



CANTALICIAN CENTER

*Exceptional People. No Exceptions.*

# PARENT HANDBOOK

September 2015

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## OUR HISTORY

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In 1944, Sister Mary Angela Betke, a Felician Sister, opened the Felician Psychological Clinic on Doat Street in Buffalo, New York with 6 children who were diagnosed with MR and “great need.” In 1956, Bishop Joseph A. Burke asked the Felician Sisters, under the leadership of Sister Mary Angela Betke, PhD to open a special education school for children in the old Little Seminary building at 3233 Main Street in Buffalo, New York. Over 200 children registered for the new school, but only 21 were accepted because the building was not completely ready. On December 15, 1957, Bishop Joseph A. Burke dedicated the building and grounds as the Cantalician Center for Children. Cantalician Center is named for St. Felix of Cantalice, patron of the Felician Sisters who founded it.

Throughout the next years, enrollment at Cantalician Center increased. As young students became adults, the needs of Cantalician Center also began to change and grow. Listed below are some tidbits and facts from the history of Cantalician Center:

- September 1967, the first therapy department is added – Occupational Therapy.
- February 1968, Speech Therapy is added.
- February 1969, the first “Sheltered Workshop” opened to meet the needs of 7 young adults who were “disqualified for outside employment.” Sister Raphael Marie Ochocinski became the director and the program officially opened on February 26, 1969 in a leased building next door to 3233 Main Street.
- September 1970, Physical Therapy begins.
- July 25, 1970 is the first Alhambra Picnic which included a marching band.
- September 1975 a new program for Autistic children was initiated.
- The name of Cantalician Center for Children is changed to Cantalician Center for Learning.
- Family Infant Training Program began in September 1977 designed to serve families and their handicapped infant children.
- November 1977 Cantalician Center has six Satellite Program sites for families who did not need full time services.
- September 1979 a Preschool Program for toddlers begins at the Main Street site.
- September 30, 1983 Cantalician “North” is blessed and dedicated.
- September 15, 1985 the dedication and blessing of the new “Academic Center” on Main Street occurs.

- May 17, 1988, dedication of the new workshop at the old Cardinal Dougherty High School on Hertel Avenue.
- October 1991, first time to participate in SABAH
- In September 2012 Cantalician Center for Learning opened its new Academic Campus at 2049 George Urban Blvd. in a beautiful new facility.
- July 2015, Prevocational Services moves to the Tri Main Building; 665 Hertel Avenue site for sale.

Approximately 250 preschool and school age students, 50 daycare students, and 225 adults attend Cantalician Center under the leadership of over 350 staff members. Sister Angela Betke's dream was to help every child reach independence and to learn. And so continues the work of Cantalician Center today.

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**BOARD OF DIRECTORS**

2015

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*Senior Electrical Engineer*  
*Wendel Companies*

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*Felician Sister appointed by the Provincial*

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*Jaeckle Fleischmann & Mugel, LLP*

**Steven D. Timmel, Executive Director**  
*Financial Administration*  
*Diocese of Buffalo*

*Administrative Team:*  
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*Interim Executive Director*  
*Director of Cantalician Community Services*

**Jason Petko**  
*Director of Education*  
*Co-Principals: Julie Davis*  
*Lisa Rogers*

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*August 2015*

## Welcome

Dear Parents and Students,

It is with great pleasure that I welcome you to the Cantalician Center for Learning. Since our school's founding close to 60 years ago, the Cantalician Center for Learning has been committed to excellence in providing quality, compassionate, personalized educational services to children with a wide range of intellectual disabilities.

The 2015-2016 academic school year will be like no other. We remain vigilant in providing a safe, clean and inviting learning environment for your child. Upgrades to the school's gymnasium include new audio equipment and an updated stage floor. Remodeling of the school's adjacent campus rectory building is underway. Before the end of the 2015 – 2016 school year, students will have access to a full kitchen to aid them in their development of culinary skills. Also, recent occupancy of workspace within Buffalo's historic Tri-Main building will support our growing transition services department.

Instructionally, we will continue our tradition of providing first-rate academic services by employing highly qualified special education teachers, therapists, teacher assistants and classroom aides that are able to meet the education and developmental needs of your child. Our revamped curriculum focuses on progressive skills development, is student centered, and meets the needs of students with various learning styles.

We encourage you to be involved in your child's education and training. We invite you to attend the school's annual open house and to maintain regular communication with your child's teacher. It is imperative that home and school work as partners for academic success.

Together, we are the Cantalician Center for Learning.



Jason Petko  
Director of Education

## OUR MISSION

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Rooted in the Catholic principle of Human Dignity, we provide person-centered compassionate services that promote independence and offer meaningful opportunities to individuals with disabilities.

## OUR VISION

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Cantalician Center for Learning will be the agency-of-choice as indicated by:

- Satisfied and empowered individuals served
- Achievement of external recognition for quality and excellence
- Collaboration with community partners
- Growth of mission-driven services

## OUR VALUES

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- ***Integrity***  
We embrace principles of honesty, trust, and accountability to the individuals we serve, their families, and the community at large.
- ***Human Dignity***  
We treat each person with compassion, respecting their rights as individuals, and encouraging their individuality and capacity to grow.
- ***Excellence***  
We are committed to best practice, innovation and quality in the services we provide.
- ***Teamwork***  
We foster collaborative relationships, both within our agency and with our community partners, to enhance opportunities for all persons with disabilities.
- ***Adaptability***  
We are flexible in responding to opportunities and diverse needs in an ever-changing environment.



## **Parents as Partners**

***To meet the needs of our students we strive for a Home - School Partnership with:***

- ***Open Communication***
- ***Support of School Policies***
- ***Active Involvement***

**As parents, you are the primary source of strength and support for your child. As educators, we are responsible to teach your child using the best practice methods and techniques to meet his/her unique needs. Working together we can help your child succeed.**

### ***We ask that Parents:***

1. Communicate regularly making us aware of any medical or dietary changes your child undergoes and keeping us informed of any situations at home that may affect your child's performance at school.
2. Ensure that your child attends school daily. Make certain your child is well rested and able to participate. Consistent attendance is crucial for student success.
3. Acknowledge and support the Cantalician Center for Learning's policies and codes. Examples: Code of Conduct and Student Dress Code.
4. Become involved in classroom and school wide activities and events. Building good relationships with your child's team members.
5. Make certain that any necessary equipment or tool used by your child is sent in daily ready for use throughout the day. Example: Fully charged communication device (if applicable).

### ***The staff of the Cantalician Center for Learning and its Director of Education, Principals, Teachers/Therapists, and Support Staff pledge to:***

1. Consistently communicate and collaborate with you regarding your child's education plan, program supports and progress.
2. Provide opportunities for a cooperative partnership.
3. Initiate and maintain a professional relationship built on mutual respect and trust that is supportive and positive for you and your child.
4. Abide by all state, agency and professional policies, codes and procedures.
5. Make certain that the services, goals and objectives mandated in your child's IEP are provided and monitored as written.
6. Employ only staff who have earned and maintained the appropriate credentials in accordance with New York State Education Department standards.



## **Important Phone Numbers**

***Reception Desk:*** (716) 901-8700

***Fax:*** (716) 901-8800

***Health Office:*** (716) 901-8796

***Transportation:*** (716) 901-8748 -School Age  
(716)901-8700 -Preschool

***Address:*** Cantalician Center for Learning  
2049 George Urban Boulevard  
Depew, New York 14043

***Web Page:*** [www.cantaliciancenter.org](http://www.cantaliciancenter.org)

## **Visitors to the School**

All visitors are required to sign in at the Reception Desk and get a visitor pass. The visitor pass must be worn at all times while visiting our school.

### **Late Drop Off / Early Pick Up — School Age and Preschool**

If you are late dropping off your child, please go to Main Entrance Reception Desk and a classroom team member will be notified to come take your child to his/her classroom.

Similarly, if you need to pick-up your child before the regular dismissal time, please go to the Reception Desk where you will need to produce photo identification.

For your convenience there is designated parking in the parking lot for parents/guardians who are dropping off or picking up a student.

## Behavior Management Strategies

Cantalician Center for Learning staff treats every student with dignity and respect. We focus on proactive strategies to address behavioral concerns that may interfere with or impede learning. All classrooms follow a Classroom Behavior Plan, which lists the rules and behaviors that are expected at Cantalician. Minor challenging behaviors are typically addressed by redirecting the student to an appropriate activity or by providing simple verbal and nonverbal reminders of rules and expectations.

If a student's behavior cannot be maintained through the Classroom Behavior Plan, and additional behavioral concerns arise, Cantalician staff will place a referral to the CPSE or CSE to complete a **Functional Behavioral Assessment (FBA)**. The school district will contact the Parents/Guardians to seek written consent to complete the FBA. An FBA is an in depth assessment of the problem behavior that the student is engaging in. It will provide information about why, when, where, and with whom the challenging behaviors occur. This will allow the treatment team to develop a **Behavior Intervention Plan (BIP)** to address specific needs, if deemed warranted. The BIP includes strategies to prevent the behavior, a plan to teach alternative or replacement behaviors, a plan to reward the student for appropriate behavior, and the identification of a consistent consequence when the challenging behavior occurs. The consequence is determined individually for each student and may range from simply redirecting the student to an appropriate activity to more restrictive techniques such as removing the student from the classroom.

Emergency crisis procedures may be used to restore and/or maintain safety anytime a student's behavior places the student or others at risk of harm or injury. Cantalician uses a crisis management approach that has been developed by the New York State Office for People With Developmental Disabilities (OPWDD): (1) ***Strategies for Crisis Intervention and Prevention Revised (SCIP-R)***.

SCIP-R emphasizes proactive strategies that staff use to encourage and support positive behaviors. Understanding that behavior is a form of communication and helping the student to learn how to control his/her behavior are important parts of both approaches. Staff are also taught **Physical Intervention Techniques (PITS)** that may be used to ensure the safety of the students and staff. SCIP-R techniques include ways to successfully escort the student and various methods of physical containment or restraint. Unless part of an approved Behavior Intervention Plan (BIP), restrictive physical restraint methods are procedures used as a last resort where the safety of students and staff cannot be assured in any other manner. All physical restraint techniques are closely monitored and documented (see Student Rights) to ensure that they are used appropriately and sparingly. Your child's classroom staff will notify you when Physical Intervention Techniques (PITs) are used.

# **Student Rights**

## ***Student Safety***

Cantalician Center for Learning is committed to ensuring that our students learn in a safe environment. All Cantalician employees are required to report any situation or action they observe that may harm or be potentially harmful to a student. Cantalician has a formal process for reviewing incidents or student safety concerns, including any allegation of abuse. Appropriate action will be taken to ensure student safety at all times.

## ***Child Protective Services***

Cantalician staff are required under New York State Law to report any suspicion of child abuse or neglect to the proper authorities. This does not mean the allegation has been proven, but that it is suspected.

## ***Incident Management System***

Cantalician seeks to protect the health and safety of both students and staff. The incident management system is designed to delineate roles and responsibilities, and assure timely reporting, documentation, tracking, review and analysis of incidents involving recipients of services from Cantalician. In addition, Cantalician promotes the development of proactive interventions to reduce the probability of future incidents.

An incident is defined as any event that may have an adverse effect on the health, life, safety or welfare of any person receiving services provided by Cantalician. Events of a more serious nature, such as student injuries requiring more than First Aid treatment and allegations of abuse or neglect, will be investigated and reviewed.

It is the responsibility of all Cantalician Center for Learning staff and other care providers to be familiar with and adhere to policies and procedures for responding to and reporting injuries and incidents involving service recipients. Failure to do so may result in disciplinary action.

For further information regarding the Incident Management System, please contact a supervisor or Cantalician's Quality Assurance staff.

## ***Corporate Compliance***

If you observe or become aware of any staff engaging in any unethical or fraudulent behavior, including, but not limited to falsification of billing forms for related services (OT, PT, and speech) and use of agency property for personal use, please contact the Corporate Compliance Officer for Cantalician, Susan Rosky at 901-8719.

## ***Human Rights Committee***

The Human Rights Committee (HRC) at Cantalician Center for Learning was established to help ensure the safety and well-being of our students. Cantalician requires that all Behavioral Intervention Plans containing restrictive Personal Intervention Techniques (PIT) be reviewed and approved by the HRC. Research proposals as well as policies and procedures that could be viewed as including a restrictive component are also brought before the HRC.

The Human Rights Committee is a diverse committee including representatives from a wide variety of areas. Membership includes representatives from Cantalician's administrative staff, school nurse, and other professional staff. Other members include a parent representative, and a licensed psychologist.

Human Rights Committee meetings are held as needed throughout the year. Data collected on the use of Personal Intervention Techniques (PIT) are monitored and reviewed at each meeting. Recommendations regarding any trends and changes in frequency are then discussed. A goal of the HRC is to help reduce the frequency of restrictive interventions.

## ***Confidentiality of Student Information***

Cantalician maintains confidentiality of all student records.

## ***New York State Dignity for All Students Act***

*(Signed into law by Gov. Paterson on 9/13/10; effective 7/1/12)*

Cantalician Center for Learning's Code of Conduct is in line with Dignity for All Students Act (DASA). Cantalician will provide students with a school environment free of discrimination and harassment by peers and by school personnel. DASA applies to behaviors on school property, in school buildings, on a school bus, as well as at school-sponsored events or activities. Incidents of harassment and discrimination may include, but are not limited to, threats, intimidation or abuse based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender (including gender identity or expression), and sex. In addition, amendments to the regulation (effective July 1, 2013) have added explicit references prohibiting bullying and cyber bullying.

## ***Code of Conduct***

Cantalician Center for Learning has a student code of conduct that outlines expectations for student and staff behavior. A summary of the Code of Conduct is attached. A copy of the full Code of Conduct can be found on [www.cantaliciancenter.org](http://www.cantaliciancenter.org)

# **CANTALICIAN CENTER FOR LEARNING CODE OF CONDUCT**

## **Summary**

Cantalian Center for Learning is committed to providing an orderly, respectful environment that is conducive to learning. To create and maintain this kind of an environment, it is necessary to regulate public conduct on school property and at school functions. For purposes of this section of the Code, "public" shall mean all persons on school property or attending a school function including students, teachers and Cantalian Center for Learning personnel.

## ***Student Conduct***

The following is intended to serve as a guide for what is expected of all students attending Cantalian Center for Learning. Cantalian Center for Learning recognizes the need for specific and clear expectations for student conduct while on school property or engaged in a school function. The rules of conduct listed below are intended to do that and focus on safety and respect for the rights and property of others. Students who will not accept responsibility for their own behavior, and who violate these school rules, will be required to accept the penalties for their conduct.

Students may be subject to disciplinary action, up to and including suspension from school, when they:

1. Engage in conduct that is disorderly and/or disruptive:
  - Endangerment or harassment (i.e.: bullying, intimidation) of others or the willful disruption of the orderly conduct of classes, school program and/or school activities. This would include defaming, vandalizing, disrespecting and/or destroying school or contracted property, as well as property off-campus that is visited as a result of a field trip or school-sponsored event.
2. Engage in conduct that is insubordinate.
  - Failure or refusal to comply with the reasonable requests of an administrator, a teacher or a staff member.
3. Engage in conduct that is violent.
  - Threatening and/or committing an act of violence (such as hitting, kicking, biting, punching, and scratching) upon a teacher, administrator or other school employee.
  - Threatening and/or committing an act of violence (such as hitting, kicking, biting, punching, and scratching) upon another student or any other person lawfully on school property.
4. Engage in any conduct that endangers the safety, morals, health or welfare of others.

5. Engage in misconduct while on a school bus. It is crucial for students to behave appropriately while riding on owned or leased District buses to ensure their safety and that of other passengers and to avoid distracting the bus driver. Students are required to conduct themselves on the bus in a manner consistent with established standards for classroom behavior.
6. Engage in any form of harassment, discrimination or bullying behavior (All students are expected to comply with Bullying in the Schools, in accordance with the provisions of DASA).
  - Sexual harassment -- inappropriate visual, verbal or physical conduct directed by an adult to an adult, an adult to a student, a student to an adult or a student to a student. Four elements of sexual harassment: 1. Sexual in nature or gender based 2. Unwanted or unwelcome 3. Severe, persistent or pervasive 4. Interferes with ability to do work, learn or study.
  - Bullying – encompassing an imbalance of power and a variety of negative acts such as, but not limited to: physical (hitting, kicking, spitting, taking personal belongings); verbal (taunting, malicious teasing, name calling); psychological (spreading rumors, manipulating social relationships, extortion, or intimidation) carried out repeatedly over time
  - Harassment – creating a hostile environment by conduct or verbal threats, intimidation or abuse 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 wellbeing.
  - Discrimination – intimidates, harasses, or discriminates against any person on the basis of the individual’s perceived or actual race, color, weight, nationality, religion, religious practice, age, sex, sexual orientation or disability by school employees or students on school premises or at school-sponsored events.

### ***Disciplinary Expectations and Penalties***

Discipline is most effective when it deals directly with the problem at the time and place it occurs, and in a way that students view as fair and impartial. School personnel who interact with students are expected to use disciplinary action only when necessary and to place emphasis on the students’ ability to grow in self-discipline. Disciplinary action, when necessary, will be firm, fair and consistent so as to be the most effective in changing student behavior. In determining the appropriate disciplinary action, school personnel authorized to impose disciplinary penalties will consider the following:

1. The student’s age.
2. The nature of the offense and the circumstances that led to the offense.
3. The student’s prior disciplinary record.
4. The effectiveness of other forms of discipline.

5. Input from parents, teachers, mental health staff (e.g., school counselors, social workers and psychologists) and/or others, as appropriate.
6. Other extenuating circumstances

Students who are found to have violated the district's code of conduct may be subject to the following penalties, either alone or in combination with one another. The school personnel identified after each penalty are authorized to impose that penalty, consistent with the student's right to due process.

- Written notification to parent – teachers, principal, Director of Education
- Temporary removal from classroom by teacher – teachers
- Suspension from transportation – District Director of Transportation
- Suspension from social or extracurricular activities (i.e.: to include, but not limited to, athletic contests or events, celebratory events, dances, graduation, prom)– principal, Director of Education
- Suspension of other privileges (i.e.: student competitions, field trips) – principal, Director of Education
- Short-term (five days or less) suspension from school – principal, Director of Education
- Long-term (more than five days) suspension from school – Director of Education, District CSE
- Permanent suspension from school – Director of Education, Executive Director, District CSE

### ***Corporal Punishment***

Corporal punishment is any act of physical force upon a student for the purpose of punishing that student. Corporal punishment of any student by any school employee is strictly forbidden.



### **Notification of Rights under FERPA Regarding Family Rights and Privacy**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

- (1) The right to inspect and review the student's education records, unless otherwise limited by court order or other legally binding instrument, within 45 days (for preschool and school age children) or 10 days (for Early Intervention children) of the day Cantalician receives a request for access.

Parents or eligible students should submit to a Cantalician Administrator a written request that identifies the record(s) they wish to inspect. The Cantalician Administrator will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

- (2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students may ask Cantalician to amend a record that they believe is inaccurate. They should write the Cantalician Administrator and clearly identify the part of the record they want changed, and specify why it should be changed. If Cantalician decides not to amend the record as requested by the parent or eligible student, Cantalician will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

- (3) The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

There are exceptions which allow for disclosure without consent. One exception is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, QA staff or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the Board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, Cantalician discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

- (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by Cantalician to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5901





## **Student Dress Code**



We expect students to be neat, clean and well groomed for their school day. Students should be appropriately dressed for the weather. For safety purposes, it is recommended that your child's fingernails be trimmed. In addition, dangling earrings and jewelry should be avoided.

### **CLOTHING**

- Student shirts with sleeves
- Pants worn at the waist
- Belts are encouraged to prevent sagging pants
- Shorts and skirts of mid-thigh length

### **SHOES**

- Non-skid athletic or rubber soled shoes or sneakers
- This type of footwear is required for safety reasons and for use during physical education or other movement activities.
- If other types of footwear are worn to school (e.g. boots, dress shoes, etc.), we request that a pair of non-skid athletic shoes or sneakers are either brought in or kept in school for students to change into daily.

### **PHYSICAL EDUCATION AND PHYSICAL ACTIVITIES**

- Students in the school age program are requested to bring a tee shirt to school for use during gym classes.
- Non-skid athletic or rubber soled sneakers

### **CHANGES OF CLOTHING**

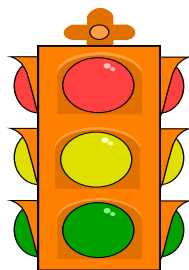
- For students who may require a change of clothing during the school day (e.g. toileting accidents), we ask that parents send in an additional set of clothes.
- All clothing should be labeled with your child's name and classroom number.
- In the event of a child's accident, or need for a change of clothing that is not available within their classroom, clothing may be supplied from our clothes closet.
- Your child's original clothing will be bagged and returned.

### **STUDENTS ARE NOT PERMITTED TO WEAR**

- Flip flops, sandals, open back shoes, tennis shoes that convert to roller skates
- Tank tops, spaghetti straps, low cut tops
- Shirts with inappropriate words, pictures, or that promote violence
- Short skirts or dresses
- Clothing that is too tight
- Hats/Pajamas (unless on a special school sponsored occasion)

## **SPECIAL CONSIDERATION**

- If you have student specific concerns regarding your child's clothing, please contact school administration (e.g. items required for medical or religious purposes).
- Students who violate the dress code shall be required to modify their appearance by covering or removing the offending item, and, if necessary or practical, replacing it with an acceptable item.



## **Transportation**

Riding the school bus is a privilege. Safety and good behavior is expected from all students. Students may be suspended from district provided transportation by the district Director of Transportation for inappropriate behavior.

### **PRESCHOOL STUDENTS** (contact: Receptionist– 901-8700)

- Bus transportation is coordinated by Cantalician Center, the county you live in, and the bus terminal.
- TRANSPORTATION must be stated on your child's IEP.
- Parents will be contacted by Miss Barbara to receive necessary information for transportation.
- It takes 5 business days for transportation to be approved.
- It is recommended that parents give their child an appropriate identification tag stating their name and the name of school they are attending.
- Only AUTHORIZED family members/contacts are permitted to take students off the bus once they return home, and proper ID is required.
- Students driven to school by parents may be reimbursed by the county only if PARENT TRANSPORTATION is written on your child's IEP.
- Parents are required to notify the transporter if their child will be absent.
- Parents are required to notify school administration if/when they are moving as well as with any phone number changes.

### **SCHOOL AGE STUDENTS** (contact: Transportation – 901-8748)

- BUS TRANSPORTATION is coordinated by your school district and is stated on your child's IEP.
- Parents are required to notify the home school district transportation department if their child will be absent or they will not be taking the bus to/from school.
- All parents must notify both their school district and Cantalician Center when they are moving.
- Parents of BUFFALO students are required to complete a TRANSPORTATION CHANGE FORM and provide proof of address if/when they are moving. The form is available from Cantalician Center or from the Buffalo Transportation Department.
- All Buffalo Transportation Forms take 5-10 business days for approval.
- If your child uses a bus harness or safety seat, it is provided by the school district and must be stated on the IEP.



### **DISMISSAL/PICK UP INFORMATION**

- Designated parking spaces are clearly marked in the parking lot for the safety of all. Please park in these spaces when dropping off or picking up children.
- DO NOT PARK ALONG THE CURB in the bus lane.
- Children are escorted into the school by their parent/guardian at the Main Entrance Reception Area ONLY.
- The receptionist will contact your child's classroom, and a staff member will be notified to come meet your child.
- When picking up your child early from school, please be prepared to show appropriate ID to the receptionist, sign the early dismissal book, and a staff member will bring your child to the reception area.
- The school day for Cantalician Center is from 8:00 am to 2:00 pm.
- On early dismissal days (11:00 am), parents are responsible to notify the BUS TRANSPORTER where their child will be going (e.g. home, respite, baby sitter, etc.)

## Field Trips

We strive to provide opportunities for students to generalize skills in community settings; therefore, field trips may be scheduled periodically throughout the year.

Field trips are scheduled at the program's discretion, and students must meet criteria for safety before being allowed to participate.

## Conferences/Communication

### Home-School Communication

Communication between home and school is an essential part of your child's program. You will be able to work with your child's teacher to individualize the home-school communication log to assure it contains the information that is most helpful for you and for your child's teacher. Your child's teacher will contact you early in the school year to set up a communication system. If at any time the communication system is not meeting your needs, you are encouraged to let your teacher know.

Cantalician Center for Learning classroom standards strongly encourage home-school communication. Along with daily communication notes, phone calls and conferences, Cantalician teachers are encouraged to schedule home visits. Home visits are an opportunity to strengthen our teachers understanding of your child and your family's needs. Your child's teacher will contact you directly to schedule a home visit. You are also encouraged to let your child's teacher know that you are interested in scheduling a home visit.

Student progress reports are sent home on a quarterly basis. Parents are always welcome to contact their child's teacher to arrange a parent-teacher conference.

On an annual basis, there is an opportunity to discuss with your child's transdisciplinary team your child's Individual Educational Program (IEP) goals/objectives and program needs for the upcoming year. Beginning at age 14 and continuing each year, Measurable Post-Secondary Goals for your child (which are included on your child's IEP) are also discussed. **You are an integral part of this planning process.** We strongly recommended that you plan to attend this most important meeting for your child. This meeting will always precede your annual review meeting with your school district.

Phone calls will be put through to the classrooms between 7:30-7:45 a.m. and after 2:10 p.m. At all other times, only emergency calls will be forwarded to the classroom directly. All other calls will be transferred to voice mail. The classroom team will get back to you as soon as they are able.

## **Cantalician School Meals — Student Allergies**

The Cantalician Center school meal program follows federal nutrition standards for school meals intended to ensure that meals are healthy, well balanced and provide students with the nutrition they need to succeed.

In addition, we also want to ensure that we are aware and address specific food issues your child may have.

We follow the OPWDD Choking Prevention initiative with preparation guidelines for food and liquid consistency.

### ***Food Allergies:***

- Please provide us with **SPECIFIC** information about foods to which your child is allergic
- Per Federal regulations, we must have **MEDICAL DOCUMENTATION** of all identified food allergies

### ***Food Limitations:***

- We would also like to know if your child has any food limitations based on religious beliefs or for other reasons. Special diets that require pureed food or other portion controls are prepared and regulated by appropriate school staff.

### ***Free and Reduced Forms:***

- Each year an Application for Free and Reduced Price school meals/milk is sent home.
- Please complete the form for your household, sign your name, and return to the Cantalician Center. Call the Financial Department at 716-901-8708 if you have any questions or need help.
- Your child may qualify for free breakfast and lunch meals or for reduced priced breakfast and lunch meals.
- Reduced price is \$0.25 for breakfast and \$0.25 for lunch.
- Our breakfast/lunch program is provided by Baker Victory Services. Milk will be provided.
- A calendar for meals is sent home at the beginning of each month.
- If you choose to pack a lunch for your child, it is advisable to package perishable foods in an insulated container.
- If your child forgets a lunch, the student will be provided a meal, and the parent/guardian will be billed by our Finance Department.

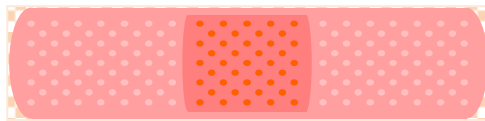
## Cantalician Center for Learning 2015-2016 School Meals Pre-Payment Schedule

Full Price Monthly Fees For Both Breakfast & Lunch				
Month	# of school days	School Age Price	Preschool Price	Due Date
September 2015	17	\$ 35.70	\$ 27.20	8/20/2015
October 2015	20 & 1/2 Day	\$ 42.50	\$ 32.50	9/21/2015
November 2015	17 & 1/2 Day	\$ 36.20	\$ 27.70	10/20/2015
December 2015	17	\$ 34.10	\$ 26.10	11/20/2015
January 2016	18 & 1/2 Day	\$ 38.30	\$ 29.30	12/21/2015
February 2016	16	\$ 29.90	\$ 22.90	1/20/2016
March 2016	18	\$ 37.80	\$ 28.80	2/22/2016
April 2016	19	\$ 32.00	\$ 24.50	3/21/2016
May 2016	20 &1/2 Day	\$ 42.50	\$ 32.50	4/20/2016
June 2016	14 & 1/2 Day	\$ 29.90	\$ 22.90	5/20/2016
July 2016	15	\$ 31.50	\$ 24.00	6/20/2016
August 2016	15	\$ 31.50	\$ 24.00	7/20/2016
Reduced Price Monthly Fees For Both Breakfast & Lunch				
Month	# of school days	School Age Price	Preschool Price	Due Date
September 2015	17	\$ 8.50	\$ 8.50	8/20/2015
October 2015	20 & 1/2 Day	\$ 10.25	\$ 10.25	9/21/2015
November 2015	17 & 1/2 Day	\$ 8.75	\$ 8.75	10/20/2015
December 2015	17	\$ 8.50	\$ 8.50	11/20/2015
January 2016	18 & 1/2 Day	\$ 9.25	\$ 9.25	12/21/2015
February 2016	16	\$ 8.00	\$ 8.00	1/20/2016
March 2016	18	\$ 9.00	\$ 9.00	2/22/2016
April 2016	19	\$ 9.50	\$ 9.50	3/21/2016
May 2016	20 &1/2 Day	\$ 10.25	\$ 10.25	4/20/2016
June 2016	14 & 1/2 Day	\$ 7.25	\$ 7.25	5/20/2016
July 2016	15	\$ 7.50	\$ 7.50	6/20/2016
August 2016	15	\$ 7.50	\$ 7.50	7/20/2016
Daily Meal Rates - FULL PAY				
	Full Pay - Breakfast	Full Pay - Lunch	FULL PAY DAILY RATE	
School Age	\$0.50	\$1.60	\$2.10	
Preschool	\$0.50	\$1.10	\$1.60	
Daily Meal Rates - REDUCED				
	Reduced - Breakfast	Reduced - Lunch	REDUCED DAILY RATE	
School Age	\$0.25	\$0.25	\$0.50	
Preschool	\$0.25	\$0.25	\$0.50	

## ***Meal Schedule 2015-2016***

Breakfast	
8:15- 8:45 A.M.	Preschool Classrooms
8:45- 9:15 A.M.	Classrooms
9:15- 9:45 A.M.	Classrooms
9:45- 10:15 A.M.	Classrooms
Lunch	
11:15- 11:45 A.M.	Preschool Classrooms
11:45 A.M.- 12:15 P.M.	Classrooms
12:15- 12:45 P.M.	Classrooms
12:45- 1:15 P.M.	Classrooms





## Health Office

### ***Attendance Policy:***

If a student is absent for 4 or more days:

- Student Records Clerk will notify the Nursing staff of the student absence.
- Nursing staff will call the Parent/Guardian and document the number of phone calls placed, who they spoke with, and the result of the call.
- Parents/Guardians will be notified to send in an excuse for the absence.
- Nursing staff will email Student Records Clerk, the Principal, Sue Rosky and the Department Heads of the result of the phone call.

If a Parent/Guardian calls the school to report a student absence, both the Teacher and the Nursing Staff will be notified.

School-Age Teachers must retain ALL written excuses for student absences with their monthly attendance register. These will be submitted at the end of the school year. School-Age Teachers will receive an envelope for each month to keep the written excuses until the time of submission to administration.

Preschool Teachers are required to submit MONTHLY all student excuses to the Finance Department Billing Specialist. All students will receive a stapled packet of Cantalician excuses that will go home for the Parent/Guardian to complete when their child is absent.

When a student does NOT bring in a written excuse, the classroom teacher must:

- Call the Parent/Guardian to remind them to send in an excuse.
- Document the number of phone calls placed and the outcome of the conversation.
- Send home an excuse form in the student's folder/bag with a note attached indicating the Parent/Guardian must complete it and return it to school.

### ***Physical Examinations:***

- Cantalician requires a physical examination triennially (every 3 years) and an update of immunizations.
- The *Health Form* is required triennially (every 3 years).
- A well child visit or physical examination is typically required within 6-12 months prior to an Occupational/Physical Therapist request for a therapy prescription for your child to receive mandated therapy services.

### ***Screenings:***

- Upon parental request, our Nursing Staff may complete a scoliosis screening.
- Your child's primary care physician or pediatrician is required to complete annual or triennial physical examinations and screenings.
- The Physical Education Department completes our students BMI (body Mass Index) yearly.

### ***Medications:***

In accordance with medical law and strict guidelines established by the State of New York, specific regulations are in effect for the administration of medications in school:

- The school nurse must have written permission from the student's doctor and from the parent or guardian in order to administer any medication (prescription or non-prescription).
- According to New York State guidelines, all over-the-counter medications, preparations and feeding protocols (such as sunscreen, analgesics, vitamins, dietary supplements, ointments, lactaid, etc.) can only be administered or applied at school with written permission from the doctor and the parent or guardian and must be provided by the parent.
- All medications must be brought into school in a container prepared by a pharmacy, or the original over the counter medication bottle.
- All medications must be transported by parents, MSC (Medicaid Service Coordinator), or locked box on the bus (if bus transportation company allows).
- The medication is to be brought to the Health Office in an original labeled container that reflects current dose, strength and directions ordered by the doctor. The label must also have a date that falls within the current school year.
- Medication orders must be renewed annually, or when there is a change in medication or dosage.
- Upon medication expiration, parents will be notified by telephone or letter of the need for new medication. Parents must pick up expired medication, discontinued or unused medication once a prescription expires.
- All medications must be kept in a locked, secure cabinet in the Health Office.
- Medications can be administered only by a nurse.
- For students who require tube feedings and/or respiratory treatments, equipment must be sent in by the parents as per physician order and nursing request.
- Parents must supply diapers/disposable undergarments and hygiene supplies required by their child.
- Return to school information after an accident, injury or hospitalization must be FAXed or dropped off to the Nursing Clinic **prior** to your child returning to school. The physician must also note any restrictions or contraindications to nursing, physical education, physical interventions, and therapies (Occupational; Physical; Speech). If this information is not received, the child may not be permitted to enter the school building.

## ***ILLNESS:***

In an effort to ensure good health to all the students in our program, we are asking your help in observing certain health measures. Below are guidelines that you must follow when deciding if you should send your child to school:

### **Do not send your child to school when he/she has:**

- a fever (temperature over 100°) — this includes a fever that requires control with medication (Tylenol, Motrin, etc.)
- diarrhea or has been vomiting (throws up) in the last 24 hours.
- a rash that is contagious
- a rash and you do not know what it is
- suspected pink eye (conjunctivitis) — eye is red and a discharge is present
- any other contagious condition

### **Consider keeping your child home from school when he/she:**

- has a severe cold and/or cough
- is unusually sleepy
- generally does not feel well, or does not act like he/she usually does

## **NOTE:**

- If a student becomes ill or injured at school, a Parent/Guardian must be available to pick up their child upon a Health Office request.
- If a student shows signs of a contagious condition (such as pink eye, lice, chicken pox, etc.), the Health Office will request that the student be picked up.
- If a parent or guardian is unable to do so, alternate arrangements for pick up must be made.
- Please ensure that your family and emergency contact information is up-to-date.
- The information on the next page is a guide to use when your child can return to school following an illness, communicable disease, etc.

<i><b>IF YOUR CHILD HAS</b></i>	<i><b>THEN KEEP HOME UNTIL</b></i>
Broken Bones, Sprains, etc.	Doctor's note required detailing restrictions
Chickenpox	6 days after rash breaks out, and when all lesions are scabbed over
Cold or Flu	24 hours illness free
Conjunctivitis (pink eye)	Can return 24 hours after the start of an antibiotic treatment
Diarrhea	No diarrhea for 24 hours
Fever	24 hours fever free, and not receiving any medication to reduce the fever
Fifth Disease	Can attend when he or she feels well enough
Hand Foot and Mouth Disease (coxsackie virus)	Can return when blisters and fever are gone
Head Lice	Can return to school after treatment
Hospitalization/Surgery, etc.	Doctor's note detailing restrictions
Impetigo	Can return 24 hours after the start of an antibiotic treatment
Pertussis	5 days after the start of antibiotic treatment
Pinworms	Can return after the treatment has started
Rash	Doctor's note may be required
Ringworm	Can return after the treatment has started
Roseola	Can attend when he/she feels well enough
Scabies	Keep child home until treatment is completed
Strep Throat or Scarlet Fever	Can return 24 hours after the start of an antibiotic treatment
Vomiting	24 hours illness free and is eating again

## ***Accident/Injury***

**Students are brought to the Health Office no matter how minor an accident/injury may appear.**

- First Aid is administered accordingly when necessary.
- Parent/Guardian will be notified and updated about the accident or injury the same day.

In the event of a severe illness or injury, First Aid will be administered by the nurse. Paramedics may also be called. Every effort will be made to contact a parent/guardian. As a last resort, we will have local law enforcement agencies help locate you.

If your child has been injured outside of school and has limitations imposed by a doctor (e.g., no gym), a written note from the doctor is required. Please contact our Health Office before your child returns to school. In some cases, a series of physician generated documents may be required before return to school and/or therapy is possible.

The Director of Education may direct a child to not attend school when he or she has physical limitations imposed by a doctor (e.g., no gym, casted broken arm, wrapped ankle, stitches etc.) and has a history of physical aggression that requires SCIP-R interventions as documented on the student's Behavior Intervention Plan, Behavioral Protocol or Individualized Education Plan. The Director of Education will inform the child's home school district of this action.

## Cantalian Center for Learning

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Dear Parents/Guardians,

An immunization record must be on file at the Cantalian Center for Learning. A written medical or religious exemption or a report of a serological titer (showing immunity) are acceptable alternatives, and must also be on file. A written medical exemption from a physician must be updated annually.

### ***New York State Immunization Requirements for School Entrance/Attendance***

**Notes:** Children in a prekindergarten setting should be age-appropriately immunized. The number of doses depends on the schedule recommended by the Advisory Committee for Immunization Practices (ACIP). This schedule reflects the minimum doses that are required for grades kindergarten through 12. Intervals between doses of vaccine should be in accordance with the ACIP recommended immunization schedule for persons 0 through 18 years of age. Children who are enrolling in grade-less classes should meet the immunization requirements of the grades for which they are age equivalent.

Vaccines	Prekindergarten (Day Care, Head Start, Nursery or Pre-k)	Kindergarten	Grades 1 through 5	Grade 6	Grades 7 through 12
Diphtheria and Tetanus toxoid-containing vaccine and Pertussis vaccine (DTaP/DTP/Tdap)	4 doses	4 to 5 doses	4 to 5 doses	3 doses	3 doses
Tetanus and Diphtheria toxoid-containing vaccine and Pertussis vaccine booster (Tdap)  Required only for students enrolling in grades 6-12 who have not previously received a Tdap at 7 years of age or older)	Not applicable	Not applicable	Not applicable	1 dose	1 dose
Polio vaccine (IPV/OPV)	3 doses	3 to 5 doses	3 doses	3 to 5 doses	3 doses
Measles, Mumps and Rubella vaccine (MMR)	1 dose	1 dose	2 doses	2 doses	2 doses
Hepatitis B vaccine	3 doses	3 doses	3 doses	3 doses	3 doses
Varicella (Chickenpox) vaccine	1 dose	2 doses	1 dose	2 doses	1 dose
Haemophilus influenza type b conjugate vaccine (Hib)	1 to 4 doses	Not applicable	Not applicable	Not applicable	Not applicable
Pneumococcal Conjugate vaccine (PCV)	1 to 4 doses	Not applicable	Not applicable	Not applicable	Not applicable

*Thank you for your cooperation.  
Please see the acknowledgement section.*

Please sign and return this form to acknowledge that you have received a copy of the Parent Handbook and are in agreement with its contents. If you have any questions, please contact the school for assistance. Thank you.

Date: \_\_\_\_\_

Your name: \_\_\_\_\_

Your child's name: \_\_\_\_\_