

# Our Lady of the Blessed Sacrament School @ St. Martha Parish



## Parent / Student Handbook

### 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.



Adopted by The Board of Limited Jurisdiction  
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**Right to Amend**

OLBS School reserves the right to amend this Handbook. Notice of amendments will be sent to parents through the Wednesday newsletter or through email communication.

I am excited to welcome you to a new school year at Our Lady of the Blessed Sacrament (OLBS) Early Childhood and Primary School serving students and families in grades:

- Pre-kindergarten 3 year olds
- Pre-kindergarten 4 year olds
- Kindergarten
- Grades 1 - 3

Since our founding in 1966, OLBS has been dedicated to providing the very best education to our students. Our school is a place where children are intellectually ambitious, engaged and curious about the world in which they live; compassionate, creative and filled with the desire to meet new challenges. The faculty, staff and I are committed to working together, in partnership with you, to create a safe, supportive environment where your child will develop into a modern learner.

Our amazing certified teachers, most with advanced degrees, create an exceptional environment for our young learners. Their outstanding instruction ensures high levels of student achievement and growth. Additionally, students participate in; faith formation, foreign language instruction, physical education, STREAM, and an exemplary fine arts program.

Throughout the year, exciting things will be happening in our classrooms. The early years of education are the most important and fundamental to establish success in a child's future schooling. We are focused on ensuring that ALL students are successful learners who enjoy attending school every day. Choosing OLBS for your child will pave the way for a lifetime of learning.

In partnership,

Mrs. Nancy Kindred  
Principal



**Our Lady of the Blessed Sacrament School**  
**Core Values**

- **FAITH EMBODIED IN DISCIPLESHIP**
- **FAMILY CELEBRATED IN PARTNERSHIP**
- **ACADEMICS ACHIEVED IN EXCELLENCE**
- **LEADERSHIP CULTIVATED IN SERVICE**
- **TRADITION MODELED IN COMMITMENT**

**Mission Statement and Philosophy**

Fulfilling the role in the ministry of St. Martha's Parish, Our Lady of the Blessed Sacrament School strives to welcome each student as St. Martha welcomed Jesus.

We commit ourselves to strengthen the Church for the next generation by educating the whole child - academically, spiritually, physically and emotionally - through a faith-based learning environment. We value all students and acknowledge their unique gifts, while challenging them to be creative and critical thinkers who integrate faith, moral leadership and compassionate service. We aim

to guide the children of today to become the Catholic citizens of tomorrow.

## **Catholic Identity**

At Our Lady of the Blessed Sacrament School we are focused on our Catholic Identity and living the tenants of our faith daily in all we do and say. All students are encouraged to grow in their faith through activities that promote their Catholic Identity. These activities include, but are not limited to, the following:

- Daily Religion Lessons
- Morning/Afternoon Prayers
- Priest and Deacons presence in the schools
- Regular participation in weekly/monthly masses
- Holy Day Masses
- Prayer Services
- Faith based discipline – WWJD
- Living Stations, Stations of the Cross
- Advent Prayer Service
- Retreats
- Rosary
- Community Service
- Religious bulletin boards
- Jesse Tree
- Christmas play
- Religious gifts
- Catholic Schools Week
- Religious statues and Sacramentals on property, in buildings and in classrooms
- Religion projects
- Religious section at book fair
- Celebration of St. Nicholas Day
- Prayer before athletic events
- Room Blessing – Feast of the Three Kings

## **Sacramental Program**

Preparation for the celebration of First Reconciliation/First Eucharist with children who are baptized in the Roman Catholic Church is coordinated within the parish. It is the policy of the Diocese of Buffalo that First Reconciliation is celebrated in second grade and First

Eucharist be celebrated in third grade. Families enrolled in Catholic schools will need to register for the sacrament programs at their home parish, which is separate and distinct from the regular faith formation schedule for those in Grade 2 and 3. Generally, the parish director of faith formation coordinates the process of preparation and the celebration under the supervision of the pastor. First sacraments are always celebrated within the context of a parish faith community.

### **Parental Role in Education**

We, at Our Lady of the Blessed Sacrament School, consider it a privilege to work with parents in the education of children because we believe parents are the primary educators of their children. Therefore, it is your right and your duty to become the primary role models for the development of your child's life—physically, mentally, spiritually, emotionally, and psychologically. Your choice of Our Lady of the Blessed Sacrament School involves a commitment and exhibits a concern for helping your child to recognize God as the greatest good in his/her life.

Students are naturally eager to grow and learn. However, sometimes in the process of maturation new interests may cause them to lose focus. As this natural process occurs, the student needs both understanding and discipline. At times, your child may perceive discipline as restrictive. However, it is boundaries and limits which provide a young person with both guidance and security.

It is essential that a child take responsibility for grades he/she has earned and be accountable for homework, long-term assignments, tests, projects, and all other assignments. This responsibility also extends to times of absence.

### **Attendance Policies**

Our Lady of the Blessed Sacrament School has developed our attendance policy in accordance with New York State Education Law Section 3205. This comprehensive attendance policy will help to uphold the mission statement of our school.

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 8:00am** 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 and be signed in by a parent.
- 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 and on the school website.

### **Absences/Vacations**

The school calendar provides for extended breaks and holidays throughout the school year. Parents are encouraged to schedule trips or family outings during these times to minimize the need to interrupt a student's learning process. Missed assignments are the student's responsibility. **Teachers are not required to give assignments in anticipation of the vacation.**

When a student is absent due to illness, recuperation time for the ill student is our primary concern. Therefore, missed work will be given to the student on his/her return to school. Once again, it is the responsibility of the student to make up all missed assignments, tests, and quizzes. Time allotted for make-up work will be arranged between the student and the individual teachers. For extended illnesses of three (3) or more days, arrangements need to be made between the parents and the teachers to pick up the missed assignments.

Please keep your child home if he/she:

- has a low grade fever or has had a fever during the night
- has a cold with heavy nasal discharge



- has diarrhea
- has vomited during the night; is vomiting; or is unable to eat solid food yet
- has a communicable illness (COVID-19, chicken pox, strep, pink eye, head lice)

If a communicable situation is suspected, please inform the school so that we can monitor other students and, if necessary, notify other parents. **Your child should not return to school or participate in any school activities until the symptoms have ceased for at least 24 hours, or he/she is on prescribed medication for a full 24 hours.**

**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
- Quarantine
- Attendance at health clinics
- Impassable roads due to inclement weather
- Religious observances

**b) Unexcused absence shall include:**

- Unlawful detention
- Truancy
- Sports
- Suspension
- Vacations
- Oversleeping

**Tardiness**

Students who arrive after 7:45 a.m. are considered tardy. Frequent tardiness causes students to feel “off balance” as they start their day and can lead to academic and organizational difficulties. Students in grades K - 3 arriving late to school, must report to the school office with their parent/guardian to receive a tardy slip before going to their classrooms. Excessive tardiness will have a direct impact on a student’s academic progress.

**Early Dismissal or Late Arrival**

Students needing medical appointments during school hours require a dated written note by the parent. Parents are required to sign out their child from the office. If the child returns to school during the same school day, he/she must be signed back into school in the office.

## School Cancellations

Our Lady of the Blessed Sacrament School follows the Lancaster Central School District's decisions for delayed openings, cancellations, and early dismissals due to weather conditions. Local radio and television stations will have the latest information regarding school closings. A call message through the School Messenger on parents' and teachers' cell phones will be sent. Parents should refrain from calling the school or rectory for these announcements.

If a decision is made for an early dismissal due to deteriorating weather conditions, parents will be notified by the school, and the students will be kept in school until transportation arrangements can be made. If parents cannot be reached, the students will remain with school personnel in the school.

## Uniform Policy

*Our dedicated uniform supplier is:*  
*McKay's \* 851 Abbott Road \* Buffalo, NY 14220*  
*(716)824-7900*

**\*\*\* Students in Pre-K do not wear uniforms\*\*\***

## Girls:

**Grades K-3:** Jumpers or skorts with white or blue "Peter Pan" short-sleeved blouses or banded uniform polo shirts.  
Dress Pants/Slacks: Navy blue  
Grades K-2 may wear leggings/tights underneath the jumper or skort.

Sweaters: Navy blue or white cardigan/vest.

Sweatshirts/Jackets: Students will be allowed to wear the O.L.B.S. sweatshirt or zip-up fleece.

Walking shorts: Navy blue, knee-length uniform shorts. To be worn until **Oct. 1st and may begin again May 1st.**

Shoes: Sneakers. Laces must be completely tied at all times.  
No heels, crocs, flip-flops, backless shoes, open toe shoes, slippers, moccasins or "Ugg" style boots. Any foot attire that may be dangerous to students is not allowed.

Socks: Black, navy blue or white socks, knee-socks or tights. Socks must be visible above the shoe.

Hair: No fad styles.  
Hair accessories (bows, headbands, scrunchies, etc.) should be modest in size.

Natural highlighting is allowed, however, no unnatural colors; blue, red, green etc. are permitted.

Makeup: No lipstick, foundation, blush, eye shadow, eyeliner, mascara, false nails or perfume.

Nails: No fake/gel or artificial nails.

Jewelry: One pair of small earrings. No hoops or dangling earrings.  
No bracelets or ankle bracelets.

Necklaces: A religious medal or crucifix is permitted but must not be worn on physical education class days.

## **Boys:**

**Grades K-3:** Navy blue uniform pants, properly fitted, worn at the waist.  
O.L.B.S. polo shirt, tucked in at all times.

Shorts: Navy blue uniform shorts. **May be worn until Oct. 1st and begin again May 1st.**

Sweaters/vest: Navy blue or white cardigan/vest.

Sweatshirts/Jackets: Students will be allowed to wear the O.L.B.S. sweatshirt or zip-up fleece.

Shoes: Sneakers. Laces must be completely tied at all times. No boots, crocs, flip-flops,  
backless shoes, moccasins or slippers.

Socks: Black, navy blue or white socks must be worn with footwear.  
Socks must be visible above the shoe.

Hair: No fad styles are allowed. **Boy's hair length should be kept off the collar and above the eyebrows.**  
No hair dyes are permitted.

Jewelry: No earrings or bracelets are allowed.  
Necklaces: A religious medal or crucifix is permitted, except on physical education days.

**Winter Boots: When worn in the wintry, inclement weather, boots must be removed upon arrival in school and sneakers are to be worn throughout the day.**

The Our Lady of the Blessed Sacrament uniform contributes to a sense of community and develops a student's pride in him/herself and the school.

In order to enforce the Uniform Dress Code, cooperation is needed. Students, along with their parents, are responsible for adherence to the uniform policy.

Adherence to the student dress code is mandatory unless the Principal designates a special day, field trip, or occasion to promote school spirit such as birthday celebrations, Catholic Schools Week, Catholic Charities collection, etc.

Any type of tattoos are not to be worn to school.

**Failure to adhere to the dress code will result in changing into correct uniform attire as well as the loss of the right to dress down days.**

### **Dress Down Days:**

Throughout the school year, certain days will be designated as "Dress Down" days. The opportunity to come to school out of uniform is a privilege that should be respected.

### **Students may wear:**

- jeans (no rips or holes)
- neat cargo shorts
- shorts no shorter than three (3) inches above the knee
- skirts no shorter than three(3) inches above the knee
- skorts
- sweatshirts
- capris
- tops that are long enough to cover the midriff
- tee shirts
- warm-up apparel

### **Students may not wear:**

- tank tops, spaghetti straps, strapless, low-cut tops, midriff or halter tops
- tight clothing
- jeans with rips or holes
- tee shirts with inappropriate pictures or messages
- yoga pants, jeggings, or leather pants
- biker shorts
- shorts: see above for length guidelines

- pajama pants
- slippers, open-backed shoes, boots, flip-flops, heels
- makeup
- fad hair styles
- NO leggings-unless worn with a longer top that reaches the center of their thigh.

**A good rule: If you think you shouldn't wear it, you shouldn't!**

**Please Note: If a student comes to school on a dress down day and is dressed inappropriately, parents will be called to bring appropriate clothes to school. If the parent cannot be reached, the school will lend the student a uniform from the uniform exchange. The lent uniform will then be laundered at home and brought back the following day.**

## **Physical Education**

### **Clothing Requirements-Grades K-3:**

- Gym uniforms are required. Gym shorts, T-shirts and sweatpants may be ordered through the school office.
- Girls with long hair must have their hair tied back for gym class.
- Sneakers are to be worn with laces or "Velcro." NO PLATFORM, FASHION SNEAKERS OR SKATEBOARD SHOES ARE ALLOWED. Sneakers are to fit properly so as to kick a ball. It is beneficial for parents of young children to teach them how to tie their laces.
- All jewelry must be removed for the student's safety.

If a student is unable to take part in gym class for one (1) day, a parent note is required. If a student is unable to take part in gym classes for health reasons, a doctor's note is required.

Students, who "forget" their gym clothes, may not call home for them and are not allowed to borrow clothes or sneakers from a student in another class. The student will not participate in gym class that day.

## **Student Code of Conduct**

Discipline that fosters learning is stressed in our school. The responsibility for the development and maintenance of self-discipline requires the cooperation of students and parents, together with the faculty and staff. Consistency is the key. **Our teachers have a right to teach, our students have a right to learn. Inappropriate behaviors that interfere with that process will not be tolerated. This includes bullying and harassment.**

Rules and consequences are discussed in all classrooms. Although the following rules are categorized by location, they apply throughout the school and at all school functions.

## **Behavior**

## **General:**

Students are expected to:

1. Respect all people and property.
2. Comply with the dress code.
3. Follow directions the first time given.
4. Be prepared for each class.
5. Be responsible for all work.
6. Chewing gum is not allowed.

## **Classroom:**

Students are expected to:

1. Listen politely when another is speaking.
2. Come to class prepared.
3. Work quietly without disturbing others.
4. Care for school and personal property.
5. Get attention in a polite and respectful way.

In summation, the **Code of Conduct** centers on **Respect** and **Responsibility**.

## **Discipline**

It is expected that all students will strive to meet the expectations for responsibility and self-discipline. Students will learn that certain actions are unacceptable and that misbehavior has consequences. In general, teachers handle the day-to-day behavior in their classrooms. The Principal will become involved when necessary.

Parents are the first and foremost teachers of the children at Our Lady of the Blessed Sacrament School. In their absence, teachers and administrators of the Our Lady of the Blessed Sacrament School Community are responsible for implementing matters of correction in regards to discipline. Students are expected to conduct themselves in a Christian and courteous manner at all times and show respect for the person and property of themselves and others. In accordance with the Dignity for All Students Act (DASA 2012), all students have a right to an education free from discrimination and harassment.

## **Classroom Procedures**

Along with the school policies, teachers will have their own set of behavioral procedures for the classroom and will have their own set of consequential procedures. Each teacher will handle situations that happen in the classroom. When the teacher has exhausted all the classroom controls and the misbehavior is continuing, the Principal or Assistant Principal will be consulted for possible further action. The Principal or Assistant Principal will then contact the student's parents.

In matters of serious infractions, the Principal and Assistant Principal will be involved in the disciplinary action.

## **Suspension**

Circumstances that warrant suspension:

1. *Bullying*: including cyberbullying, harassment, and retaliation.
2. *Fighting*: including hitting, kicking, pushing, grabbing or restricting the movement of another student or faculty/staff member.

3. *Weapons*: firearm (real or imitation) knives, ammunition, explosives, dangerous chemicals, or any object or substance which could be used as a weapon.
4. *Drugs and Alcohol*: the use and/or possession of any alcoholic beverage or non-prescription drug

If such a serious infraction occurs, immediate notification shall be given to the parents. An appointment with the parents and the student will be scheduled as soon as possible with the Pastor and the Principal. The student will be placed on immediate **out-of-school suspension** for 1 to 3 days.

### **Expulsion**

Expulsion is an extremely serious matter. Students who pose a threat to themselves or to others may be expelled from Our Lady of the Blessed Sacrament School. Students who have been expelled will not be allowed to return to the school without prior permission from the Principal and Pastor.

### **Bus Conduct Policy**

In order to provide safe and efficient transportation, we need the help and cooperation of both students and parents. The safety of your child on the bus is a serious matter. Students who engage in any type of misbehavior will be reported to the Principal by the bus company. The school and the transportation company acknowledge that students riding the bus are under the authority of the school bus driver.

### **Cell Phones**

If a student needs a cell phone on the way to school or after for safety, he/she must complete the contract at the end of the Parent/Student Handbook. Only those students who have a contract on file may bring such a device to school, and give the cell phone to the homeroom teacher upon arrival in the morning. The cell phone will be returned to the student at dismissal. At no time during the day should a cell phone be in the student's desk, book bag, or closet space. Any cell phone that is not given to the homeroom teacher when the child arrives at school will be confiscated by the administration and returned to the parent at the end of the day.

### **Social Media**

Engagement in online social media sites such as, but not limited to Facebook, Instagram, Tik Tok, SnapChat, etc. may result in disciplinary actions if the content of the student's or parent's blog/wall includes defamatory comments regarding the school, the faculty, staff, other students, or the parish.

### **Electronic Devices: i-Pads, Chromebooks, and Internet Use**

Our Lady of the Blessed Sacrament follows the policies of the Diocese of Buffalo Department of Catholic Education. A separate contract included in the appendix of this handbook, must be signed and placed on file in the office prior to a student using a school issued device. Any student who does not follow the policies outlined in the contract will be denied use of the school electronic devices.

## **Our Lady of the Blessed Sacrament School** **Policies for the Use of Electronic Devices and Internet**

The Diocese of Buffalo and Our Lady of the Blessed Sacrament School have provided these electronic devices/internet policies for the protection of all its users. Misuse of these resources will result in the suspension or loss of these privileges, as well as disciplinary, legal, and/or monetary compensation.

- The Our Lady of the Blessed Sacrament computers are to be used for academic purposes and research only. They are not for instant messaging, personal emails, social media sites or online games.
- Students will never give out the name and location of the school without the teacher's permission.
- Students will inform the teacher immediately if they come across any information or messages that make them feel uncomfortable.
- Students will not accept any downloads or respond to pop-up advertisements or contests.
- Transmission of any material in violation of any U.S. or State law, including but not limited to: copyrighted material, threatening, harassing, or obscene material; or material protected by trade secret is prohibited.
- Vandalism is prohibited. This includes, but is not limited to, any attempt to harm or destroy the data of another user, the network/Internet, or any networks or sites connected to the network/Internet. Attempts to breach security codes and/or passwords will also be considered a form of vandalism.
- Willful destruction of computer hardware or software, or attempts to exceed or modify the parameters of the system.
- The school reserves the right to access email to retrieve school information and records, to engage in routine computer maintenance and housekeeping, to carry out internal investigations or to disclose messages, dates or files to law enforcement authorities.
- Students and parents are required to sign and return the Cell Phone Agreement, sent home at the beginning of the school year.

**A copy of this contract is included at the end of the handbook.**

### **Anti-Bullying/Harassment Policy**

The Catholic Elementary Schools in the Diocese of Buffalo call on Jesus as the model for our thoughts, words and actions. Our school has a tradition of excellence in developing youth who are sensitive to others and live in the tenets of our Catholic faith.

Children learn best in a climate of acceptance, tolerance and respect where bullying and harassment are not tolerated. Therefore, our schools strive to create and maintain an atmosphere absent of threat in interactions with peers or adults.

Bullying behaviors may include words, actions, and/or body language that happen repeatedly or present a threat to physical or emotional safety due to an imbalance of power, or numbers. It may take several forms: verbal, nonverbal, and/or physical. It refers to behavior that is usually or often repetitive, frequent, would ordinarily not be considered of a social nature, is unwelcome, offensive, or fails to respect the rights and dignity of others.

### **Bullying and Cyberbullying**

Our Lady of the Blessed Sacrament School provides a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats, **seriously, in jest, or online**, face age appropriate consequences which may include suspension or expulsion.

As part of our commitment to maintain a safe and orderly learning environment for all students, Our Lady of the Blessed Sacrament School will be vigilant regarding bullying and harassment of all types. The 2010 *Act Relative to Bullying in Schools* and Dignity to All Students Act (DASA) of 2012 prohibits bullying, taunting, exclusion, discrimination, harassment and retaliation in all public and private schools and requires schools to take certain steps to address bullying



incidents.

For more information please visit <http://www.p12.nysed.gov/dignityact> .

### **Definitions:**

*Aggressor* is a student who engages in bullying, cyberbullying, or retaliation.

*Bullying* is the repeated use by one or more students of a written, verbal or electronic expression or a physical act or gesture or any combination thereof, directed at a target that: (i) causes physical or emotional harm to the target or damage to the target's property; (ii) places the target in reasonable fear of harm to himself/herself or of damage to his/her property; (iii) creates a hostile environment at school for the target; (iv) infringes on the rights of the target at school; or (v) materially and substantially disrupts the education process or the orderly operation of a school. Bullying includes cyberbullying.

*Cyberbullying* is bullying through the use of technology or any electronic devices such as telephones, cell phones, computers, and the Internet. It includes, but is not limited to, email, instant messages, text messages, and Internet postings.

*Hostile environment* is a situation in which bullying causes the school environment to be permeated with intimidation, ridicule, or insult that is sufficiently severe or pervasive as to inhibit student's learning.

*Retaliation* is any form of intimidation, reprisal, or harassment directed against a student who reports bullying, provides information during an investigation of bullying, or witnesses or had reliable information about bullying.

*Target* is a student against whom bullying, cyberbullying, or retaliation has been perpetrated.

### **Prohibition Against Bullying**

Bullying is prohibited : (i) on school grounds, property immediately adjacent to school grounds, at a school-sponsored or school-related activity, function, or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased, or used by a school district or school, or through the use of technology or an electronic device that is owned, leased, or used by a school district or school and (ii) at a location, activity, function or program that is not school-related or through the use of technology or an electronic device that is not owned, leased or used by a school district or school, if the bullying creates a hostile environment at school for the target, infringes on the rights of the target at school or materially and substantially disrupts the education process or the orderly operation of a school. Nothing contained herein requires schools to staff any non-school related activities, functions, or programs.

Retaliation against a person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying is prohibited.

### **Investigation of Incidents**

A member of the school staff or school volunteer is required to report immediately any instance of bullying or retaliation the staff member or volunteer has witnessed or become aware of to the Principal or Assistant Principal. Staff includes, but is not limited to, an educator, administrator, counselor, school nurse, tutor, cafeteria worker, custodian, bus driver, coach, parent volunteers, advisor to an extracurricular activity or paraprofessional.

Upon receipt of such a report, the school Principal or her designee shall promptly conduct an investigation. If the school Principal or designee determines that bullying or retaliation has occurred, the school Principal or designee shall conduct;

- Individual discussions with the target(s) and the students responsible for the behavior(s).
- Discussions with the direct witnesses or bystanders.
- Discussion with the supervising adults.
- Individual discussions with the parent/guardians of the target(s) and the student(s) responsible for the behavior.
- Completion of an Incident Report.
  - If required by law, report the incident to law enforcement.
  - Follow up with the target within 48 hours of the report.
  - Including the plan of action and follow up summary, which will be filed in each student's records.

Disciplinary actions include, but are not limited to verbal and/or written apologies, exclusion from extracurricular activities, parent conference, suspension or expulsion.

If the investigation reveals that the complaint is valid, prompt attention and disciplinary action will be taken. In the event the investigation reveals that a student has not engaged in any wrongful behavior, the principal will inform both parties of such. Reasonable measures will be taken to protect the confidentiality of the student who files a complaint and to protect the reputation of any student wrongfully charged in a complaint.

### **Grading Policy Grades 1-3**

- Assignments and Assessments are used to demonstrate learning.
- Evidence of both formative and summative assessments shall be collected and recorded.
- Formative assessments shall be used to promote success in summative assessment.
- Formative assessments shall be evaluated with descriptive and timely feedback.
- The purpose of formative assessment is to give reflective, thoughtful, meaningful feedback to the student and the teacher.
- Multiple opportunities shall be offered to students to provide evidence of learning
- Teachers will update their gradebooks weekly.
- Teachers will inform parents and students if the percentage grade drops below 70%.
- Each individual teacher determines his/her own homework policy for the students.

### **Grading Scale**

<b><u>Exemplary</u> Demonstrates Proficiency</b>	<b>94-100%</b>	<b>Standards Based Assessment- 4</b>
<b><u>Proficient-</u> Demonstrates Proficiency</b>	<b>80-93%</b>	<b>Standards Based Assessment- 3</b>
<b><u>Progressing-</u> Demonstrates Proficiency</b>	<b>65-79%</b>	<b>Standards Based Assessment- 2</b>
<b><u>Unsatisfactory-</u> In danger of failure</b>	<b>Below 65%</b>	<b>Standards Based Assessment- 1</b>

### **Report Cards**

- Grades K through 3 are issued three (3) times a year.

For trimesters 1 and 2, the report cards will be available on the Parent Portal. For the final trimester they will be handed to students the last day of school as well as on the Parent Portal.

- Report cards for Pre-K will be completed in January and June.

### **Testing**

**New York State Assessments** are given annually as follows:

- English Language Arts - Grades 3
- Mathematics - Grades 3

The policy of OLBS School is that all students take the State Assessments.

### **Promotion Policy and Retention Policy**

Advancement to the next grade at Our Lady of the Blessed Sacrament School is based on a student's daily performance, tests results, recommendations of teachers, and the student's ability to complete work successfully.

Promotion to the next grade depends on successful completion of all subject areas. The Administration may recommend the repetition of a grade, tutoring, or summer school classes as a requirement for promotion when, after conferences with teachers and parents, it is believed that such action will better prepare the student academically or emotionally for the next grade.

## **Health Information**

### **Physical Examinations:**

New York State Law mandates that all newly entering students as well as students in grades K, and 2, receive a physical examination. A copy of this physical examination must be on file in the school health office prior to or on the first day of school.

Any student wishing to participate in any school sports activity must also have a current physical examination on file in the school health office. Students will not be allowed to participate in any practice or game until a current physical is received.

A physical examination is good for one year, e.g., if a physical was completed on 5/14/23, it is valid until 5/14/24.

### **Immunizations:**

The New York State Education Department requires that all Pre-K -12th grade students submit a copy of their immunization record for admission to school. All students must receive all required doses of vaccines

on the recommended schedule in order to attend or remain in school. Please refer to the NYS website for in depth information. [https://www.health.ny.gov/prevention/immunization/schools/school\\_vaccines/](https://www.health.ny.gov/prevention/immunization/schools/school_vaccines/) According to New York State law, no principal, teacher, or person in charge of the school shall permit any child to be admitted to such school without the certificate or record of immunization.

### **Medication Administration:**

New York State mandates the procedures listed below when administering medication in school:

1. All medication, including non-prescription medication given at school must be prescribed by a licensed medical provider.
2. A written medication order from the student's provider must be on file in the health office. The order must indicate the medication name, dosage, and frequency.
3. Written consent must also be on file from the parent/guardian authorizing medication administration in school.
4. A parent/guardian is responsible for delivering the medication to school. The medication must be in the original labeled container.
5. Written parental consent is required for sunscreen application and use.

## **VARIA**

### **Concerts**

Concerts are performed by the students typically at Christmas time and Spring. Attendance at the concerts is mandatory for students as this is part of their final performance grade.

### **Extended Day**

Extended Day is offered as a service to the working parents of children attending our school who need to have their children adequately cared for until such time as they can be picked up. Extended Day begins after dismissal, 2:00 p.m. to 5:30 p.m., for those who may need this service.

Any student involved in **extracurricular activities** who is not picked up as the activity ends, will be sent to Extended Day and the parents will be charged accordingly. Please check our website or contact the school office for information and fees.

### **Field Trips**

Field trips are a learning experience planned by the teacher. As each student represents Our Lady of the Blessed Sacrament, proper behavior is expected of each student.

The following guidelines apply:

1. All grades do not always have the same number of field trips.
2. A written **official permission slip**, signed by the parent, is required before students will be permitted to attend a field trip activity. A phone call or an email from a parent is not sufficient but a faxed signature is acceptable.
3. All monies collected for the field trip are **non-refundable**, unless canceled by the school.
4. Cell phones are not allowed on field trips unless otherwise directed by the Principal.
5. Students who are participating in the field trip must ride the bus to and

from the field trip with their class. The field trip begins and ends at the school.

6. **Parents who accompany students on a field trip must have a current background check on file and must have completed and be up to date on their Virtus certification.**
7. Parents who chaperone a field trip may not bring preschool age or school-age siblings on the field trip.
8. All chaperones must be 25 years of age or older.
  9. Individual teachers, with the consultation of the Principal, reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor conduct or, any other behavior deemed unacceptable by the Principal.
  10. Participation on field trips is a privilege and not a right. The school has the duty and right to impose conditions on students' participation.

### **Breakfast and Lunch Program**

- Breakfast and lunch will be provided free of charge to students through a Federal Lunch Program.
- Students may wish to bring their own lunch from home. Please note the following:
  - Lunch boxes as well as lunch bags should be clearly labeled with the student's name.
  - Glass containers are not allowed.
  - The students are expected to practice good table manners, clean up after themselves, and respect and obey the cafeteria volunteers.
  - Students are not allowed to bring soda pop for lunch.

### **Office Records**

Parents/Guardians are requested to notify the school office in writing of any change of address, home telephone numbers, cell phone numbers, place of employment phone numbers, e-mail addresses, and phone numbers of emergency contacts.

This will guarantee that office records are accurate, complete, and up-to-date.

### **Parent-Teacher Conferences**

Parents are welcomed and encouraged to contact their child's teachers to discuss student progress and/or academic or behavioral difficulties. Parents are required to schedule conferences and meetings with teachers rather than arrive unannounced. An appointment may be made by calling the school office. The teacher will then contact the parent and arrange a meeting time which is mutually beneficial.

**Formal Parent-Teacher conferences are required for grades Pre-K through 3 and are held in December.**

### **Party Policies**

Throughout the year, the Principal, in consultation with the faculty, will plan a few simple holiday celebrations. Teachers will contact the homeroom parents if a party is going to take place to ask for assistance. Arranging parties is left to the discretion of the homeroom teacher.

## **Birthday Celebrations**

Students in Grades K through 3 may come to school dressed out of uniform on their birthday or students who have a summer birthday may be out of uniform on their ½ summer birthday. (For example, a July 16th birthday will be celebrated on January 16th). Parents who wish to send in a birthday treat for their child should contact the homeroom teacher to make arrangements.

In terms of parties outside of school for birthday and other celebrations, please follow these three simple rules for all grades:

1. If parents would like to send party invitations home with students, there must be an invitation for the entire class.
2. If the child is hosting an all-girl party, all girls need to be invited.
3. If the child is hosting an all-boy party, all boys need to be invited.

## **AHERA**

In compliance with the Federal Asbestos Hazard Emergency Response Act (AHERA) regulations, we are required to inform all persons associated with Our Lady of the Blessed Sacrament School of our Asbestos Inspection Reports and Management Plan. These Inspection Reports and Management Plan, as required by AHERA, are on file in the school office and are available for review by any parent, teacher, etc. during the normal business hours of school.

## **Admission/Registration**

Our Lady of the Blessed Sacrament School does not discriminate on the basis of race, sex, national origin, or age. Requirements include:

- Health records
- Immunization records
- Copy of Birth Certificate
- Baptismal Certificate
- Report card
- Registration fees are non-refundable

## **Tuition: Pre-Kindergarten 3 year olds**

Full Day 5x per week	Monday - Friday	\$5,500.00 per student	Student Fee \$175.00 per student
Full Day 3x per week	Monday, Wednesday, Friday only	\$3,600.00 per student	Student Fee \$175.00 per student
Full Day 2x per week	Tuesday, Thursday only	\$3,000.00	Student Fee \$175.00 per student

### **Pre-kindergarten 4 year olds**

Full Day 5x per week	Monday - Friday	\$5,500.00 per student	Student Fee \$175.00 per student
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### **Tuition Grades K - 3**

Number of Students	Annual Tuition	Monthly Payment	Student Fee
1	\$4,200.00	\$420	\$175.00
2	\$6,800.00	\$680	\$350.00
3+	\$9,000.00	\$900	\$525.00

### **Tuition Payments:**

Payments will be made online through FACTS. Payments are based on individual needs.

#### Payment Plans:

- One payment for the entire year
- 2 payments
- 10 monthly payments from August-May
- 20 semi-monthly payments

### **Tuition Assistance:**

- BISON Fund – contact the BISON Fund at the Diocese of Buffalo to apply
- Minimum parental tuition responsibility is \$500.

**Volunteerism/Fundraising:** We encourage a spirit of giving and volunteerism to keep our school expenses low and to create a unified team approach to the education of our students. From time to time families will have the opportunity to participate in specific fundraising events. Details will be provided well in advance of the fundraising program. ***All individuals who volunteer in the school must complete the Diocesan mandated VIRTUS training and background check prior to volunteering.***

### **School Hours**

School is in session beginning with morning prayers at 7:45 a.m. until 2:00 p.m. Students not in their homeroom at 7:45 a.m. are considered tardy.

At Our Lady of the Blessed Sacrament School, we work in partnership with parents to enable each child to develop as an independent learner. Parents should allow their child(ren) to enter the school building on their own each morning. Prayer and afternoon announcements begin at 1:55 p.m. each day. Dismissal immediately follows. Please check the school calendar for early dismissal dates.

Walkers will be escorted downstairs to be picked up by their parent/guardian. Dismissal will be from the Main Doors. Parents will wait outside the main entrance for their child.

Students who miss the bus or walkers who are not picked up by their parent/guardian will be sent immediately to the Extended Day program and the parent/guardian will be notified. Extended Day fees will be

applied.

### **Sports Program**

Those participating in sports must work to their academic potential.

If it is agreed by the teachers and the principal that a student is not working up to his/her ability, e.g., low achievement, failing grades, failure to complete homework assignments, the coaches will be notified and the student may be taken off the team until improvement is shown. Successful programs develop individual and team potential by promoting high standards of competence, character, civility, and citizenship.

**All coaches must be Virtus trained, Concussion certified and CPR/First Aid certified.**

### **Sports Physicals**

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

### **Visitors**

School visitors (volunteers, parents, etc.) must come to the main office upon arrival in the school building. For safety and security reasons, each person is required to **sign in** at the office when he/she enters the building for any reason. Visitors and/or volunteers are to **sign out** at the time of departure.

Parents who volunteer to serve as lunchroom monitors or who volunteer in another capacity in the school may not drop into a classroom to see their child during the day. This is an interruption to the teacher and to the educational process.

### **Weapons Policy**

Weapons or toys resembling weapons are not allowed and will be confiscated. For the purpose of this rule, a "weapon" is defined as any object, which is intended to or could possibly inflict bodily harm.

Any student who is in possession of any weapon or device, which could be injurious to others, is subject to suspension/expulsion. A conference with the Pastor, Principal, and parents will take place before the student is readmitted to classes. Notification will be sent to the proper authorities.

The Pastor, Principal, and Teachers are free to enter a student's desk, book bag, locker, or closet space at any time to search for questionable items. If the items are illegal, they will be confiscated, the parents will be notified and Law Enforcement authorities will be contacted.



# APPENDIX

**\*\*\*Please return these pages to your Homeroom Teacher\*\*\***

1. *Student/Parent Agreement for the use of electronic devices & Internet- page 25 in this handbook*
2. *Student/Parent Cell Phone Agreement- page 26 in this handbook*
3. *Student/Parent Signature page- page 27in this handbook*

## **Our Lady of the Blessed Sacrament School Policies for the Use of Electronic Devices and Internet**

The Diocese of Buffalo and Our Lady of the Blessed Sacrament School have provided these electronic device/internet policies for the protection of all its users. Misuse of these resources will result in the suspension or loss of these privileges, as well as disciplinary, legal, and/or monetary compensation.

- The Our Lady of the Blessed Sacrament electronic devices are to be used for academic purposes and research only. They are not for instant messaging, personal emails, social media sites or online games.
- Students will never give out the name and location of the school without the teacher's permission.
- Students will inform the teacher immediately if they come across any information or messages that make them feel uncomfortable.
- Students will not accept any downloads or respond to pop-up advertisements or contests.
- Transmission of any material in violation of any U.S. or State law, including but not limited to: copyrighted material, threatening, harassing, or obscene material; or material protected by trade secret is prohibited.
- Vandalism is prohibited. This includes, but is not limited to, any attempt to harm or destroy the data of another user, the network/Internet, or any networks or sites connected to the network/Internet. Attempts to breach security codes and/or passwords will also be considered a form of vandalism.
- Willful destruction of computer hardware or software, or attempts to exceed or modify the parameters of the system.
- The school reserves the right to access email to retrieve school information and records, to engage in routine computer maintenance and housekeeping, to carry out internal investigations or to disclose messages, dates or files to law enforcement authorities.
- Students and parents are required to sign and return the Cell Phone Agreement, sent home at the beginning of the school year.

I agree to follow the above rules while using the electronic devices & internet at Our Lady of the Blessed Sacrament School.

**Family Name** \_\_\_\_\_  
(Please Print)

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Student Signature \_\_\_\_\_ Grade: \_\_\_\_\_ Date \_\_\_\_\_

Student Signature \_\_\_\_\_ Grade: \_\_\_\_\_ Date \_\_\_\_\_

Student Signature \_\_\_\_\_ Grade: \_\_\_\_\_ Date \_\_\_\_\_

**Our Lady of the Blessed Sacrament School**  
***Student/Parent Cell Phone Policy***

Maintaining the integrity of the learning environment is the top priority.

- Any student wishing to bring a cell phone to school must have this completed agreement on file in the main office.
- Students will be permitted to bring cell phones to school but must leave them with the homeroom teacher upon arrival to school. The cell phone must be in the “off” position.
- Students, before dismissal, will pick up their cell phone from the homeroom teacher.
- Students may only use their cell phones at school with the expressed permission of a faculty or staff member, coach, or the Principal.
- The school administration may examine a student’s cell phone at any time if there is reason to believe that the student is using the mobile device to violate a school policy, regulation, guideline, or law.
- Our Lady of the Blessed Sacrament School is not responsible for any possible damage or theft in connection to the student/parent’s choice to bring a cell phone to school.
- Students and Parents are required to sign and return the Cell Phone Agreement, sent home at the beginning of the school year.

Should a student be observed using a cell phone without permission during the school day, disciplinary action will be taken. The cell phone will be confiscated and the parents will be notified.

I agree with the rules above regarding cell phones.

**Family Name** \_\_\_\_\_  
(Please Print)

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Student Signature \_\_\_\_\_ Grade: \_\_\_\_\_ Date \_\_\_\_\_

Student Signature \_\_\_\_\_ Grade: \_\_\_\_\_ Date \_\_\_\_\_

Student Signature \_\_\_\_\_ Grade: \_\_\_\_\_ Date \_\_\_\_\_

**Our Lady of the Blessed Sacrament School**  
***Student/Parent Signature Page***

I have read the 2023 -2024 Parent/Student Handbook and agree to follow the school policies and procedures as stated.

Family Name \_\_\_\_\_  
(Please Print)

\_\_\_\_\_  
Parent Signature Date

\_\_\_\_\_  
Parent Signature Date

\_\_\_\_\_  
Student Signature Grade Date

\_\_\_\_\_  
Student Signature Grade Date

\_\_\_\_\_  
Student Signature Grade Date