

# Student Handbook

1964-65



Brooklyn Preparatory School  
Brooklyn, New York

## ***Objectives of Your School***



Since you will spend four years of your life in this school, it is natural for you to be curious about the final results of your education here. The Jesuits plan that when you leave Brooklyn Prep, you will have grown considerably in your knowledge and love of the Blessed Trinity and in your imitation of the God-Man, Jesus Christ. You will be confirmed in your allegiance to His Mystical Body, the Holy Catholic Church. Your own personality will be enlarged, Your memory will be strengthened, your intellect made capable of forming clear and true judgments and your will habituated to making honest and manly decisions. You will have acquired a taste for the cultural riches of our Christian Western Civilization. Your bodily powers will be developed and your manners refined. In brief, you will be well on your way toward the finished product of the perfect Christian gentleman, well prepared to make this earth a better place for your living here. You will be a better citizen of these United States.

As a help towards the achievement of these high goals, your school proposes certain activities, practices and regulations which are described in the following pages of this Handbook.

## ***The Center of Your School***

Located between the library and the classroom building, the Chapel is easily accessible to all students. No day should pass without you visiting our Lord there. Our Lord's continual presence in your school should also influence your conduct all during the day so that you always act as one who has Christ as his Companion in all his activities.

Mass is celebrated every morning at 8 o'clock in St. Ignatius Church. Breakfast is available afterwards in the school cafeteria. All students are required to attend Mass every First Friday either in the Church or Prep Chapel and all are urged to receive Holy Communion at this Mass.

### **PRINCIPAL ORGANIZATIONS**

*The Sodality of The Blessed Virgin Mary.* This is by far the most important activity at a Jesuit High School. The Sodalists are under the direction of experienced moderators who help them to grow in the ideals and practices of personal sanctity. Membership is restricted to those students who have successfully completed the probationary training period.

*The Guard of Honor.* One of the preeminent activities in all Jesuit schools, this organization has as its purpose devotion to the Blessed Sacrament. Members pledge themselves to receive Holy Communion three times a week.

*Student Council.* Problems regarding school activities and social functions, projects and student conduct are brought before the Student Council for consideration and solution. It is composed of all the presidents of all classes in the school, as well as three officers elected from the upper class by student vote.

## Other Activities

*The Camera Club* stimulates interest in photography and provides the school newspaper with pictures of school events.

*The Cheerleaders* are trained to direct group cheering and songs at athletic events.

*The Debating Societies* train the student in the theory and practice of public speaking. These Societies develop the ability to reason logically and to speak eloquently.

*The Dramatics Society* aims at developing the student's power of self expression and his poise, as well as teaching him to understand and sympathize with the lives and characters of other men.

*The Concert Band* represents the school on special occasions and supplies music at athletic events.

*The Blue Jug*, school newspaper, is the principal medium of information about school events and the students who make the news.



*The Brooklyn Prep Magazine* which has consistently won highest rating in national competition provides a challenge and inspiration for all students. It is an acknowledged distinction, within and without the school, to have one's story, article or art work published in the magazine.

*The Library Club* assists the librarian in the operation of the library.

*The Press Club* publicizes school activities both in school and in the city newspapers.

*The Science Clubs* offer young scientists further instruction and experimentation in their favorite science.

*The Year Book Staff* prepares and edits the School Annual.

### *Athletics*

Athletics are regarded as an important part of a young man's education. Their value, however, is not overemphasized. No privileges or exemptions are granted to athletes and no pupil who is deficient in studies is eligible for any team.

All pupils, unless excused for reasons of health, are expected to participate in some inter-school or intramural sport. Inter-class teams are formed into leagues and awards are presented to the winning classes.

### DIGEST OF PRINCIPAL REGULATIONS

The registration of a student is deemed a recognition on his part, and on the part of his parents or guardians, of compliance with all the rules and regulations of the school. Such regulations are calculated to secure orderly and energetic pursuit of studies, to develop and strengthen character, and to promote gentlemanly deportment. Refinement of manners, habits of obedience and order, neatness in person and dress, and punctuality are required at all times as matters of primary importance.

#### *Absence*

Students who are absent from school, even for a period, are not permitted to re-enter class until they have presented to the Prefect of Discipline a statement signed by the parents giving a satisfactory reason for the absence. A doctor's note is not sufficient.

Any student reporting without a note will be sent home for one. Truancy is punishable by suspension.

College interviews or Driver's examinations may not be scheduled during school hours.

Presentation of unauthorized notes is considered among the gravest infractions of discipline and is punishable by suspension. Any student who is absent because of a contagious disease must have a note from a physician and parent stating that he has fully recovered from the disease before he will be admitted to class.

In case of illness during the day, students must report to the Prefect of Discipline and are not to leave the building under any circumstances without permission of the office.

Letters or notes presented at the office or to the members of the Faculty must be written on stationery and in ink. Blank book paper and pencilled notes will not be accepted.

### *Books*

Students should write their names in ink inside the front cover of all their books. Books must not be left in the classrooms overnight. Books must not be left in the corridors, on window sills or anywhere except in the student's lockers. Books left in the classrooms at night or left around the school during the day or night are subject to confiscation.

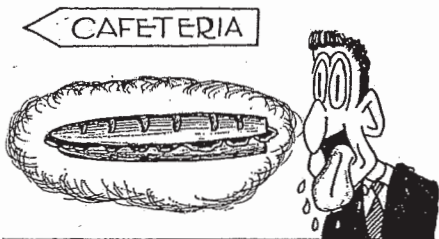
Lost books should be reported to the Prefect of Discipline as soon as the loss is discovered.

### *Bulletin Boards*

All students are responsible for the notices posted on the bulletin boards of the Headmaster and the Prefect of Discipline.

### *Cafeteria*

All consumption of food and drink must take place in the



cafeteria. Students must clear off their tables after eating, return

soiled dishes and silverware to the scullery, dispose of papers in the proper receptacles, and keep the chairs in proper order. Chairs may not be moved from one table to another. Pupils guilty of undesirable conduct in the cafeteria will be barred from its use.

### *Church*

Church or Chapel is the Lord's temple where He resides in majesty, the Lord's home where He enjoys the visits of friends. Our courtesy in Church is manifested by our reverence in genuflection, our Sign of the Cross, our absolute silence, our kneeling up straight, our personal appearance.

In receiving Holy Communion fold your hands reverently on your way to and from the altar.

In waiting for Confession stand reverently. After confessing, kneel in the pew to say your penance before leaving the Church or Chapel.

### *Classrooms*

Students are to remove all their books from their classrooms at the end of the last daily class period. Books left behind are subject to confiscation.

Classrooms may not be opened except with the permission of and in the presence of an instructor. Each class beadle is responsible for the cleanliness and order both of his own classroom and the corridor immediately adjacent to his classroom.

### *Class Socials*

The socials for first, second, and third year classes end at 9:30 P.M. All pupils must be out of the Prep buildings by 10 P.M. Socials for senior classes end at 10 P.M. All seniors must be out of the building by 10:30 P.M.

### *Corridors*

No student is allowed to remain in the corridors or in the classrooms during the recess or lunch periods.

No student is allowed above the second floor before 8:50 A.M. Loud talking and shouting are never permitted on classroom corridors.

Each student is personally responsible for keeping his school neat. He should, therefore, pick up any paper he sees on the school corridors, stairs or rooms.

## Daily Order

Classes begin daily at 9:00 A.M. and conclude at 2:55 P.M. On some days classes continue until 3:40 P.M. All play and activities must stop at 4:30 P.M. and all students, except



members of school teams currently practicing, must leave the school buildings by 5 P.M. On the eves of holidays, an extra half-hour is granted. Practice for school teams ends at 5:15 P.M., or at 5:45 P.M. on the eve of school holidays.

Students are not allowed to leave the school premises during the recess or lunch periods unless a special pass has been granted by the Prefect of Discipline.

## Decorum

The students of Brooklyn Prep are expected to act as gentlemen at all times in the school, on the streets, in buses and trains. Loud talking, running, whistling, pushing are out of place, especially in school. In assemblies and at games, approval is shown by the proper applause, not by whistling. Boing is always improper.

Fighting is regarded as a serious offense with expulsion as the liable penalty.

The chewing of gum is not permissible anywhere in the school. On the stairs keep orderly columns—one column along the wall, the other along the railing. The center of the stairs should be kept clear.

## Demerits

The demerit system has been established as a permanent check on habitual offenders. It is designed to inculcate in the students a day-to-day sense of responsibility.



Students found guilty of infractions of discipline, including lateness, are to report to afternoon Jug. Each visit to Jug earns for the culprit one demerit.

Any student credited with fifteen demerits is ipso facto suspended from class. He may reenter only after his father has conferred in person with the Headmaster or the Prefect of Discipline whose office hours are from 9:00 A.M. to 4:00 P.M., Monday to Friday. Suspension does not excuse from physical presence at school; those suspended will report to the Prefect of Discipline each morning at the usual class time.

The demerit count is progressive for the entire school year, i.e., the two semesters. Should any student earn twenty-five demerits before the end of the school year, he will be expelled.

Lest any parent be unaware of his son's continual misbehaviour, fathers will be advised by letter from the Prefect of Discipline's office when the demerit count reaches twelve towards suspension or twenty towards expulsion.

### *Dress*

All students are to wear proper dress whenever they enter the school building. On any occasion, whether it be for class, game, dance or jug, they must wear jackets and ties. Pegged, khaki or chino pants will not be permitted.

Students possessing school athletic letters may wear the special letter sweater in place of a coat on Fridays.

### *Eligibility to Participate in School Activities*

Failing pupils should devote extra time and energy to the removal of the causes of their failures. In order that this may be more effectively accomplished, any pupil failing two or more subjects during a marking period (excluding letter-grade subjects) may not participate in any extra-curricular activity including athletics until he attains passing grades in those subjects, maintaining at the same time passing grades in his other subjects.

The failing pupil will be placed on probation for a period of approximately two weeks; at the end of which he will be graded in each subject on a special report card to be obtained from the registrar and returned to the Headmaster signed by each instructor. If the pupil still has any failing grades, his probation period continues for another week or longer until he does receive passing grades in all his subjects.

The list of ineligible pupils will be placed on the Headmaster's Board. Any pupil presuming to participate in an activity during the period of his probation will be immediately suspended from all extra-curricular activities for the remainder of the semester. Each student, therefore, is personally responsible after receiving his report to follow the school regulations regarding ineligibility.

## Examinations

Every Brooklyn Prep student is to understand that he is expected neither to obtain nor give assistance during any test. Proof of violation of this code of honor will result in failure for the marking period. A second offense in the same term will result in suspension; a third offense in expulsion. Proof of dishonor in a term examination will mean automatic failure for the term in the subject.

## Gymnasium

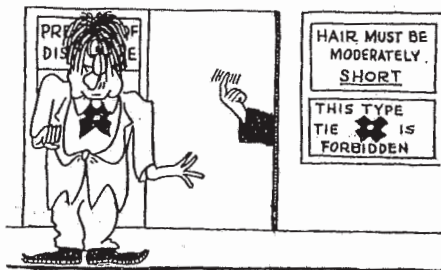
The gymnasium is available for general use every afternoon from 2:55 until 4 o'clock except during the period from November 1st until March 31st when the gymnasium may be used only until 3:30. On certain other days during this period from November 1st until March 31st, the gym will not be available for general use.

For the use of the gymnasium on Saturdays or holidays, permission from the Headmaster or Prefect of Discipline is required. This permission should be obtained the day before the desired use.

Sneakers must be worn on the gym floor. Socks or bare feet are not permitted.

## Haircuts

The style of the haircut is to be conservative. The general norm: the hair is to be kept moderately short and well brushed.



### *Home Assignments*

Individual responsibility, power of concentration, personal grasp of subject matter can be significantly developed by faithfully devoting three hours to the home assignments before each school day. Home assignments offer the opportunity for self-activity which is the basis of all true education.

In order to discourage students from depending on their companions for help in home assignments, any student found writing anything before morning classes, anywhere in the school, will be sent to Jug that afternoon, with consequent demerit.

### *Lateness*

Students who are late for any period during the day will go to Jug in the afternoon without being told. Students late for any period must get an *ADMIT SLIP* from the office of the Prefect of Discipline before reporting to the classroom.



### *Lavatories*

There is to be no loitering in the lavatories. They may not be entered during the confession period on Thursday nor between classes.

### *Library*

The library is meant for reading. It is not to be used to prepare ordinary written home assignments. Talking in the library is disturbing to others and therefore should be restricted to what is absolutely necessary.

### *Locks*

Only Prep locks are to be used in school. All other locks will be removed and contents of lockers confiscated. Lockers are to be kept locked at all times—even when taking showers. The combination is something personal and is not to be given to anyone. The school is not responsible for the loss of combination. Locks are not to be put on backwards. The school is not responsible for lost articles. If there is anything the matter with the locker this is to be reported to the Prefect of Discipline.

### *Loitering*

Police have requested that students not congregate or loiter either on corners or outside any store in the neighborhood. Loitering will be punished by suspension.

### *Lost Articles*

May be claimed at the office of the Secretary of the Prefect. The school is not responsible for articles left longer than *ONE WEEK*.

### *Messages*

Students are not permitted to take telephone calls during class. Messages from parents to students cannot be delivered. In cases of emergency, the school authorities will render every assistance.

### *Obscenity*

Expulsion is the penalty for writing anything obscene either on or off the school premises.

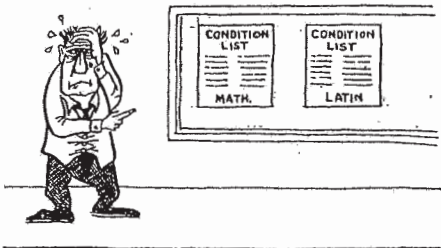
### *Physical Education Classes*

To be excused from gym class or pool period at any time, a written excuse must be had from parents. A prolonged absence from gym class or pool period will be excused only by written certification from a doctor. A written excuse must be presented to the Prefect of Discipline before the first period on the day the student wishes to be excused.

### *Report Cards*

Reports of each pupil's academic grades, rank, and effort are mailed home, six times a year. Each pupil is personally responsible for returning the report with his parents' signatures

to his homeroom instructor, *three* days after the mailing of the reports.



### *Respect For Instructors*

Students are reminded that they have been entrusted by their parents to the direction of the instructors of his school. Consequently, the instructors have a *right* to be treated with respect and obedience similar to that due one's parents. Disrespectful words or actions will not be tolerated.

Address each teacher by his proper title. In speaking to a priest, always use the title, "Father." Scholastics are addressed by their title, "Mister." Lay teachers are addressed by either title, "Mister," or "Sir."

In answering a teacher's question, do not say, "Yes," or "No," but "Yes, Father," "No, Father," "Yes, Mister," "Yes, Sir." If you have not understood what a teacher has said to you, do not say, "What?", but, "Pardon me, Father (or Mister), I didn't understand you."

It is discourteous to pass by a priest, scholastic, or lay instructor without a polite acknowledgment of his presence. The pupil should take the initiative in this matter.

### *Respect For Property*

Students are expected to have an adequately developed sense of justice whereby they recognize the rights to private property possessed by both individuals and institutions. Therefore, any student found guilty of theft or of deliberate destruction of property either of another individual or of the school is subject to expulsion. Ordinarily no second chance will be afforded the student guilty in this matter of justice.

## *Smoking*

Seniors who have parental approval may smoke in the Senior Yard. Seniors may not smoke in any school building except in the lobby on the occasion of evening basketball games and dances. Parents of seniors who wish to permit their sons to smoke, should indicate their approval in writing to the Prefect of Discipline who will, in turn, issue a Smoking Card to the Senior.

Underclassmen have no permission to smoke anywhere at any time.

Violation of smoking regulations will result in immediate suspension.

## *Sportsmanship*

The teams represent you and your school. Attend school games and encourage others to do so.

We play to win, but we should know how to lose gracefully. Sportsmanship excludes "booing" officials, applauding injuries, or making noise during foul shooting.

It should always be remembered that visiting teams are your guests and also, that any discourteous conduct at games brings discredit upon all the students and the name of the school.

## *Swimming Pool*

The schedule for general use of the swimming pool in the afternoons from 2:55 to 3:30 is as follows: Monday and Tuesday are reserved for first and second year students, Wednesday and Thursday, for third and fourth year students. Friday is an unrestricted day.

The rules to be observed in the use of the pool are posted in the locker room area.

## *Transportation*

Students are expected to act in a gentlemanly manner in boarding buses, trains or other means of transportation and while riding on them. The reputation of the school depends in a considerable way on the impression the students make while traveling to and from school. Consequently, all students are urged to see to it that any delinquent minority be prevented from injuring the school's good name.

*Drawings through courtesy of William Giles, '63.*

## ***A Final Word***

The spirit of a school is determined in a great measure by the students who attend it. BROOKLYN PREPARATORY is your school. You can make it a great school if you take advantage of all the spiritual, cultural and physical opportunities it offers you and if you strive earnestly to achieve in your own person its ideal of the Christian gentleman.



***Omnia***  
***Ad***  
***Maiorem***  
***Dei***  
***Gloriam***