drugs or alcohol in school or at a school-related event will be suspended and the student's parents notified immediately. After a conference with parents or guardians and the student, the principal will recommend counseling and impose suitable punishment that will include probation.

Involvement of Parents

NCCS Parent/Caregiver Conduct and Conflict Resolution Policy:

-Based in Religious and Moral Principles

PURPOSE:

The mission of Northern Chautauqua Catholic School is to form students spiritually, academically, morally, and socially in partnership with parents, caregivers, administrators, faculty and staff. Because all members of the school community are made in the image of God, every interaction must reflect Christian charity, truthfulness, respect, and self-control.

This policy exists to:

- Protect NCCS personnel and families from verbal or emotional abuse;
- Ensure that concerns are handled fairly and truthfully;
- Promote reconciliation and understanding rather than accusation and conflict;
- Establish orderly procedures for addressing complaints.

I. Foundations

Northern Chautauqua Catholic School recognizes the following principles as foundational:

A. Truth Requires Witnesses

- Concerns regarding any teacher, staff or administrator shall be taken seriously, investigated, and the results made known to both parties. The school recognizes that people may misunderstand, omit context, exaggerate, or inaccurately communicate events.
 - “Every matter must be established by the testimony of two or three witnesses.” -Matthew 18:16

- “Do not entertain an accusation against an elder unless it is brought by two or three witnesses.” –1 Timothy 5:19

B. Speak with Charity and Self-Control:

- All meetings and communications must remain respectful, calm, and charitable.
 - “Let no corrupting talk come out of your mouths, but only such as is good for building up.” — Ephesians 4:29
 - “Everyone should be quick to listen, slow to speak, and slow to become angry.” — James 1:19

C. Authority Must Be Honored

- NCCS personnel serve in delegated authority under the school and Church. NCCS personnel, parents, and caregivers are expected to address each other with dignity and respect even during disagreement.
 - “Show proper respect to everyone.” — 1 Peter 2:17

2 II. Standards for Conduct

NCCS Personnel, Parents, and Caregivers shall:

- Communicate concerns respectfully and truthfully;
- Avoid accusatory or hostile language;
- Refrain from public criticism, gossip, intimidation, or humiliation of faculty;
- Seek understanding before judgment;
- Recognize that NCCS personnel deserve due process and protection from false or exaggerated accusations.

The following behaviors are prohibited:

- Raising voices, threats, intimidation, or personal attacks;
- Personal confrontations;
- Demanding immediate meetings without notice;
- Using students as intermediaries in adult disputes;
- Social media attacks or campaigns.

III. Procedure for Raising Concerns

A. Written Request Required:

Any concern regarding NCCS personnel must first be submitted in writing to administration. The written concern should include:

- The specific incident;

- Date and approximate time;
- Individuals involved;
- Any witnesses;
- Desired resolution.

Anonymous accusations shall not initiate disciplinary action against any NCCS personnel.

B. Meetings Must be scheduled:

Any meeting must be scheduled in advance with administration. NCCS personnel shall receive:

- adequate notice,
- a written summary of the concern,
- and sufficient preparation time before the meeting.

C. Witness and Evidence Standard

No formal accusation shall proceed on an unverified statement. Concerns must include corroborating witnesses, written communication, observable facts, or additional supporting information. After investigation, the results will be made known to both parties.

The school acknowledges that children are still developing emotionally, socially, and cognitively, and therefore all reports must be carefully and charitably evaluated.

IV. Personnel Support and Representation

To ensure fairness and emotional safety, NCCS personnel shall never be required to meet alone with parents or caregivers having a complaint.

A. Support Person

- At any complaint meeting, those involved have the right to have present an administrator, pastor, counselor, faculty support person, or another designated support person.

B. Administrative Responsibility

- School administration shall actively moderate meetings, prevent hostility or intimidation, redirect uncharitable conduct, and end meetings that become abusive or unproductive.

V. Meeting Conduct Expectations

All parties shall speak respectfully, avoid interruptions, seek truth rather than victory, and presume goodwill unless proven otherwise. Meetings may be paused or

terminated if voices are raised, accusations become personal, intimidation occurs, or emotional abuse is present. Administration may require a cooling-off period before rescheduling.

VI. Protection of NCCS Personnel

Northern Chautauqua Catholic School recognizes that teachers, staff and administrators are vulnerable to emotional harm, reputational damage, burnout, and discouragement when repeatedly subjected to hostile accusations or confrontational behavior. Therefore:

- NCCS Personnel shall be presumed worthy of dignity and fairness;
- Repeated unfounded accusations will result in restricted communication procedures;
- Anyone who violates conduct expectations may lose privileges for direct NCCS personnel interaction and may be required to communicate only through administration.

VII. Commitment to Reconciliation

The goal of this policy is not silence or avoidance of concerns, but reconciliation rooted in truth and charity that encourages humility, listening, forgiveness, patience, and mutual respect between parents, caregivers, and NCCS personnel. All are reminded:

“Blessed are the peacemakers.” — Matthew 5:9

VIII. Administrative Authority

The administration reserves the right to enforce this policy, remove participants from meetings, require mediated communication, or implement additional safeguards when necessary to protect staff, students, and the integrity of the school community. Failure to follow this policy may result in disciplinary action which includes limiting parent and/or caregiver access or participation within the school community, and/or suspension, or expulsion. .

Home School Association

The purpose of the Home School Association (HSA) of NCCS is to offer an opportunity for parents and teachers to cooperate in their efforts to educate children according to Catholic principles. The Association is very active in their efforts to afford all of our

children an environment that is conducive to learning, opportunity for social activities and the educational materials needed.

All families become members of the Association upon registration of their child(ren) to share their ideas and talents toward the betterment of the group and NCCS. It is the giving of ourselves that has helped to make NCCS the vibrant school that it is.

The officers look forward to working with you in the years your family is a part of our school community. Parents are strongly encouraged to attend meetings and to participate in school activities. The Home School Association meets on a regular basis throughout the school year. Dates for meetings are in the school calendar that is sent home at the beginning of the year.

HSA Fundraising 2026-2027

HSA Fundraising Policy: We work hard to continually improve and strengthen the high quality Catholic education and the family atmosphere that is found at NCCS. It is with this goal in mind that you are receiving this reminder -- tuition revenue simply does not cover the full cost of educating our students. In order to balance our school budget, the Home School Association sponsors several fundraisers each school year. We also use the proceeds of additional fundraisers to make improvements to our school building, to pay for school buses for field trips, school picnic at the end of the school year, school wide celebrations, and teacher gifts and appreciation events throughout the school year. The HSA has always expected the financial participation of each NCCS family in our fundraising efforts, because of the benefits these fundraisers provide to every student. The participation of each family is **essential** to the success of our school.

**Remember all donations to HSA and/or directly to NCCS are tax deductible. You will receive a report of total donations in January for the previous calendar year.*

Appendix

Allergy Policy

NCCS recognizes that an allergy is an important condition affecting many school children and positively welcomes all pupils with allergies.

This school encourages children with allergies to achieve their potential in all aspects of school life by having a clear policy that is understood by school staff and pupils. Teachers and new staff are also made aware of the policy. All staff who come into contact with children with allergies are provided with training on allergies from the school nurse who has had specialized training. Training is updated yearly.

Students with food allergies cannot have items unless packaging states made in a "_____ -free" (depending on allergy) facility due to the chances of cross-contamination and trace amounts of allergens in foods, even if the package does not list the allergen as an ingredient. Exceptions to this policy will be on a case by case basis and must be provided in writing by families to the school nurse.

We ask that families avoid sending in food items that contain peanuts and/or tree nuts in order to make the environment safer for students with allergies.

Allergy Medication

NCCS Health Office must be provided with appropriate paperwork including a signed authorization for administration of medication and an emergency action plan, when appropriate. Medications need to be in their original containers, labeled by the pharmacy. Epinephrine Auto-Injectors, for immediate access, will be in the possession of the student's teacher who has been trained to administer the medication as permitted by NYSED. All other medication will be secured in the health office.

Food Allergy Policy **Classrooms**

Teachers will be familiar with the Emergency Action Plan of students in their classes and respond to emergencies as per the emergency protocol documented in the Emergency Action Plan. In the event of a suspected severe allergic reaction (where there is no known allergic history), the school nurse and EMS will be called and the school's Emergency Response Plan activated.

When to Keep Your Child Home from School:

- Temperature greater than 100.4° orally (must be less than 100.5 without the use of medication for 24 hours before returning to school)
- Vomiting and/or diarrhea (must be free from symptoms for 24 hours before returning to school);
- Child is too sleepy or ill from an illness to profit from sitting in class all day
- Significant cough that makes a child feel uncomfortable or disrupts the class;
- Sore throat that is severe. If sore throat is accompanied by fever that persists longer than 48 hours or after known exposure to a confirmed case of streptococcal throat infection, seek medical attention;
- Honey-crusted sores around the nose or mouth or rash on other body parts that might be impetigo;
- A rash in various stages including boils, sores, and bumps that may be chicken pox;
- A significant rash accompanied by other symptoms of illness such as fever;
- Red, runny eyes that distract the child from learning;
- Large amount of discolored nasal discharge, especially if accompanied by facial pain or headache;
- Severe ear pain or drainage from the ear;
- Severe headache;
- Any condition that you think may be serious or contagious to others.

Technology & Social Media Policies

Electronic Device Policy

NCCS seeks to maintain a safe and secure environment for students and staff. In alignment with New York State's Distraction-Free Schools Law (Education Law §2803), the use of internet-enabled personal technology devices, such as cell phones and smart watches, is prohibited for all students during the instructional day, including during non-instructional time such as lunch, hallway transitions, and study halls. This

law is intended to reduce distractions and support a focused, engaged learning environment across all grade levels.

Definitions:

a) "Internet-enabled devices" shall mean and include any smartphone, tablet, smartwatch, or other device capable of connecting to the internet and enabling the user to access content on the internet, including social media applications. This does not include non-internet-enabled devices (e.g., basic cellular phones not capable of internet connection) or internet-enabled devices supplied by the school district, charter school, or board of cooperative educational services that are used for an educational purpose.

b) "School day" shall mean the entirety of every instructional day as required by subdivision seven of section thirty-six hundred four of this chapter during all instructional time and noninstructional time, including but not limited to homeroom periods, lunch, recess, study halls, and passing time.

c) "School grounds" shall mean in or on or within any building, structure, athletic playing field, playground, or land contained within the real property boundary line of a district elementary, intermediate, junior high, vocational, or high school, a charter school, or a board of cooperative educational services facility. This policy does not cover school buses while they are on their route and not located on school grounds.

****Blogs:***

Engagement in online blogs such as, but not limited to Facebook®, etc. may result in disciplinary actions (including expulsion) if the content of the student's or parent's blog includes defamatory comments regarding the school, the faculty, other students or the parish. Parents should refrain from creating a class/grade Facebook® page without the written authorization of the principal. Negative or defamatory comments about the school, the faculty, other students, or the parish made on a parent's Facebook® page may result in the children of the parent being separated from the school. In the event that a student is involuntarily separated from the school, there will be no reimbursement for tuition and/or fees.

****Facebook® and other Social Media Postings of Student Photographs:***

NCCS works to protect the confidentiality rights of all students. The Family Education Rights and Privacy Act of 1973 (FERPA) and the Child Protection Act of 2012 (CPA) were designed to protect personally identifiable information of minors. NCCS adheres to these laws in its attempt to protect the privacy rights of all students. As a result, the parents of students enrolled at NCCS are forbidden from posting photographs taken at school sponsored events that include the images of students other than their own on their personal Facebook® page. Such postings are a violation of the NCCS's adherence to FERPA and the Child Protection Act. The students of parents who post such photos may be separated from NCCS.

****Instagram®:***

Photos and captions on a student or parent's Instagram® account that depict the school, the faculty, other students, or the parish in a defamatory way may result in disciplinary action.

****Sexting:***

Students involved in possession or transmission of inappropriate photos on their cell phones or other electronic devices face suspension and/or expulsion.

****Texting:***

Students should at no time be involved in texting during the course of the school day. Students involved in texting at school face detention, suspension and/or expulsion.

****Virtual Reality Sites:***

Virtual Reality Sites such as pose a developmental and moral risk to the life of a student. Parents are cautioned to be aware of the online sites visited by their children, knowing that often predators are not living in a neighborhood, but within the home via a computer. Students or parents whose avatars depict other students, teachers, or parish staff in a defamatory light face detention, suspension, or expulsion.

iPad, Chrome Books, & Computers

NCCS maintains iPads, desktop computers, laptops and Chromebooks for student use. On occasion the student will be assigned a device with predetermined applications (Apps) installed.

Technology resources at NCCS are provided for the purpose of supporting the educational mission of the school. The school's goal in providing these devices is to promote educational excellence by facilitating resource sharing, innovation, research, creativity, communication, increased productivity, and mobile learning.

Use of these technologies is a privilege that carries responsibility and behavioral expectations consistent with all school rules. It is understood that members of the NCCS community will use all types of computing devices provided by the school and the school's wireless and hardwired networks in a responsible, ethical, and legal manner at all times. Currently, the school does not support a "public network". The devices will be assigned to students according to the guidelines set forth in this document. NCCS retains the right to collect and/or inspect the devices at any time, and to alter, add, or delete installed software or hardware.

Northern Chautauqua Catholic School Student Pledge for iPad and Computer Use

- I will use my iPad/computer in ways that are appropriate, meet NCCS, expectations and are educational.
- I will use appropriate language when using e-mails, journals, or any other forms of communications.

- I will not create, or encourage others to create, discourteous or abusive content. I will not use electronic communication to spread rumors, gossip, or engage in any activity that is harmful to other persons.
- I understand that my iPad/Computer is subject to inspection at any time without notice and remains the property of NCCS.
- I will follow the policies outlined in the iPad/Computer Acceptable Use Policy and the NCCS Parent/Student Handbook.
- I will take good care of the iPad or assigned computer.
- I will never give out my password to other individuals.
- I will keep food and beverages away from my ipod or computer since they may cause damage to the device.
- I will not disassemble any part of my iPad/computer or attempt any repairs.
- I will not remove or deface the serial number or other identification on any iPad.
- I will be responsible for all damage or loss caused by neglect or abuse.

By signing the Parent/Student Handbook, you release NCCS and its personnel from any and all claims and damages of any nature arising from your child's use of, or inability to use the school technology, including but not limited to claims that may arise from the unauthorized use of the iPad to purchase product or service.

As a parent(s)/guardians, you will further understand that it is impossible for NCCS to restrict access to all controversial materials, and will not hold the school responsible for materials accessed on the network. You also agree to report any inappropriate iPad/computer use to the school administration.

You will accept full responsibility should your child's use of technology is not in the school setting and understand that your child is subject to the same rules and agreements while not in school.

You understand that NCCS Acceptable Use Policy applies to all of your child's personal devices when it is used on school grounds or is used in connection with another student or school project.

Note: In compliance with the Children's Internet Protection Act (CIPA), Northern Chautauqua Catholic School has adopted Internet safety policies, and filters access to "inappropriate" materials online. The Diocese of Buffalo Technology curriculum includes Digital Citizenship.)

After School Care

Email: Trisha Sobczak: Tsobczak@nccschool.us

Welcome to Northern Chautauqua Catholic School 2026-2027 After School Program. We would like to thank you for choosing us as your after school child care provider. We would like to take a minute to go over some policies for our program. A **NEW** contract must be on file each new school year for all families participating in the program.

First, please return all After school forms as soon as possible to the Main Office. They must be on file in order for your child to attend the program. The After School Program will begin on the first day of school.

Second, regarding payment- You will be billed the daily charge for any day your child attends the program for any amount of time. You will be given a statement when your child attends the program. The date the payment is due will be determined by the school and is subject to change. The payment can be dropped off in the main office. Please indicate that the payment is for the After School Program. Checks should be made payable to NCCS. If payment is not received, your child may be considered ineligible for the program and not allowed to attend until all fees are paid in full.

There are **NO** discounts for the After School Program.

Third, we are asking that you provide a snack for your own child. The program will not be providing snacks.

Fourth, when NCCS is closed there is **NO** After School Program. The program will be closed on ½ days and on Faculty Meeting Days.

Policies: The following sections contain policies that need to be in place before the After School Program begins. Many of these policies are required to be in writing and included in the packet for registration.

Fees/Program Cost: \$10.00 per child per day.

Late Pick-Up: The After School Program closes promptly at 5:30 PM. The staff is only employed until 5:30 PM. For these reasons, late pickups create undue inconvenience to the staff and anxiety for the children. Our late pickup policy and procedure is as follows: A late fee of \$1.00 per minute will be assessed for every minute after 5:30 PM that a child remains in the After School Program.

Payment of Fees: Invoices will be sent to the parents/ caregiver on the After School Contract indicating the dates your child attended and the fees that will be due. Payment will be due, in full, for each day used for any amount of time in the after school program per child. When the payment is due will be determined by the finance office. Payments may be sent to the main office in a sealed envelope marked: AFTER SCHOOL PROGRAM. Payments may be made in cash or in the form of a check or money order, payable to NCCS.

The objective of NCCS after school program is to provide a safe, high quality childcare at the end of the school day between the hours of 2:40 PM-5:30 PM to those families that need it. Meeting this objective requires payments to be collected in a timely manner. Any account which is past due negatively affects this objective and will result in the following consequences:

1. If a student(s) account is more than 30 days past due, student(s) may be suspended from attending the after school program until such time as their account is paid in full or signed payment arrangements are made with the Finance Office. If a signed prepayment plan is in place, failure to make the agreed upon monthly payments, which will include current monthly billing plus any past due amounts, by the agreed upon due date, will result in the student being suspended from attending the after school care program until such time as the account balance owed for services provided is paid in full.
2. When accounts become past due after three months (90 days), all legal collection options will be pursued including but not limited to: collection agencies, credit reporting, wage garnishments, court filings, and any other legal options deemed necessary by the Finance Committee.
3. Student(s) whose accounts are past 90 days or more will not be allowed to enroll in the after school program for the next academic year, until the account balance owed is paid in full.

4. Collections policies are in accordance with the Federal Fair Debit Collection Practices Act and are applicable to New York State law.

Schedule Changes/Withdrawals from Program:

Any changes in your child's schedule must be in writing at least 48 hours in advance. If the need arises for you to withdraw your child from the program, two weeks advanced notice is required. Upon withdrawal, the opening created by your child will be filled with the first person on the waiting list. Should you want to re-enroll your child at a later date, and an opening is not immediately available, you would be required to be on the waiting list until an opening occurs.

Emergency Closings:

Whenever Northern Chautauqua Catholic School is closed due to weather or other events, the After School Program will also be closed. The After School Program will be closed on days when school is not in session and other days such as (but not limited to): ½ days, parent teacher conferences, staff meetings, and other special events.

Expectations:

Parents:

1. Communicate regularly with staff
2. Pay fees promptly
3. Provide your child with a daily snack when attending the program

Staff

1. Provide emotional support, warmth, and assistance
2. Provide clear rules and safety
3. Communicate with parents regularly

Children:

1. Respect and listen to others, treating others as you would want to be treated
2. Save very active play and loud voices for outside
3. Use toys appropriately, not as weapons or war toys
4. Clean up after yourself
5. Listen carefully to announcements given by staff
6. Use words to solve problems

Discipline Policy:

Our discipline policy is based on a pro-active approach and also on the Mission Statement of Northern Chautauqua Catholic School. Whenever possible, staff will head off problems before they get out of hand and use positive reinforcement and respect for the individual as ways to alleviate conflict. If this does not work, the following is used by staff when discipline is necessary:

1. Child is removed from the situation
2. Staff explains why and asks the child to explain his/her side of the story.
3. If necessary a brief time-out period is used to give the child a chance to calm down and consider their actions.
4. Options are given in the form of a choice.

Administration of Medication:

NO medication, prescriptions, or any other remedy or treatment will be administered to children while at the After School Program. Please see the section with regard to administration of medications in the Parent/Student Handbook. All procedures that apply to the school also apply in After School.

Important Reminders:

1. Use the courtyard doors to pick your child up from the After School program. Ring the bell and someone will come to assist you.
2. If there is a change to your schedule, the Main Office **MUST** be notified along with the after school teacher as soon as possible. This ensures all staff are aware of the change and where your child is supposed to be at dismissal time.
3. If your child is being picked up by someone that is not on your child's pickup list, the parent or caregiver must contact the After School Teacher by email or Class Dojo. Please remember the safety of your child is our main concern.
4. Please remember that there is a late fee of \$10.00 per minute/per family assessed for individuals who are late in picking up their child.

Please see Miss Trish or the Main Office for enrollment packet, containing:

1. After School Program Contract
2. After School Program Guidelines and Affirmations
3. After School Program Data Sheet
4. After School Program Data Sheet Continued

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Revised 8/19; 7/20 Andrew Ludwig

Revised 8/26: Ted Sharon, Principal, Handbook Committee: Maureen Saunders, Laura Koch, Allie Reid, Megan Makowiak, Janie Villella-Sharon, Carol Privitera, Barbara Crossan, Rebecca Eckstrom, Mark Dulak

NCCS Parent-Student Handbook 2026-2027



Name of Student: _____

Date: _____

We have read and understand the information and policies provided in the

above 'NCCS Parent/Student Handbook 2026-2027'.

Parent/Guardian Signature: _____

Student Signature: _____

Please return this form to your student's classroom teacher by Wednesday, September 16, 2026.