

# **Blessed Sacrament School Parent-Student Handbook**

The Catholic School is unique. It strives to not only educate a child's mind, but nurture the spirit.

We at Blessed Sacrament School take seriously the responsibility to help your child grow in mind, body and soul. We want your child to develop a love of learning and a love of God.

However, we cannot do this alone. The faculty and staff need the support and cooperation of you, the parent.

If school and home cooperate and treat each other with mutual respect, we will achieve our goal to provide an excellent God centered education for the students of Blessed Sacrament School.

## **Blessed Sacrament School**

The mission of Blessed Sacrament School is to educate our students in the skills needed for the present as well as the future.

We are dedicated to teaching the virtues and values taught us by Jesus Christ. The knowledge and practice of these virtues and values encourage our students to respect themselves and others.

Our curriculum follows the guidelines set by the New York State Standards. Students are challenged and prepared for entrance into high school, whether it be a Catholic or specialized Public high school.

Blessed Sacrament School was among the first schools in the Diocese of Brooklyn to receive and maintain accreditation from the Middle States Association of Colleges and Schools.

In addition we have been the recipient of the New York State Effective School Award, the New York State Award for Academic Excellence, State Education Department and Futures Foundation grants.

We also, recognize the vital role that the family plays in the learning process. Parents are their children's first and most important teachers. Therefore, we welcome each student's family into our school community and encourage them to participate in all facets of their child's education.

It is the goal of Blessed Sacrament School to work with you to provide our students with a strong academic and spiritual base to meet the challenges of the 21<sup>st</sup> century.

Blessed Sacrament School admits students of any race, color, national and ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational and admission policies, athletic programs or other school programs.

## **I. Documentation**

### **A. For All New Registrants**

- 1) An original birth certificate
- 2) A baptismal certificate or dedication certificate
  - a) If applicable
- 3) An updated immunization record
- 4) Social Security Card
- 5) Registration fee
- 6) All new registrants are required to provide proof of a current and complete physical examination by a health professional.

### **B. Grades 2 – 7 (Grade 8 registration is on a very limited basis)**

- 1) Copy of most recent report card
- 2) Copy of standardized tests
- 3) A copy of an IEP if applicable.
- 4) A letter from the non-public school stating that all financial obligations have been met.

## **II Registration Procedures**

### **A. Pre-Kindergarten/Kindergarten**

- 1) The child must be present at registration for an interview with the prospective teacher.
- 2) Kindergarten children must return on an assigned day for testing.
- 3) Parents will be given a medical form from the NYC Department of Health.
  - a) All new registrants are required to provide proof of a current and complete physical examination by a health professional.
- 4) Accepted students are required to attend an orientation session to be scheduled by the teacher.

### **B. Grades 1 – 7 (8)**

- 1) The student should be present at the time of registration.
- 2) The principal will review the report card and testing results. An interview will be conducted in some cases.
  - a) If warranted, some students will be required to return for testing or attend a recognized summer school prior to final acceptance.
  - b) If necessary, students may be required to repeat the present grade.
- 3) As above, a medical exam is required.

## **III. Religion**

Blessed Sacrament is a Catholic school, based on the tenets of the Roman Catholic Church. While we welcome students of other faiths into our school community, we do have certain requirements concerning religion.

**A. Requirements for students registered in Blessed Sacrament School**

- 1) All students must be physically present and actively participate in the following:
  - a) Classroom religion lessons including discussions and tests
  - b) Mass with the exception of receiving communion
  - c) Prayer services, whether in Church or school
  - d) Recitation of daily prayers and hymn singing
  - e) Religious plays, presentations or skits
  - f) Religion projects
  - g) Virtues and values lessons and projects

Any student who does not or cannot meet the above requirements because of religious convictions or for any reason is subject to dismissal from Blessed Sacrament School.

**IV. Other**

- A. Parents of registrants must agree to attend all Orientation, general parent meetings and Parent - Teacher Conferences throughout the year.  
Parents of students in the sacramental programs are also required to attend Sacramental Preparation Meetings.
- B. Parents must agree to meet all financial obligations including the support of fundraising efforts.
  - 1) There are two mandatory fundraising events each school year.
  - 2) Such support may entail attendance at fundraising events as well as a monetary contribution.

**V. Acceptance into Blessed Sacrament School**

The decision to accept or reject a registration application is the responsibility of the principal in consultation with the pastor.

Rejections will be made in person or by mail. Parents may request a conference with the principal to appeal such rejections.

## I. Curriculum

Blessed Sacrament School follows the Academic Standards set forth by New York State and sanctioned by the Diocese of Brooklyn.

It is the responsibility of the principal, faculty and staff with the cooperation and support of the parents to meet the educational needs of our students.

## II. Homework/Individual or Group Projects

Homework either written, study or both will be assigned daily.

### A. Student Responsibility

- 1) It is each student's responsibility to copy homework assignments, take home the necessary books, etc, complete the work neatly, correctly and on time.

### B. Parent Responsibility

- 1) Parents should provide a quiet space and a specified homework time.
- 2) Children should be encouraged to do their best work.
- 3) Completed homework should be checked. Parents of children in Pre-Kindergarten through Sixth Grade are to sign all written work.

### C. Failure to complete homework, projects etc.

Homework and projects are factors in the Report Card grade. Repeated failure to complete assignments will result in a lowering of a grade.

Each teacher also has the discretion to impose detention or other sanctions for incomplete or missing assignments.

## III. Evaluation

### A. Components

Student evaluation is based on teacher developed, book and standardized tests, classwork, homework, projects, classroom participation and teacher observation.

### B. Diocesan Standardized Testing

- 1) Grades 3 through 8
- 2) Results will be reported to the parent

### C. NYS Testing

Any student who fails to meet the State reference point must receive remediation and attend summer school.

- 1) ELA Grades 4 and 8
- 2) Math Grades 4 and 8
- 3) ESPET (Science) Grades 4 and 8
- 4) Social Studies Grades 5 and 8

### D. Reporting

- 1) Interim Progress Reports (Grades 1 – 8)
  - a) These will be issued 3 times during the school year (once each trimester) to those students with deficiencies.
    - 1) They must be signed and returned to the teacher.

- 2) Report Cards (Grades K – 8)

- a) These will be issued in December and March at a Parent – Teacher Conference. Only parents or adult guardians will be given the Report Card. (Non-English speaking parents are asked to bring an interpreter.

- b) The final Report Card will be issued to the student on the last day of school, if all obligations have been met.

#### A. Grading Code

Blessed Sacrament School uses the standard Report Cards provided by the Diocese of Brooklyn.

The grading code differs according to academic level (Kindergarten, Primary, Intermediate, Junior High). Samples of the Report Card and its particular grading code are available in the School Office for parental review.

#### B. Trimester Academic Awards

Honors are awarded to those students who achieve academic excellence or are striving to achieve it.

However, the Report Card grade is not the only criteria. Students in grades 1 through 4 with failing marks or an N or U in Personal Progress are ineligible to receive an academic award. Students in grades 5 through 8 who receive an N or U in Conduct or Effort are ineligible to receive academic awards.

#### C. Perfect Attendance

Certificates of perfect attendance are awarded to those students who are neither absent nor tardy nor have missed any part of the school day during each trimester. Perfect attendance for the entire school year is acknowledged with a perfect attendance award at the final award ceremony.

#### D. Summer School Policy

- a) Teachers may either strongly recommend or require attendance at summer school for promotion.
- b) Students must return with documentation from a recognized summer program or certified tutor.

#### E. Retention Policy

- a) The decision to retain a student is made by the classroom teacher and principal in consultation with the parents.
- b) In most cases the possibility of retention will be stated on the March Report Card and be discussed at the Parent – Teacher Conference.
- c) Parents will be notified in writing of the intent to retain by the end of May. Parents have the right to request a Parent – Teacher – Principal Conference to express their concerns. However, the final decision is the responsibility of the Principal.

## SAFETY AND SECURITY

### I. Crisis Procedures

## **A. School Crisis Plan**

Blessed Sacrament School has developed a School Crisis Plan as required by the Diocese of Brooklyn Department of Education.

This document is available in the School Office for parental review.

## **B. Fire/Evacuation Drills**

Safety drills will be conducted on a regular schedule. The rules will be explained to the students in advance. Any student who does not follow the rules will be subject to the following:

- 1) 1<sup>st</sup> offense – The teacher will speak to the student.
- 2) 2<sup>nd</sup> offense – The student will be sent to the principal.
- 3) 3<sup>rd</sup> offense – The student's parent will be called.  
A conference will be scheduled.

## **C. Go Bags**

Students in Pre-K, Kindergarten and Grade 1 will be required to have an emergency Go Bag. This will be explained in detail by the classroom teachers.

## **D. Cellular Phones**

Students may bring cell phones to school for reasons of safety and security. They may not be used to make calls during the school day.

Cell phones may be carried on a student's person during a school trip. However, they must be turned into the classroom teacher or kept in the schoolbag while in the school building.

Students who do not comply with this rule will have the phone confiscated. It will be returned upon the receipt of a note or a call from the parent(s).

## **II. General Procedures**

### **A. Parental Building Access**

All visitors to Blessed Sacrament School are to use the entrance closest to Ridgewood Avenue. They are to go directly to the School Office to sign the visitor's book and obtain a pass.

### **B. Early Dismissal to Parent or Designated Guardian**

Early dismissal should be an infrequent event. However, should you find it necessary to pick up your child early, please do the following:

- 1) Send a note to the classroom teacher and/or call the School Office.
- 2) Go to the School Office and sign out your child.

### **C. Student Arrival**

Students are to arrive at 8:00 A.M. and not before. They will line up outside in nice weather. If the weather is inclement, they will not be allowed into the building before 8:00 A.M.

There will be no teacher supervision before 8:05 A.M.

It is your responsibility to see that your child (ren) arrive(s) on time. Persistent lateness may result in detention in Grades 3 – 8. Any child arriving in the classroom after 8:15 AM will be marked late.

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### **D. Student Dismissal**

Grades Pre-K and Kindergarten will be dismissed at 2:25 on regular days and 12:00 on half days.

Grades 1- 8 will be dismissed at 2:40 on regular days and 12:15 on half days.

It is your responsibility as a parent to see that your child (ren) is picked up on time. If you or your representative have to be called more than three times, the following will result:

- a) Your child will be sent to the After School Program to wait. There will be a charge of \$2.50 for every 15 minutes of waiting time. This charge will be added to your tuition.

If someone other than the usual designated adult is going to pick up your child (ren), you must notify the classroom teacher or the School Office in advance.

Please note that once a student enters the schoolyard, building, grounds or Church, he/she may not leave without proper adult supervision.

### III. Code of Conduct

Our code of conduct is based on respect. We wish to foster respect for oneself, for others and for property.

The following policies address conduct at school and on school grounds. However, we consider school functions and trips as an extension of school. Therefore, the same rules and regulations apply to those situations.

#### A. Classroom/Hallways/Stairs/Lavatories/Lunchroom/School Hall/Church/Etc.

The following behaviors are among those not permitted:

- 1) Students may not scream, curse, or use abusive or disrespectful language toward any adult or other students.
- 2) Students may not fight/hit. They may not strike a teacher or any adult. They may not push or shove anyone.
- 3) Students may not deface or destroy school or another student's property in any way.
- 4) Students may not take any item which does not belong to them.
- 5) Students may not run unless participating in a supervised event.
- 6) Students may not chew gum at school or at any school function.
- 7) Students may not bring large sums of money or any valuables such as jewelry, personal items, electronic toys, cd players, etc. The school is not responsible for loss or damage of such items.
- 8) Students must obey all lunchroom rules.

Minor infractions will be dealt with by the teacher. In case of repeated or major infractions, the student will be sent to the principal and his/her parent(s) will be notified by phone and/or writing.

A conference will follow. That conference may result in suspension or possible expulsion.

In addition, parents are responsible for the cost of any and all damaged or lost property.

#### B. School Yard

The students may not run, push, shove, play tag, play ball or throw objects of any kind. As in the previous section, they may not be physically or verbally abusive. Students may not damage property, such as cars.

- 1) Failure to follow the rules will result in loss of privileges, detention or possible suspension.

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#### C. Playground

Each teacher will set his/her safety rules which are age appropriate.

- 2) Failure to follow the rules will result in a time out or suspension of playground privileges. The length of which will be determined by the teacher.

#### **D. After School Program (Learning Camp)**

Registered students are to go directly to the school basement at dismissal. They are not permitted to leave the school building for any reason without adult supervision.

The After School staff will establish rules and consequences for infractions which are appropriate to their setting. Repeated failure to follow the rules may result in expulsion from the program.

#### **E. Weapons Policy**

No weapon, real or toy, or weapon-like object is to be carried on a student's person or schoolbag, displayed, brought onto school property, a school trip or function.

Failure to follow the weapons policy will result in:

- 1) The object will immediately be confiscated.
- 2) The student and confiscated item will be brought to the principal.
- 3) The student's parent(s) will be called and/or notified in writing.
- 4) The student will remain in the School Office until his/her parent arrives.
- 5) The result of the conference may result in counseling, suspension or expulsion.
- 6) If warranted the NYC Police Department will be notified.

#### **F. Substance Abuse Policy (Alcohol/Drugs/Smoking)**

Any student found to be drinking alcohol, taking, selling or buying illegal drugs or smoking cigarettes of any kind or found with any of these on his/her person will be subject to the procedures set forth in the Weapons Policy.

### **IV. Medical Issues**

Any student who has a fever, digestive upset or is vomiting should not be sent to school. In addition, Pre-K and Kindergarten students with severe colds (hacking coughs, excessive sneezing, and very runny noses) should be kept at home to prevent the spread of the virus.

If a student becomes ill at school, the situation will be assessed. (School personnel do not diagnose.) In most cases a parent or guardian will be called.

All students returning to school after an absence must bring a signed absence note, which gives the reason for the absence.

#### **A. Parent Notification**

All students are required to have an Emergency Card on file.

- 2) Please notify us immediately of any and all changes.

#### **B. Medication**

The faculty and staff are not permitted to administer medication to the students.

- 1) If your child(ren) must take medication other than asthma Inhalers, you or an adult designated by you must come to school to administer it.
- 2) Students using prescribed inhalers for asthma must be taught how to use them. Faculty or staff will monitor their use.

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#### **C. Chronic Conditions**

The school must be informed in writing of any chronic condition your child (ren) might have. These include, but are not limited to, asthma, diabetes, and allergies.

If your child (ren)'s condition requires any dietary limitations, you must notify the school in writing.

**D. Immunization Record and Medical Forms**

Blessed Sacrament School follows the guidelines of the NYC Health Department. We reserve the right to exclude any student who does not meet such guidelines.

**SCHOOL REGULATIONS**

**I. Dress Code – Grades 1 – 8**

Parents are responsible to see that the rules are followed. Parents will be notified of uniform infractions. In some cases a parent or guardian may be required to bring the proper attire to school.

**A. Boy's Attire**

- 1) Navy blue uniform trousers with a black belt.
  - a) Pants must be worn at the waist not below.
- 2) Light blue uniform shirt buttoned at the neck.
  - a) Grades 1 through 3 –light blue golf shirt with official Blessed Sacrament embroidery
  - b) Grade 8 – white uniform shirt
- 3) Plaid uniform tie
  - a) Grade 7 and 8 – navy blue tie
- 4) Black oxford shoes with black or navy socks.
  - a) No sneakers or boots
  - b) Shoes must be laced and tied at all times
- 5) Navy blue uniform sweater
- 6) Hair may not touch the top of the shirt collar.

Please note that the following are not permitted:

pony tails, shaved heads, mushroom or etched cuts, braids, mullets, mat tops, corn-rows, weaves, spikes, extensions, colored/dyed hair, do rags, headbands, earrings, tattoos, body piercing, or flip flops.

Hair bands for the boys are not permitted.

Boys are not permitted to wear hats in the building during school time or at any school function.

**B. Girl's Attire**

- 1) Plaid uniform jumper
  - a) Grades 7 and 8 wear a plaid uniform wrap around skirt which must touch the top of knee with attached matching shorts and a blue vest
- 2) Light blue uniform blouse with Peter Pan collar and plaid uniform cross tie
  - a) Grade 8 wears a white uniform blouse
- 3) Black oxford shoes with tie or buckle for Grades 1 - 5
  - a) No sneakers or boots
  - b) No platforms in any grade
  - c) No heels higher than 1½ inches
- 4) Navy blue socks or tights
- 5) Navy blue school sweater

Please note that the following are not permitted:

hoop or dangling earrings, make up, colored/dyed hair, bare feet (no socks), flip flops, nail polish, tattoos body piercing, or any inappropriate jewelry, including gel bracelets.

**C. Summer Attire (September – October 1 May 15 – June 30)**

- 1) Navy blue uniform shorts or skort may be worn instead of the trousers (boys) or jumper/skirt (girls).
- 2) The regular uniform shirt or blouse or the light blue golf style uniform shirt may be worn.

**D. Gym Attire**

- 1) Depending upon the season either the navy uniform shorts and tee shirt or navy uniform sweat suit may be worn.
- 2) Tie sneakers are to be worn. Wheeled sneakers are not permitted during school, on field trips or at school functions.

Please note that any student not in the proper gym uniform may be excluded from participating in gym class.

**E. Dress Down/School Functions**

- 1) Casual but appropriate clothes are permitted.

Please note that in addition to the prohibitions listed in the previous sections, students may not wear:

muscle shirts, low cut tops, tank tops, tight jeans or pants, shirts or pants with offensive or vulgar language, mini skirts, shorts or any clothing that reveals the midriff or navel.

**Infractions of the Dress Down Rules:**

- 5) 1<sup>st</sup> offense – verbal warning
- 6) 2<sup>nd</sup> offense – parent will be called
- 7) 3<sup>rd</sup> offense – loss of Dress Down privilege

**II. Miscellaneous**

- 2) Gum chewing is prohibited at all times including lunch and all school functions.
- 3) Expensive and extensive jewelry should not be worn.
  - a) The school is not responsible for the loss of valuables.
- 4) Neither temporary nor permanent tattoos are allowed.
- 5) Electronic devices or pagers are not permitted.
- 6) Only the navy blue school sweater may be worn in the building.
- 7) Boots must be removed and replaced with school shoes.
- 8) Body piercing is forbidden.
- 9) Schoolbags with wheels are strongly discouraged.

**III. Absence Policy**

- A. Each time a student returns to school after an absence he/she must bring a signed note stating the reason for the absence.
- B. Parents of children absent for illegal reasons, such as vacations or day trips, etc. are responsible for any work missed. Teachers are not required to provide work in advance.
- C. Parents of students in Grades 7 and 8 are required to call the School Office (718-235-4863) each time their child is absent.
- D. Parents of students in Grades Pre-K through 6 are required to call the School Office (718-235-4863) if their child is absent more than three days.

**IV. Detention Policy**

- A. Certain infractions may require a student to serve detention.
  - 1) Each teacher will inform you of his/her individual classroom detention policy.
  - 2) Parents will be notified in advance.

**V. Use of School Office Telephone**

- A. Student use of the Office telephone is limited to emergencies. Forgotten gym clothes, books, homework, etc. do not constitute an emergency.

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**VI. Field Trip Policy**

- A. Field trips are intended to serve an educational purpose and students are strongly encouraged to participate.
  - 1) The choice of chaperones is determined by the teacher.

- 2) Students may be denied the right to attend for failing to meet academic or behavior standards.
- 3) Blessed Sacrament School accepts no liability for harm if caused by circumstances beyond the school's burden of "due care".
- 4) Written parental permission is required.
- 5) Regular or gym uniform may be required on some field trips.

**PARENT/STUDENT COMPLIANCE SIGNATURE SHEET**

The moral obligation of training children rests first with the parents. The responsibility of the school is to give extension and broadening to parental training. The teachers and staff of Blessed Sacrament School are dedicated to finding the best means of guiding and teaching your child (ren) and in this way helping you, the parent(s).

We have read and agree to be governed by the 2006-2007 Blessed Sacrament School Parent/Student Handbook and will support the policies of the school. We understand that these policies apply to the school day, field trips and all school related activities and functions.

This Handbook may be amended at any time at the discretion of the pastor/principal. Parents/guardians will be notified in writing of any such amendments.

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Parent/Guardian Signature

Date

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Student's Signature(s)

Grade

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