

OUR LADY OF THE BLESSED SACRAMENT SCHOOL

PARENT HANDBOOK

AUGUST, 2009



TABLE OF CONTENTS

<u>Topic</u>	<u>Page Number</u>
Absenteeism.....	6
Curriculum.....	10
Daily School Schedule.....	5
Detention Policy.....	20
Discipline.....	17
Dress Code.....	18
Emergency Information.....	8
Evaluation Reports.....	14
Field Trip Policy.....	23
Grading Policy.....	12
Graduation Requirements.....	13
Health Concerns.....	9
Homeroom Policy.....	5
Homework Policy.....	19
Honor Roll.....	14
Lunch Program.....	9
Parent /Student Contract.....	24
Parent-Teacher Conferences.....	14
Passing Grades.....	13
Physical Education.....	22
Promotion Standards.....	15
Registration.....	5
Release During School Hours.....	8
Religious Education.....	10
Report Card Marking Policy.....	13
Retention.....	15
Sacramental Programs and Catechesis.....	11
Safety Policy.....	21
School Closing Procedure.....	8
School History.....	1
School Mission Statement.....	2
School Philosophy.....	3
Sports Program.....	22
Suspension.....	21
Testing Policy.....	12
Transportation Policy.....	7

OUR LADY OF THE BLESSED SACRAMENT SCHOOL HISTORY

Our Lady of the Blessed Sacrament School was founded in September, 1966. The Felician Sisters provided the initial cornerstone of our administrative and teaching staff. Through the years our staff has grown to include lay personnel.

The current New York State Learning Standards form the basis of our curriculum with the instructional aim being successful achievement of the state testing program.

Computer Assisted learning is available to meet the needs of the at-risk students and further enhance the computer literacy of all students.

An ungraded Reading program is provided at the primary level. At the intermediate and junior high level, resource teachers supplement instruction in Reading and Mathematics.

Second Language instruction (Spanish) is taught at the seventh and eighth grade levels with the expectation being second level placement in high school. Students with above average skills in Mathematics are placed in a high school level Algebra program.

The cultural needs of the students are met with excellent programs in Art and Music.

The Physical Education and sports programs complement each other with their emphasis being the all-around physical fitness of each student.

Of primary importance, Religion and Spirituality are integrated into every aspect of the student's total development.

**OUR LADY
OF THE
BLESSED SACRAMENT
SCHOOL
MISSION STATEMENT**

- At Our Lady of the Blessed Sacrament School we strive to maintain a quality Catholic Education for each of our students.
- It is our primary goal that the students' words, actions, and relationships will reflect their Catholic heritage and be clearly recognized by others.
- We, the Teachers, Staff, Parents, and Students at Our Lady of the Blessed Sacrament School are committed to our mission of providing a safe and nurturing environment .
- Our Students learn, to the best of their abilities, the lifelong academic and social skills necessary to become contributing members of the Church and society.

**OUR LADY
OF THE
BLESSED SACRAMENT
SCHOOL
PHILOSOPHY**

To fulfill the mission of Catholic Education, We, the Catholic Educators of Our Lady of the Blessed Sacrament School will strive to develop lifelong learners through the following principles:

- Spiritual growth as expressed through instruction, worship, and personal example.
- Academic achievement through current New York State Learning Standards, working towards successful completion at the Regents level.
- Building character through self-discipline, cooperation, service, respect, and responsibility towards self and others in a safe environment.
- Cultural enrichment through units of study and educational field trips.

Dear Parents,

This handbook is intended to inform you of the policies at Our Lady of the Blessed Sacrament School. We at Our Lady of the Blessed Sacrament School realize your children are your primary concern and we exist to help you in providing the proper atmosphere in which they can develop spiritually, academically, socially, and physically.

The Administration, Faculty, and Staff here at Our Lady of the Blessed Sacrament School are dedicated to carrying out that responsibility. We are proud of the Catholic environment that helps nurture our students during their most formative years. We also take pride in our academic standards which prepare our students to meet the demands at higher levels of learning. In order to fulfill our responsibility as educators, we ask that you and your children become familiar with the contents of this handbook.

We ask you to cooperate and support us in all we do. Let us pray for one another as we carry out the demands of the sacred ministry of education together.

Thank you for sharing your children with us!

Sincerely,

Sister Mary Janita, CSSF
Principal

REGISTRATION

- ~ Students entering school for the first time **must** be registered in the school office.
- ~ Parents are expected to fill out the required registration forms and sign for the release of the student's records from the previous school.
- ~ The **first time registration fee** is \$50.00 and the **supply fee** is \$100.00 per child, payable by the first week in June.
- ~ In order to receive the parishioner tuition rate, your family must be officially registered at OLBS church or another parish that does not have a Catholic school.
You must worship on a **regular** basis and participate in the life of the parish community. Your family must be financially supportive of the parish. This support should include, but not be limited to consistent use of weekly and special second collection offertory envelopes, donations to and participation in the major school fundraising activities, parish lawn fete, and the annual Catholic Charities Appeal.

DAILY SCHOOL SCHEDULE

7:45 am	Prayers and Announcements
7:50 am	Classes begin
10:26 am - 11:01 am	Lunch.....Grades 4 – 8
11:09 am - 11:44 am	Lunch.....Grades Kdg. – 3
2:05 pm	Dismissal

- ~ **Kindergarten classes** are also from 7:45 am – 2:05 pm.
- ~ There will be an 11:15 am dismissal on the days of Faculty meetings and in-service programs. Please check the school calendar for exact days.

HOMEROOM POLICY

- ~ Classes begin at 7:50 am **ALL** students must be in their homerooms by 7:40 am.
- ~ When the school bus system is not used, please make sure your children arrive on time for school but **no earlier than 7:30 am**.
- ~ All students who are walking, biking, roller-blading, or going home by car will be dismissed from their homeroom at the appropriate time. Students will meet their parents in the downstairs lobby or parking lot. Parents **should not** wait by the homeroom door at dismissal because it can be a distraction for both the teacher and the students.

ABSENTEEISM

~ Our Lady of the Blessed Sacrament School has developed our attendance policy in accordance with New York State Education Law Section 3205 to be implemented on July 1, 2002. This comprehensive attendance policy will help to uphold the mission statement of our school, as stated in this handbook.

Determination of which absences are excused and which are not:

a. **Excused absences shall include:**

- Sickness
- Sickness or death in Family
- Required to be in court
- Approved high school or college visits
- Quarantine
- Religious Observance
- Attendance at health clinics
- Take your child to work day as per school policy

b. **Unexcused absence shall include:**

- Unlawful detention
- Truancy
- Suspension
- Vacations

~ Schools within the Diocese of Buffalo Catholic Education system believe that student attendance in school increases student success. In order for each student to develop their talents, pursue academic quality, foster responsibility and leadership, we encourage parental support in the educational success of children. Regular attendance at school is essential for student success. Subjects are taught in sequence and require the understanding of each concept in the order of its presentation. Therefore, students who miss **30** days of school, and have not met periodically with school administration, are in jeopardy of retention. At a conference with the school administration and teachers, alternative educational plans will be determined. It is the parent's responsibility to notify school administration of an attendance concern and to request such a conference.

Description of notification of parents:

- Parents are required to notify the school office **before 8:00 am** if a student is to be absent or tardy.
- The school calls parent(s) if parent(s) has/have not called.

- Students who are tardy must report to the office.
- New York State Law requires that when the student **returns** to school, a written excuse must be filled out, signed by a parent, and given to the homeroom teacher within **3** days.
- If an excuse is not received within the 3 days, the absence is recorded as unexcused.
- Unexcused absences/tardiness is recorded in the school register of attendance.
- A note must be submitted to the school office when a student is going to be released early. A parent or guardian comes to the school office and signs-out the student to be released.
- Excuse forms are distributed at the opening of the school year and are available at all times in the school office

Identification of the person to review attendance records and initiate action:

- Pupil attendance records shall be reviewed by the assistant principal for the purpose of initiating appropriate action to address unexcused pupil absences, tardiness, and early departure.
- ~ Our Lady of the Blessed Sacrament School does not approve of students being removed from school for **vacations**. Therefore, it is not the teacher's responsibility to have work prepared to give a student prior to absence for a vacation. The family must assume total responsibility for the educational needs of the child while on vacation. The student is responsible for all work taught during the period of absence, including classroom assignments. All work and assignments must be complete within one week after returning to school from the vacation. Each parent and student must realize that it will be impossible to duplicate much of the work which is missed due to vacations. Parents should notify the school and classroom teacher about a planned vacation as soon as possible, but at least one week before the vacation is taken. You are strongly urged not to plan vacations during Iowa Testing week and during major testing times in May and June.

TRANSPORTATION POLICY

- ~ Bus services are provided by the school district in which a student resides.
- ~ **Bus Conduct:** persistent infractions on buses will necessitate a principal's conference with the parents and / or denial of bus service for the student.
If a bus returns to school because of a student's misbehavior, that student will be removed from the bus and the parents will be notified.
- ~ Students may ride bicycles, scooters, skateboards, or roller-blades to and from school. Written permission from the parents is required. It is our requirement that **helmets must be worn by students using these means of transportation.** Students who choose to ride to school are responsible for the safekeeping of their equipment. Our Lady of the Blessed Sacrament School is not responsible for stolen or damaged property.

RELEASE DURING SCHOOL HOURS

- ~ **Any** requests for release during school hours **must** be in writing.
A parent or authorized person must come to the school office and sign the child “out”.
Upon returning to school, the child must be signed “in”.

EMERGENCY INFORMATION

- ~ In case of illness, parents will be notified and arrangements made for the care of the student.
- ~ It is imperative that parents notify the school office of any changes in regard to work phone numbers etc... This is to ensure parental notification without delay.

SCHOOL CLOSING PROCEDURE

- ~ When weather conditions prevent a regular school session, parents should do the following:
 - Listen to the radio and watch the early morning “wake up” T.V. shows.
 - Refrain from telephoning the school, rectory, or radio stations.
 - Take special notice of announcements regarding the Lancaster Central School District. **If Lancaster Central is closed.... we are also closed.**
- ~ If closing is considered during the school day for reasons of safety, parents will be notified, and the students will be kept in school until the last possible moment. If parents cannot be reached, the students will remain with the school personnel in a safe place.

HEALTH CONCERNS

- ~ Children entering Kindergarten, Grade 2, Grade 4, Grade 7, and any new students should return their health forms from the doctor on the first day of school. Kindergarten students must also have proof of up-to-date immunizations. According to New York State law, children without these documents may not attend school.

- ~ **Administration of Medication:** New York State mandates the procedures listed below when administering medication in school:
 - All medication, including non-prescription drugs, given at school must be prescribed by a licensed medical doctor.
 - A written request from the family physician must be on file, and must indicate the frequency and dosage of the prescribed medication.
 - A written request from the parent to administer the medication must be on file.
 - The parent must assume responsibility to have the medication delivered to the school office in the **original container**.

LUNCH PROGRAM

- ~ All children eat lunch in the cafeteria. Children may bring their own lunches or purchase a hot lunch for the day.
- ~ Lunches may be paid for daily, weekly, or monthly.
- ~ **Free** and **reduced** lunch programs are available. Forms may be obtained in the school office. Participation in this program is strictly confidential.
- ~ Ice cream, chips, pretzels, and fruit snacks are also available during lunch.
- ~ Lunch boxes as well as lunch bags should be clearly labeled with the student's name. Spoons may be enclosed, however no other utensils are allowed. Glass containers are not allowed. Table napkins should be included.
- ~ The students are expected to remain in their seats while eating, practice good manners, clean up after themselves, and respect and obey the cafeteria volunteers.
- ~ Weather permitting, Grades 4 – 8 will go outside after lunch.
- ~ Students are never permitted to bring or purchase **soda pop** for lunch

CURRICULUM

~ Our Lady of the Blessed Sacrament School follows a curriculum which reflects our Christian beliefs and the New York State Learning Standards in conjunction with the mandates of the Department of Catholic Education of the Diocese of Buffalo.

The curriculum is as follows:

- Religion
- Mathematics
- Science – research, experimentation, and investigation
- Health – Home Career Skills
- Social Studies – World and American History
- Language Arts
- Reading
- Literature – Grades 7 & 8
- Spelling
- Handwriting
- Spanish – Grades 7 & 8
- Art
- Computer Education
- Physical Education
- Music
- Reading Enrichment – Computer Assisted Lab
- Library

~ The goal of this curriculum is to develop the students' awareness of the religious, social, political, and economic challenges of our day. It is our hope that this acquired knowledge will be utilized for the betterment of society.

RELIGIOUS EDUCATION

~ Religion is what makes Our Lady of the Blessed Sacrament School different from the public school. Religion is the reason for the school's existence. Therefore, each teacher considers it her / his duty and obligation to foster a spiritual atmosphere not only during normal catechesis but throughout the day as well.

~ The students are not simply told the Good News, they are offered the Christian experience in all their activities:

- Student-led prayer at the beginning and end of each day.
- A formal thirty minute Religion class daily for Kindergarten – Grade 2
A formal forty minute Religion class for Grades 3 – 8.
- Weekly school liturgies with student involvement as Lectors, Altar Servers, and members of the Special Chorus.
- Honoring the Blessed Virgin Mary, the Patroness of our school, especially during the months of October and May.
- Maintaining spiritual traditions such as the Way of the Cross, The Crowning of Mary, and the Rosary.
- Counseling provided by our parish clergy.
- Charitable endeavors and mission appeals which help the students to be aware that there are people in this world less fortunate than themselves.

SACRAMENTAL PROGRAMS AND CATECHESIS

~ The primary aim of the Sacramental Program is to enrich the faith-life of the family. The school presents parents with the opportunity to fulfill their roles as Christian parents. Unless parents have a deep appreciation of the Sacraments, the Catechist's efforts are futile.

~ Parents will receive letters highlighting the important dates in the Sacramental Program. Students in the Second Grade are introduced to the Sacrament of Reconciliation for the first time. First Holy Communion is usually received in the Third Grade.

TESTING

- ~ Achievement tests (**The Iowa Test of Basic Skills**) are given annually to students in Grades 3, 5, and 7. This testing takes place during the Fall, and is designated to follow the student's growth from year to year.
- ~ The Cognitive Abilities Tests are a part of the Iowa Program and are administered in Grades 2 and 6.
- ~ The results of this testing program are valuable because they provide useful information in evaluating the students' progress. Vacations **should not** be planned during Iowa Testing week.
- ~ **New York State Assessments** will be administered according to New York State guidelines. **Presently**, testing is as follows:
 - **Grade 3** - Diocesan Religion Assessment
 - **Grade 4** - English Language Assessment
Mathematics Assessment
Science Assessment
 - **Grade 5** - Social Studies Assessment
 - **Grade 7** - Diocesan Religion Assessment
 - **Grade 8** - English Language Assessment
Mathematics Assessment
Social Studies Assessment
Science Assessment
- ~ **Unit Tests** are teacher-made-tests and are administered for periodic evaluation in Grades 3 – 8, at the conclusion of each teaching unit, in the five major content areas. Final assessments in June are also administered in this fashion.

GRADING POLICY

- ~ Assessing student achievement is a task that calls for justice and fairness in recording and reporting that achievement. Therefore, it is incumbent upon each teacher to set **rubrics** (rules, directions) for student performance that are concurrent with child development and the New York State Learning Standards, as well as being consistent with Diocesan and school policy.
- ~ Student achievement is to be assessed through:
 - Class work – Homework Completion
 - Class Participation
 - Weekly Tests and Quizzes
 - Performance on Projects
 - Unit Tests
 - Standardized Tests
 - June Final Assessments

~ In justice to the student, all these areas are to be considered when preparing quarterly marks for a student. The weight of each in the average may be determined by school policy.

STANDARDS FOR PASSING GRADES

~ Passing Marks for each grade level are as follows:

- Kindergarten, Grades 1 and 2 - Letter Grades
- Grades 3 - 8 - 70%

REPORT CARD MARKING POLICY

~ The student's **actual grade** for a specific subject is used both on the report card and on the student's permanent record card.

GRADUATION REQUIREMENTS

~ Courses required for Graduation:

- English
- Social Studies
- Science
- Mathematics
- Foreign Language
- Health Education
- Physical Education
- Computer Technology
- Art
- Music
- Library

STUDENT EVALUATION REPORTS

- ~ All elementary schools in the Diocese of Buffalo are required to report student progress to parents or guardians using the official Diocesan Student Evaluation Form as the official report card. These evaluation forms are to be issued at the following intervals:
 - Kindergarten - Three times a year; at the end of the second, third, and fourth quarters.
 - Grades 1 – 8 - Three times a year.
- ~ The Diocesan Report Card is not intended to exclude other means of reporting a student's progress such as conferences, phone calls, progress reports, etc.

PARENT – TEACHER CONFERENCES

- ~ Parent – Teacher Conferences are held during the first trimester. However, parents are encouraged to contact their child's teacher(s) with any concerns.
- ~ The school day is very busy, and parents should not interrupt the teachers while they are teaching. **Appointments are necessary.** Also, it should be noted that teachers should not be interrupted at home to discuss a student's progress. Please send a note to school requesting an appointment.

STUDENT HONOR ROLL

- ~ Students in Grades 4 - 8 who achieve the following quarterly averages qualify for Honors:
 - 94% - 100%First Honors
 - 88% - 93.9%.....Second Honors
- ~ Recognition for perfect attendance is given each marking period in all grades.

PROMOTION STANDARDS

~ Factors to be considered in the promotion of a student include:

- Student age and ability
- Class performance according to grade level requirements
- Student achievement on tests and examinations
- Student performance on Standardized Tests
- Successful achievement of final passing average

RETENTION

~ Diagnostic Testing and actual class performance may indicate that some students cannot complete a year's work in the allotted time.

Therefore, it may become necessary to retain a student an additional year in a particular grade.

~ When the probability of retention arises, the parents are informed, and a decision is made no later than mid-May.

~ All documentation will be on file in the office.

~ Although the principal consults with the teacher(s) and parents, the final responsibility for retaining a student rests with the principal. Should that be the case, the school will follow the **Three Criteria for Retention**:

1. RETENTION BASED ON CLASSROOM ACHIEVEMENT

~ The student has failed to pass major subjects at grade level.
Specific failures at each level are:

Kindergarten: Failure to achieve competence in:

- Recognition of letters of the Alphabet (upper and lower case)
- Visual and auditory discrimination of objects and sounds
- Gross and fine motor coordination
- Rote counting
- Maturation level

Grade 1

- Failure in Reading

Grade 2

- Failure in Reading

Grade 3

- Failure in both Reading and Mathematics

Grade 4 – 6

- Failure to achieve an overall average of 70% in major subject areas: Language Arts, Science/Health, Social Studies, Mathematics.
- Failure to achieve a passing grade in Reading

Grades 7 – 8

- Failure to achieve an overall average of 70%

2. RETENTION BASED ON FAILURE TO ACHIEVE SATISFACTORY SCORES ON STANDARDIZED TESTS

~ The student has failed to achieve a satisfactory score on Standardized Tests in Reading, Mathematics, and Language Arts. The cut-off points for satisfactory scores are:

Grade 2

- Five months below grade level

Grade 3 – 4

- One year below grade level

Grade 5 – 6

- One year, three months below grade level

Grade 7

- One year, five months below grade level

Grade 8

- Failure to achieve an overall average of 70%

3. RETENTION BASED ON STUDENT EFFORT

~ The student has not demonstrated acceptable effort in achieving academic success. The following types of behavior may indicate unacceptable effort:

- Consistent inattention to classroom instruction
- Lack of preparedness for school assignments
- Consistent failure to complete school / homework assignments, and projects

~ Ordinarily, the teacher(s) and the principal will give serious consideration to retaining a student whose performance falls under the Three Criteria for Retention.

CODE OF DISCIPLINE

~ Time is valuable, and teachers' efforts must be used to provide superior instruction. Each child is precious, and we dedicate ourselves to serving his/her needs in a positive learning environment.

~ In spite of our best efforts to prevent it, disruptive behavior can occur from time to time. Each child is entitled to receive the time and atmosphere that is conducive to learning. Unless each student respects the rights of others in this manner, all the students will suffer. Therefore, it is necessary that parents discuss this matter frequently with their children. They must realize that no one has the right to disturb instruction time through misbehavior.

~ Our Lady of the Blessed Sacrament School bases its Code of Discipline on the following three categories:

1. Safety

- Any action that causes injury to oneself or others will not be permitted.

2. Preservation of Property

- Actions that cause damage to school property or the personal property of fellow students will not be permitted.

3. Avoidance of Disruption

- Actions that interfere with the learning efforts of others will not be permitted.

~ Students not complying with the Code of Discipline shall be subject to detention. Detention may also jeopardize a student's privilege of taking part in a class field trip or activity. The student will remain in school on the day of the field trip.

~ Severe or excessive infractions of this Code will be dealt with on an individual basis by the principal

~ With the cooperative efforts of students, teachers, and parents, the total Christian learning process will encourage self-control and an orderly pattern of behavior.

DRESS CODE

- ~ Students shall be neat and clean when attending school.
- ~ The **full uniform** must be worn at all times, **to and from** school.
- ~ The following are to be worn by our students:

GIRLS' UNIFORM

- ~ **Girls in Grades K-4** are allowed to wear **jumpers or skorts** with **white or blue "Peter Pan" short-sleeved blouses.**
- ~ **Girls in Grades 5-8 must wear skorts** with **uniform banded white or navy blue shirts.**
 - **Sweaters** - Navy blue or white pullover, cardigans or vests (solid colors only) may be worn. Also, **only OLBS sweatshirts** may be worn in school.
 - **Slacks** - Navy blue uniform slacks may be worn from Nov. 1st – April 1st. (optional)...weather permitting. **Grades K-4 may wear stretch pants. Grades 5-8 must wear belted navy blue uniform pants with a zipper.**
 - **Walking Shorts** - Navy blue knee-length uniform walking shorts may be worn Sept.-Oct. 31st and in May – June. Walking shorts may be worn with tights during winter months. No cargo shorts or shorts with pockets on the outside will be allowed.
 - **Shoes** - No shoes with heels higher than 1½ inches will be allowed. Well-kept sneakers may be worn, and in May and June, sandals are allowed, but they must be worn with socks. **For safety reasons,** No clogs, high-tops, platforms, high-heels, backless shoes or hiking boots will be allowed at any time including dress down days.
 - **Socks** - Navy blue or white socks which cover the **entire anklebone** may be worn. Navy blue or white knee socks are also acceptable. Tights are acceptable in winter, but nylons may not be worn at any time. **Please note: White socks, above the ankle, are required for gym day.**
 - **Hair** - **No** fad styles or hair weaves. Highlighting is allowed, however, it must be natural..no vivid colors i.e. blue, purple etc. are allowed.
 - **Make-up** – Make-up (lipstick, foundation, blush, eye shadow, eyeliner, mascara, hair spray, perfume, nail polish or false nails) **may NOT be worn or brought to school. This includes dress down days.**
 - **Jewelry** - Only a watch and **ONE** pair of small, non-dangling earrings may be worn in the ear lobe **ONLY**. No hoop or dangling earrings are allowed. Neither are necklaces, rings, or bracelets (wrist or ankle) permitted. **This includes dress down days.**
ONCE AGAIN...NO MAKEUP OR JEWELRY ON DRESS-DOWN DAYS.

BOYS' UNIFORM

~ All boys in **Grades Kdg. -8 must wear navy blue uniform dress pants purchased at the uniform company with a belt and OLBS polo shirts.** Shirts must be tucked into pants at all times.

- **Sweaters** – Navy blue or white pullover, cardigan, or vests (solid color only) may be worn. Also, only OLBS sweatshirts may be worn in school.
- **Shorts** - Navy blue knee-length uniform walking shorts are allowed Sept.- Oct. 31st and May-June. No cargo shorts or shorts with pockets on the outside are allowed.
- **Shoes** - Boys may wear well-kept sneakers (no high-tops) and shoes with rubber soles. No hiking boots are allowed.
- **Socks** - Boys may wear navy blue or white socks which cover the entire anklebone.
- **Hair** - No fad styles, spiked or gelled hair is allowed. Hair should be neatly combed, off the collar, and above the eyebrows and ear lobes. No after-shave or cologne is allowed.
- **Jewelry** - One watch only is permitted. If watch alarm goes off during class, the watch will be confiscated and sent home. Boys are not allowed to wear necklaces, rings, or earrings. **This includes dress down days.**

Please Note:

In the winter, **boots must be worn** to and from school.

Upon arrival, boots will be removed, and shoes or sneakers will be worn.

~ **Students who do not conform to this Code will immediately call their parents who will have to bring the proper attire to school.**

ALSO NOT PERMITTED:

- Gum, candy, cell phones, pagers, CD players, iPods, mp3 players, palm pilots, Blackberries, Electronic games, magic or any collectible cards.

Please note: If parents feel it is necessary for their son/daughter to have a cell phone in school in order to coordinate after-school-pickup times etc., the parent must send a note to the office noting this and the cell phone will be kept in Sister's office until dismissal.

HOMEWORK POLICY

~ Homework is a necessary part of the school program. It is designed to be a constructive tool in the teaching / learning process. Some general objectives include:

- Reinforcing the learning that has taken place in school.
- Helping students develop independent work-study habits.
- Applying knowledge learned in school to out-of-school interests.

- ~ Students who do not submit homework **due to neglect** will receive a “0” for that assignment and are required to make-up the work as requested by the teacher.
- ~ Students who do not submit homework **due to illness or personal problems** are required to make arrangements with the teacher to have homework completed.
- ~ If there is a continual pattern of refusal to comply, the teacher may request an interview with the parent to ascertain the reason for lack of compliance.
- ~ Long term assignments that are submitted late will receive a grade deduction for each day late.
- ~ Homework planners are required and must be purchased in the school office.

DETENTION POLICY

~ Detention may be designated for the following offenses:

- Inappropriate church behavior.
- Disruption in the classroom or halls.
- Continued lateness following change of classes, gym, and / or bathroom recess.
- Consistently neglects to complete and hand in homework or incomplete homework.
- Fighting, verbal or physical harassment.
- Consistently being unprepared for class.
- Continued disregard for the Dress Code.
- Defacing or destroying school property.
- The use of profanity, written or verbal

~ **If a serious infraction occurs, detention will be determined by the administration and the teacher involved. Detention may take the following forms:**

- **“Time Out”**
- **Lunch and after school detention**
- **In-school suspension**

~ **In addition to a written notice of detention, parents will be immediately notified by phone of the infraction. As a result, the student will serve an after school detention that day from 2:15 to 3:15 pm.**

~ Notices **must** be signed by a parent and returned to school the next day.

SUSPENSION POLICY

~ The student will be removed from classes for a designated time at the discretion of the principal. Suspension will be served in school.

While it is not possible to enumerate all cases that could arise, several categories which may merit suspension are as follows:

- Harassment (Verbal or Physical)
- Frequent tardiness to school with **no attempt** to correct the problem.
- Continued disregard for school rules and policies.
- Habitual use of profanity on school grounds.
- Insolence.
- Fighting

SCHOOL SAFETY POLICY

- **Dangerous Weapons in School:**
No student may have in his / her possession, on the school premises, or on a bus, a rifle, shotgun, pistol, revolver, other firearm (real or imitation), ammunition, explosives, fireworks, knives, dangerous chemicals, or any object or substance which is not necessary for school activities and could be used as a weapon.
- **Search and Seizure:**
The Pastor, Principal, and Teachers are free to enter a student's desk, bookbag, or closet space at any time to search for questionable items.
If items found are illegal, matters will be turned over to the Law enforcement agencies. All items that violate school policies will be confiscated by the principal.
- **Physical Harassment:**
Physical Harassment is prohibited. This includes hitting, pushing, grabbing, kicking, or restricting the movement of another student or faculty member.
Physical Harassment includes bullying behavior. It also includes verbal or written intimidation, such as name calling or threats to the well-being of another student or member of the faculty.
- **Fighting:**
Fighting between students is strictly prohibited on or around all school grounds and buses.
- **Penalties:**
Any student found in violation of any of the above policies will be subject to a meeting between the principal and such student's parents. The student will then be subject to the appropriate form of discipline to be determined by the principal.

PHYSICAL EDUCATION

- ~ The Physical Education Program at Our Lady of the Blessed Sacrament School helps the students to develop physically, mentally, emotionally, and socially.
- ~ According to New York State Education Law # 803, all students must be given an opportunity to participate in Physical Education classes, except those whose physical condition does not warrant it.
- Kindergarten - Grade 3 - 40 minute gym class, twice a week.
- Grades 4 - 8 - 40 minute gym class, once a week.

Clothing Requirements: K - 8

- Athletic shorts or sweat pants. **No jean shorts or shorts with zippers or buckles.**
 - Shorts must be an appropriate length. **No “short shorts.”**
 - Shirt – Tee shirt. **No tank tops or sleeveless shirts.**
 - **Girls with long hair need to have their hair tied back on gym days.**
 - Socks – White socks above the ankle. Girls may roll down white knee socks.
 - Sneakers – tie or Velcro. Make sure the sneaker fits properly, necessary when used for kicking a ball. Please help your child learn to tie their sneakers at home.
 - **No jeans or ripped clothing are allowed.**
 - A gym bag is required to carry gym clothes.
 - Please label everything...gym clothes & uniforms.
 - If the student is unable to attend class for 1 day, a parent note can be sent.
- ~ If a student is unable to attend classes for reasons of health, a letter must be obtained from the doctor.
 - ~ No student will be allowed to borrow clothes or sneakers from a student in another class.
 - ~ Students who do not bring their gym clothes to school **may not call home for them.** They will not participate in the gym class that day, and they will be given an assignment which must be handed in at the end of the class period.
 - **Grades** – Students in Grades 5-8 will be given homework, study guides, and written tests for each unit.

SPORTS PROGRAM

- ~ Athletics demand a combination of physical skill, reasonable strength, enthusiasm, teamwork, and an alert mind.
- ~ However, those participating in sports must work to their academic potential. If the teachers agree that a student is not working up to his / her ability in their subject areas, the student will be taken off the team until improvement is shown.
- ~ Failing grades and / or low achievement, inconsistency in completing homework assignments, and unsatisfactory classroom behavior may result in suspension from competition.
- ~ If the student is absent from school, he /she will not be able to participate in the sports activity that day / night.

- **Sports Physicals:**

Any student who will be participating in a school sport must have a current sports' physical on file in the health office.

FIELD TRIP POLICY

- ~ All field trips are limited to **one day** and kept within the economic capability of the families involved. Each class **may** have up to two educational field trips a year.
- ~ The consent of the parents must be obtained for every child participating in a field trip.
- ~ Teachers **may** invite homeroom parents to assist with supervision of the students on such trips if they feel additional supervision is needed.
- ~ Overnight trips (that require lodging) for Our Lady of the Blessed Sacrament students are not allowed with the exception of the Grade 8 October class trip.
- ~ **Not abiding by the Code of Discipline may result in a student not participating in the class field trip.**

Our Lady of the Blessed Sacrament School

Parent / Guardian Contract

September 2009 – 2010

In cooperation with and in support of the contents of the Parent-Student Handbook, I will do my best to encourage my child / children to conduct themselves in a responsible manner conducive to learning. I understand that irresponsible behavior will warrant disciplinary action, which may result in suspension or expulsion from school and any extra curricular activities. I will keep communication open between home and school in order to serve the needs of my child / children. I have read and agree to be governed by this handbook.

(Parent / Guardian Signature)

(Date)

Student Contract

I understand the school policies and will take full responsibility for my actions. I am aware that certain irresponsible actions on my part will warrant disciplinary action, which may result in suspension or expulsion from school and any extra curricular activities. I will consistently direct my efforts to do my best according to my God-given ability and to conduct myself always in a manner that will be conducive to progress - that of my own and that of my fellow students. I know the contents of this handbook and agree to be governed by them.

(Student's Signatures)

(Grade)

(Date)

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____