



Handbook
2016-201



PARENT HANDBOOK 2016 - 2017

**515 Hillcrest Avenue
Burlington, NC 27215
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www.bssknights.org**



Dear Parents and Students,

The mission of schools is to develop a sense of truth, of what is good and beautiful. And this occurs through a rich path made up of many ingredients. This is why there are so many subjects — because development is the results of different elements that act together and stimulate intelligence, knowledge, the emotions, the body, and so on.... True education enables us to love life and opens us to the fullness of life.”

~Pope Francis~

Welcome to Blessed Sacrament School! In choosing BSS you have demonstrated a commitment to values and philosophy of a Catholic education.

The Parent/Student Handbook reflects the policies of Blessed Sacrament School for the 2016-2017 school year.

Please read this document carefully and sign and return the attached agreement (at the end of the Handbook). This agreement states that you intend to abide by the policies of Blessed Sacrament School during the 2016-2017 school year.

The faculty and staff of BSS look forward to working with you to promote academic excellence and spiritual development in the context of the teachings of the Catholic Church.

Together let us pray that God, who has begun this good work in us, may carry it through to completion.

Blessings to all,
Maria Iniquen-Gomez
Principal



*Be it known to all who enter here that Christ is the reason for this school.
He is the unseen but ever present teacher in its classrooms.
He is the model of its faculty and the inspiration of its students.*



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General Information

1. Mission Statement

It is the mission of Blessed Sacrament School to provide a Christian community of faith and love in which students will be able to develop spiritually, intellectually, emotionally and physically. It is our goal that through our academic program, students will recognize their individual value and the responsibility they have to God, Church, Family, Community and the World.

2. History

Blessed Sacrament School first opened its doors in 1935. The school was located at the home of Col. James H. Holt, with a total enrollment of 25 students. This marked the beginning of quality Catholic education in Burlington and the surrounding area – a tradition that has served the community for over 70 years.

In 1951, the school building at 400 West Davis Street was erected and dedicated by Monsignor Eugene Livelsberger. A total inside renovation was completed in 1984. In 1995, Blessed Sacrament moved to 515 Hillcrest Avenue.

3. Accreditation

Blessed Sacrament School is a member of the Roman Catholic Diocese of Raleigh School System and the National Catholic Educational Association (NCEA). The School is accredited by Southern Association of Colleges and Schools (S.A.C.S.) and the Catholic Diocese of Raleigh, with all full-time faculty members certified through the State Department of Public Instruction. The school provides an academic program in full compliance with North Carolina Curriculum Guidelines. Blessed Sacrament School does not discriminate on the basis of race, gender or national origin. We welcome children and their families of all races, creeds and economic backgrounds.

4. Admission Policies

Blessed Sacrament School shall not discriminate on the basis of race, sex, color, national or ethnic origin in the administration of educational policies, admission policies, scholarship programs and other school administered programs.

Openings in the school will be filled in the following order:

- Children already in the school who reapply by the deadline.
- Siblings of children enrolled in the school.
- Blessed Sacrament Parishioners-applies to all Registered, Active and contributing members of the parish.
- Non-parishioners

If there are more applicants than space available, selection for admittance will be done on a first registered basis. The Little Knights program offers a Preschool program that serves ages three and four and a Pre-Kindergarten program that serves students age four and five who are entering Kindergarten the following school year. Students applying for the Little Knights program must be toilet trained.

All new students will be given a trial period in which to prove himself/herself both socially and academically. If during this trial period there are any problems, a student may be asked to withdraw his/her attendance at Blessed Sacrament School.



5. Registration and Enrollment Requirements

Age, in accordance with state laws, children must be:

- Three years old by August 31st to enter Preschool.
- Four years old by August 31st to enter Pre-Kindergarten.
- Five years old by August 31st to enter Kindergarten.
- Six years old by August 31st to enter the first grade.

Documentation:

- Birth Certificate
- Baptismal Certificate (if Catholic)
- Complete record of immunizations
- Copies of report cards for grades 2 through 8
- A registration fee is required to complete the registration process.

Immunizations:

- All students are required to be up-to-date with immunizations. A medical form will be provided for your physician to complete. Please see your pediatrician for current state requirements. All students from Preschool-8 must have a current immunization record on file.

6. Registration

Registration for current students attending Blessed Sacrament School will occur in the mid-February. If tuition payments have not been kept up-to-date, registration will not be accepted. The school reserves the right to deny registration if it is determined that the school cannot meet the needs of the student, or if the student is interfering with the education of other students. Registration of new students will be accepted after the announced deadline for current student enrollment period late February.

7. Club Knight After-School (ASC)

The half day Little Knights program ends at 12:00 and the full day program ends at 3:00. Parents should contact the Little Knights Director to arrange for drop-in care for any half day student. After School Care (Club Knight) begins at 3:15 for students. Club Knight closes by 6:00. There is a late fee of \$5 for each 10 minutes, or portion thereof, if a child is not picked up by 6:00. An afternoon snack is provided daily. Drop-in care is available as space permits. Parents need to contact the office to arrange for drop-in care.

8. Athletic Policy

Blessed Sacrament School offers a variety of athletic activities on both the Varsity and Junior Varsity level. It is the goal of Blessed Sacrament Athletics to give every student the opportunity to be on a team and participate. The sports offered each year depends largely on the level of interest and the availability of coaches. Typically, this includes soccer, softball, basketball, tennis, volleyball, golf, cheerleading and track. Please contact the Athletic Director if you can volunteer your time/talents to any of these programs. Please see the schools website for more up-to-date information.

The student athlete must maintain an overall grade point average of 2.0 or "C," no F's throughout the sports season. If grades drop below a "C" average, the student will be on academic probation until the next report card period. A student's return to the team will depend on appropriate academic progress. The athletic handbook has more detailed information.

9. Attendance Policy

When a student is absent from school, a parent/guardian must call the office by 9:30 AM each day of the absence. If the office does not receive a call, a parent/guardian will be contacted. This policy is for the protection of Blessed Sacrament School students.



A written statement giving reasons for the absence or tardiness must be brought to the student's teacher upon the student's return. Should absence for any reason other than illness seem imperative, parents are requested to consult with the Principal and present a written reason for the absence.

The school calendar provides for extended weekends throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child's learning process. Missed assignments are the student's responsibility. Students who are absent due to illness should make arrangements with the teacher to promptly make up the missed assignments, quizzes or tests.

Excessive absence (30) days can be cause for a student to be retained in the current grade for next year.

10. Absences due to Family Vacation

Teachers are not required to give make-up tests or assignments for absences due to vacations. Assignments may not be given in anticipation of the vacation. This is at the teacher's discretion. Arrangements for regular classroom tests missed because of an absence are to be made with the individual teachers. These tests must be taken within one week of the original test date. Excessive absences or tardiness can contribute to cause for a student to be retained in the current grade for another year.

11. Absences During School Day

Students needing medical appointments during school hours require a written note by the parent.

Parents are required to sign out their child. If the child returns to school during the same school day, he/she must be signed back into school in the office by a parent or guardian.

12. Academic Probation

A student whose academic performance indicates serious deficiencies may be placed on academic probation. Students on academic probation will be placed on a two week improvement plan. At the end of the two week period, the student's academic progress will be assessed. Students whose average is an F will not be allowed to participate in any sport or academic competition until the grade has improved to a passing grade of D (70% or higher).

13. Awards

Blessed Sacrament School the faculty, staff, and administration rigorously confer, analyze and collaborate on the end of year awards. Much effort is given to this time-honored tradition. Decisions are made on the best available information from in and out of the classroom. The decision to allocate various end of the year awards by the faculty, staff and administration to specific children therefore are final.

Elementary Awards: Honors, Taffy Young Effort Award, Citizenship

Middle School Awards: Honors, Taffy Young Effort Award, Volunteer Award and Citizenship

8th Grade Awards: Honors, Briggs Service, Knights Citizenship, Maye Volunteer Award, Pastor Award, Principal Award, Tyll Sportmanship Award, and Siegel Subject Award.

14. Birthday Observances

Students in Kindergarten through Grade 8 may come to school dressed out-of-uniform on their birthday. Weekend birthdays will be on the following Monday and BSS will designate a day for summer/vacation birthdays. Please speak to your child's homeroom teacher if you want to celebrate your child's birthday during the school day.





15. **Books and Supplies**

Students are given a list of supplies needed for the coming year, at the end of the previous school year. The supply list can also be found on the school's website. All textbooks are to be neatly covered during the school year to protect the life of the book. Workbooks and consumable books are to be kept in a neat manner. Damaged covers are to be replaced immediately. Parents and/or students must replace lost or destroyed books. School bags are necessary to keep books and paper protected.

16. **Bullying and CyberBullying**

Blessed Sacrament School attempts to provide 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 or in jest or online) face detention, suspension, and/or expulsion.

16. **Cheating**

Cheating of any type will not be tolerated. Students who choose to cheat face a failing grade, detention, suspension, and/or expulsion. A student athlete who is involved in cheating will also be unable to participate in sports.

17. **Child Abuse**

Blessed Sacrament School abides by the Child Abuse laws of the State of North Carolina. This law mandates that all cases of suspected abuse and/or neglect be reported to Child Protective Services.

18. **Closing of School**

During inclement weather, Blessed Sacrament School will follow the directives given by the principal. Inclement weather directives specifically for Blessed Sacrament School will be announced on days when school is canceled or delayed. Every effort will be made to make an announcement by 6:15 AM. In the event of early dismissal, information will also be announced on the following:

Check for announcements on the following:

School Messenger: Our automated telephone system will call the number/text you submitted on your emergency form.

Television: WFMY and MyFOX8

Social Media: BSS Facebook, and the school website

19. **Change of Address and/or Phone Numbers**

The school office and the teacher should be given written notice immediately of any change of address and/or phone number so that the student's records can be kept current. The office should also be notified if there is a change in the person to be contacted in case of an emergency.

20. **Communication**

Good communication is vital to the success of your child and the school. The school will send home important information with the oldest or only child in the weekly Wednesday folder. The "Knight Chronicle" e-newsletter is emailed to families each Wednesday. Please develop a system of checking with your child for school calendars, meeting notices, newsletters and other forms. If you feel you are not receiving information regularly, please contact the school office or the teacher. **Blessed Sacrament School uses Option C a comprehensive school management system.**

We encourage parent visitation in the classroom, especially as guest speakers and to share skills or talents. All classroom visitations need to be scheduled with the teacher in advance. Please sign in and state where you are going in the building (no wandering the building) Drop in visits will not be honored. Arrangements can be made directly with the teacher. Parents may be asked by the teacher to visit the classroom as an observer.

There may be times when H.S.A. or Boosters will need to communicate with other parents in the school. The principal must approve all letters being sent home, especially when money is requested.



21. **Conduct**

In accordance with the stated philosophy of the school, which emphasizes deep respect for the human dignity and uniqueness of every individual, each student will be considerate of the rights of others in all interactions. All students are expected to cooperate with the spirit and policies of the school which are designed to foster mature development and personal responsibility. This requires courtesy in all personal relationships, promptness in fulfilling obligations, concern for the environment, and many other factors which the students' sense of appropriateness will indicate to them.

The Principal reserves the right to determine the appropriateness of an action if any doubt arises.

Items such as, but not limited to, questionable books and pictures, white-out, Sharpie® markers, knives, guns, matches, cigarettes, radios, toys, trading cards, pagers, cell phones, laser lights, palm pilots, CDs, iPods or other mp3 players, cameras, or anything that will detract from a learning situation are not allowed at school at any time. Unless approved by teachers and administration Toys are not permitted at school. Special occasions may allow this.

The school administration, in accordance with state laws, will determine the appropriate disciplinary measures to be taken concerning the presence of these items in the school. Items taken away from students will be returned to the parent(s)/guardian(s) by the principal. BSS is a smoke-free campus. That includes the parking lot.

22. **Conferences**

Parent/Teacher conferences will be scheduled after the first reporting period.

Other conferences, when needed, may be initiated by either the parent or the teacher. If a parent wishes to contact the child's teacher, a note should be sent to the teacher and the parent will be contacted in return. A conference can be arranged for after-school hours. If an immediate conference is required, the parent may call the office and ask that a conference request be relayed to a teacher.

Parents are encouraged to keep lines of communications open with the teacher and principal as individual student needs arise. The administration and faculty welcome involvement of each family in the school and encourage a personal relationship between all members of the school community.

23. **Crosswalks**

It is extremely important that you use the marked crosswalks. Please do not park on the left side of the street and simply cut across Hillcrest, either during morning drop off or at the end of the day. Please do not pull up to the curb in the parking lot and allow children to exit the car.

24. **Curriculum**

Attention to positive holistic growth and spiritual, moral, emotional, intellectual, social and physical development characterize our learning environment. Through partnership with families, an atmosphere is fostered wherein the student is eager to learn. Bearing witness to Gospel values, faculty and staff prepare students to be confident and ready to assume civic and religious roles and responsibilities in a multicultural, multifaceted, changing society.

We implement Diocesan curricula, which have been developed to meet and exceed the standards of the North Carolina Standard Course of study, K-12, published by the North Carolina Department of Public Instruction. Our Little Knights programs also follow the curriculum guidelines for age appropriate activities as set by the Diocese.

25. **Deliveries**

There will be no deliveries, flowers, balloons, etc. to students in their classrooms. Due to limited office space, we request that you not have these items delivered to your child at school.

26. **Directory**

A school directory is distributed in the fall. This is for school business only. It may not be used for any type of solicitation or given to anyone else.

27. **Arrival and Dismissal Procedures** Little Knights Preschool and Pre-Kindergarten



Preschool & Pre-K Hours: Half Day 7:45 AM to 12:00 Noon Full Day 7:45 AM to 3:00 PM

Little Knights must enter the school accompanied by an adult and be signed in. Preschoolers and Pre-Kindergarteners will be in the gym until 7:30. If you arrive after 7:30, bring your child to the classroom and sign them in.

At dismissal, an adult must enter the school to pick up their child and sign him/her out. If that adult is not a parent, written permission must be given prior to dismissal. If a parent chooses to have their child dismissed with an older sibling, written permission must be given for a BSS caregiver to sign him/her out.

29. Elementary/Middle School Arrival and Dismissal Procedures

School Hours: 7:45 AM to 3:00 PM

At Blessed Sacrament School, we work in partnership with parents to enable each child to develop as an independent learner. To that end, it helps if parents allow their child(ren) to enter the school building on their own each morning. We begin our day joined in prayer and sharing announcements at 7:45 am. Please adhere to this time, as punctuality is an essential component for beginning a successful and productive school day.

Students arriving after Morning Prayer has begun will wait in the hallway outside the office in silence. They are asked to listen attentively and participate to the best of their ability. Students arriving after the morning traffic director has entered the building must be accompanied to the office by an adult. The school day ends at 3:00. Teachers plan accordingly and we ask that you do, too. Early departures disrupt instructional time for the entire class. If you need to pick up your child early or give special instructions for pick up, please do so by 2:45 because afternoon prayer will not be interrupted.

Before School Care:

Supervised before-school care is provided, at no charge, between 7:15 AM and 7:45 AM. Students should report directly to the multipurpose room.

Drop-off and Pick-up:

All students are to be dropped off and picked up at the front of the school on Hillcrest Ave. Drivers can approach the school from either Hillcrest Avenue or High Street. At the intersection of High/Hillcrest, cars should merge together by alternating traffic from each street. All drivers must remain in their cars. Anyone wishing to get out of their car must park in a marked space in the parking lot. Please use the administered name tags when picking up your child.

Students not picked up by the end of carpool (approximately 3:15 PM) may be sent to the Club Knight Afterschool Program, may be charged accordingly for using this program.

30. Emergency Forms

Emergency Forms are available on the website. These forms must be completed before students may attend school. Please fill in the names, addresses, and telephone numbers of responsible adults who can be contacted in case of an emergency or if a child becomes ill during the school day. Please keep all addresses and telephone numbers current.

31. Emergency Drills

State Law requires that fire drills be held monthly. During the fire drills, students should follow these regulations:

- Rise in silence when the alarm sounds;
- Close windows and doors; turn off lights
- Walk to the assigned place briskly, in single file at all times, and in silence;
- Stand in a single file line, away from the building;
- Return to building when signal is given.
- Tornado drills are held periodically. The procedures are:



- Rise in silence when the alarm sounds;
- Walk briskly to the assigned place in single file;
- Sit, face wall, and put hands over head;
- Return to classroom when signal is given.

32. Field Day Requirements

BSS Field Day is a great tradition. It is a day full of team spirit, camaraderie, smiling faces and fun, fun, fun! Family members and friends are welcome and encouraged to join us. Field Day is an enormous undertaking with a great deal of time needed to for planning and scheduling activities, as well as ensuring all details are set in place. Due to this fact, Middle School students/parents will be responsible for helping with this school wide event.

8th Grade:

- 8th Graders have earned the privilege of enjoying this day to its fullest, this is their last hurrah! All 8th Graders are responsible for the planning of the Teacher vs. 8th Grade Balloon Toss. This includes the filling of the balloons with ONLY clear water. ONLY 8th Graders are allowed to participate in this event.
- Only Middle School students are placed on Blue or Gold Teams. As longtime BSS students our middle schoolers have learned over the years that healthy competition in the spirit of good sportsmanship is fun!
- The middle school students will pick their captains, a boy and girl, from willing 8th grade contestants. 8th Grade captains will be responsible for pulling their class together, organizing, and implementing the balloon toss. They will have the responsibility of organizing their teams for the big middle school games at the end of the day. They will also be responsible for putting together a creative field day display (ex. Spirit message with colored cups in the fence, a dance, chant or cheer). We will work on these during PE time. These captains will then select co-captains for 6th and 7th grade, a boy and girl for each team.
- Co-captains will take instruction from the 8th grade captains.
- Scorekeepers for each grade and each team color will also be selected. Score keepers will need to keep track of points earned by their individual grade's team and then put these scores up on the overall score board.

Little Knights/Elementary:

Preschool through elementary grades will follow a schedule of games and activities based on friends and fun. Although there may be an element of competition at individual events, there will be no score keeping. Teachers may choose to divert from the set schedule at any time according to class needs.

Good sportsmanship is expected at all levels. Girls may wear one piece bathing suits under their Field Day/PE t-shirts and shorts. Boys may wear swim trunks with a Field Day/PE shirt. All students need to wear sneakers. All family members are welcome and encouraged to join us at Field Day. Volunteers at all grade levels are greatly appreciated. Please contact your room mother, as to how you may be able to help at field day.

Preschool and Pre-Kindergarten Field Day Requirements

Due to bathroom concerns Little Knights will not be allowed to wear one piece bathing suits.



Even though we welcome parents, family, siblings, and friends to field day, siblings cannot participate in any activities because of safety and liability.

33. Field Trips

- Field trips are designed to correlate with teaching units and to achieve curricular goals
- A field trip is a privilege and not a right.
- Siblings of students (younger/older) participating in class field trips may not attend the outing.
- All grades do not always have the same number of field trips.
- Field trips are permissible for all grades when advanced planning, location, and the experience insure a successful learning opportunity.
- Individual teachers, in consultation with the Administration, reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct.
- There are no “traditional” field trips. Class participation in a particular field trip over consecutive years does not mean that this trip has become a school tradition.
- A written official permission slip, signed by the parent, is required before a child will be permitted to attend a field trip activity. Verbal permission cannot be accepted.
- A field trip permission slip is the only format that may be used to allow a student to leave school during school hours. Call the school for information needed to complete the form.
- A telephone call will not be accepted in lieu of the proper field trip permission slip.
- Parents may refuse to permit their child from participating in a field trip by stating so on the proper form.
- Students not participating in the field trip will be counted absent for the day.
- Cell phones for students are not allowed on field trips.
- All field trip transportation will be provided by bus. Parents may not drive students for field trips.
- Chaperones for the middle school trip must do a background check and attend Safe Environment Training. This is a diocesan policy.
- Students who are participating in the field trip must ride the bus to the field trip with their class.
- All monies collected for the field trip are non-refundable.
- All students will need to have a signed walking permission slip. This will be given to parents at the beginning of the school.



34. **Gifts**

Students should not exchange individual gifts at school. This gesture only creates hurt feelings among other students. Invitations for slumber parties or birthday parties should be sent to the homes of students unless an invitation is being given to every student in the entire grade. On Valentine's Day, cards need to be given to every student in the entire grade.

35. **Grading Scale**

A = 93 – 100 ; B = 85 – 93; C = 77 – 84; D = 70 – 76; F = 69 or below

36. **Grievance Policy**

In order to find an equitable solution to complaints or school-related problems, the following procedures must be used:

- Every effort should be made to resolve the problem with the teacher or staff member involved. This is the first step.
- The Principal of the school should be contacted if a solution has not been reached.
- The Pastor should be contacted if the problem is still unresolved.

37. **Gum**

Students should not chew gum at school at any time that they are at school. This includes before school, during school, and after school. Disciplinary action will occur for student's chewing gum during the course of the school day. The reason for this involves furniture and clothing.

38. **Harassment**

Harassment of any type is not tolerated. The principal will investigate all complaints of harassment. Students involved in harassing behavior face detention, suspension, and/or expulsion.

39. **Home-School Communication**

In order to insure that all communication from school reaches home in a timely manner, Blessed Sacrament School uses a Wednesday folder system. Official envelopes containing all correspondence are sent home on Wednesdays and should be returned the following day. Middle School students are responsible for emptying the contents of his/her envelope when it is returned to their homeroom. Information is not sent home if the Wednesday folder has not been returned. Official school-wide emergency communications are sent using the SCHOOL Messenger® phone system.

40. **Homework Policy**

Formal home-study is assigned to help students become self-reliant and self-directed. Assignments are designed to reinforce daily lessons, to supplement and enrich class work, and to prepare for certain lessons through various experiences.

Homework not completed may result in a lower grade. Each teacher will inform the parents of the policy regarding parent signatures on tests or any other schoolwork. A parental note is needed in case of emergency or sickness to extend the assignment deadline.

For students in grades Kindergarten through 4, homework will not be assigned to students on Friday. No tests or quizzes for the students in these grades will be given on Monday.

Students in middle school (5-8) may be given homework on the weekends. Tests and quizzes may be given to middle school students on Monday. Students in 8th grade are subject to mid-term/finals in their classes. Homework in middle school is graded.

No homework may be given over the Christmas or Easter vacation. Please see the attendance policy for additional information regarding makeup assignments/tests

Homework due to Vacations/Planned Absences



The school calendar provides for extended weekends throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child's learning process. Missed assignments are the student's responsibility.

Teachers are not required to give make-up tests or assignments for absences due to vacations. No assignment will be given in anticipation of the vacation.

40. Homework Policy Due to Illness

When a student is absent a parent may call the school office after 9:30 AM to arrange for homework assignments. Homework assignments may be picked up at the school office between 1:00-2:30 PM. For short absences students may also, receive missed assignments from their teacher when they return to school. Students will be allowed one day for each day of absence due to illness. For example, a student who was absent three days should be given three school days to complete the missed work.

41. Home and School Association (HSA)

All parents are considered members of this association. The Home School Association Board and committee heads meet regularly during the school year. Parent volunteers are needed throughout the year in many positions and as need arise. Volunteer help is vital to the operation of Blessed Sacrament School. The primary function of the HSA is to support our school through a variety of avenues including social gatherings, fundraising and educational functions. The Principal must approve all expenditures of funds raised for BSS.

42. Illness

Parents are asked that children are delivered to school in a ready-to-learn state. A good night's rest and a healthy breakfast are essential to start the day off right. In addition, it is important that children be given the opportunity to fully recover from an illness before they are exposed to their classmates. With that in mind, we offer the following guidelines:

- Students must remain at home for 24 hours after fever (100°F or above), vomiting or diarrhea have ceased without the aid of medication.
- As recommended by the Center for Disease Control, students suspected of having the flu should remain at home until they have been symptom-free for 24 hours, whichever is longer.
- Students who are sent home during the school day experiencing fever, vomiting or diarrhea will not be allowed to return to school the next day as this would not allow for the 24 hour protection of the entire school community.
- Any student experiencing a fever, vomiting or diarrhea at school will be sent home immediately.

43. Infection Disease

Students with a diagnosed infectious disease must remain out of school until it can be medically shown (doctor's note and/or emergency specialist documentation) that said disease will not cause contamination of the existing school population.

Teachers will work with parents to provide school work that must be picked up by the student's parents/guardians or friends.

44. Items Not Allowed at School



Items such as, but not limited to, questionable books and pictures, weapons, matches/lighters, electronic music players, toys, trading cards, laser lights, electronic games or anything that will detract from a learning situation are not allowed at school or at any school function, including field trips and athletic events, at any time. Exceptions may be made under certain circumstances at the discretion of the principal. Students who choose to bring any of these items to school risk having those items taken from them, in addition to appropriate disciplinary measures as determined by the principal. Items taken away from students will be returned to the parent(s)/guardian(s) on the next day by visiting the principal. Students, who possess cigarettes, drugs and/or alcohol at school or at any school function, including field trips and athletic events, face suspension and/or expulsion.

45. **Internet**

With the increased availability of technology, comes the overwhelming responsibility of protecting our children. All parent and students are to respect the privacy of our children and their families by not posting photos taken at school or school related activities in a public forum without prior consent from parents of students in the photos.

46. **Internet Acceptable Use Policy**

Our goal, in providing electronic services to students, is to promote educational excellence by facilitating resource use, innovation, communication and acceptable use. To access the school's electronic resources, students must be willing to abide by the rules of acceptable use. Students who abuse acceptable use will be subject to discipline. Please work with us in helping your child understand and abide by these simple but important rules of appropriate use.

Acceptable Use means that as a student, you will promise to use the computer and those special learning tools and programs, such as the internet, with respect. Acceptable use means you will promise to abide by the school rules as outlined here and as taught to you by your teachers in your school. You must understand that the use of these electronic teaching and learning tools are designed to support your education. If rules are broken, a student will lose his/her privilege in using the computer and the internet. Please pay special attention to the following:

- **Be Polite and Show Respect:** When using the computer, always use kind and proper language and abide by the rules of friendliness. Treat others and equipment with respect. Everything you do using electronic machines, maybe be viewed by others with our without your knowledge. You must not vandalize or abuse the equipment. Show respect for property, others and yourself. The computers and electronic resources belong to your school.
- **Be Honest and Obey the Rules:** Do not do things on the computer that would be against the school rules, the law, or may be looked upon as inappropriate by others. Use the computer and the internet for appropriate educational purposes only.
- **Keep Personal Things Private:** Students will not share any personal information over the internet, such as: home address, phone numbers, passwords, photos, or Social Security numbers. Keep personal and electronic information private.
- **Before a student is permitted to use the school's electronic resources, a signed copy of the Internet Acceptable Use Agreement must be on file. Please sign the statements on the 'Handbook Signature Page'.**



47. **Library**

The school has a well-equipped automated library and media center. Students are encouraged to use the library for curricular enrichment and pleasure reading. The following rules are to be observed:

- Borrowed books are to be returned on time and in good condition.
- Books damaged or lost must be paid for by the student. A letter with the cost of the book will be sent to the parents.

48. **Lice**

If a student is suspected of having head lice, they will be examined by a staff member. If nits or lice are identified, the student will be sent home. After treatment has been completed and ALL nits have been removed, the student should be accompanied by a parent or guardian to the school office. If, upon re-inspection, the nits or lice are still found, the student will be denied admission to school until ALL nits and lice are removed.

49. **Liturgy**

Mass is celebrated every Friday and on Holy Days. All parents are welcome and encouraged to attend.

50. **Lost and Found**

Any items found in the school building or on the school grounds should be given to the school office. It will be placed in the Lost and Found basket. Items placed in the Lost and Found remain there for 30 days. After 30 days, items are donated to charity.

Students who lose a library book, textbook or workbook must pay the replacement cost of the book plus shipping in order to receive a new copy.

51. **Lunches**

Blessed Sacrament School currently offers a lunch program through myhotlunchbox.com. They will provide information regarding menu and cost. Do not send anything in a glass container. Carbonated beverages (soda) are not permitted during lunch. Time for a short fruit break is provided for all grade levels. Parents are reminded of the importance of providing students with a healthy snack.

Parents are always welcome to join their children for lunch but please remember that lunch time is great way for students to enjoy the company of their friends and learn social skills. Please send written notification to the office in advance if any extended family members will be joining your child for lunch. Please note, without written notification unauthorized visitors will not be permitted. Visitors and alumni under the age of 18 must be accompanied by an adult and please call ahead to schedule an appointment.) All lunchtime visitors must sign-in at the office.

52. **Medications**

According to Diocesan and State Health guidelines, we are unable to administer any medications (including over the counter) without written authorization by a doctor or parent. Children who require medication on a daily or occasional basis (asthma, bee stings, etc.) will need written verification from their doctor's office and parental permission. All medications must be stored in the office in the original container with the pharmaceutical label intact. No child may self-medicate.

53. **Money**

Whenever it is necessary to send money to school, please put it in a sealed envelope with your child's name, homeroom and amount enclosed. Checks are preferred and should be made out to "Blessed Sacrament School".

54. **Off-Campus Conduct**

The administration of Blessed Sacrament School reserves the right to discipline its students for off-campus behavior that is not in line with behavior expectations of its students during the course of the school day. This off campus behavior includes, but is not limited to cyber-bullying, field trips, school activities and sporting events.



55. Office Records

Parents/Guardians are requested to notify the School Office in writing of any change of address, home telephone numbers, cell phone numbers, business phone numbers, e-mail addresses and/or phone numbers of emergency contacts. This will guarantee that office records are accurate, complete, and up-to-date.

56. Out of Uniform

On the last Wednesday of each month, students in Kindergarten-7 may come out of uniform. Students will pay a fee of 25 cents per month. Eighth grade students may come out of uniform on the last two Wednesdays of the month for a fee of 1.00 per month. **During Spirit Week, the fee will be 0.25 per day and on Pink Out Day, there will be a fee of \$1.00.** Please remember that out of uniform is a privilege and students may lose coming out of uniform. **Please note that the monies collected goes to local charities.** On these days, clothing may include jeans, sneakers, shorts, skirts, skorts (no shorter than two inches above the knee), and sweatshirts. Students may not wear flip-flops, sandals, open back shoes, heeled shoes, crocs, tight jeans, ripped jeans, leggings, T-shirts with inappropriate writing, pajama pants, make-up/nail polish, biker shorts, pants with writing on the derriere, low-cut blouses/tops, hats

Good Rule: If you think you shouldn't wear it, then don't!

ALL UNIFORM REGULATIONS AND GUIDELINES ARE SUBJECT TO THE DISCRETION OF THE PRINCIPAL.

57. Parents as Partners

As partners in the educational process at Blessed Sacrament School, we ask parents To set rules, times, and limits so that your child:

- Gets to bed early on school nights;
- Arrives at school on time and is picked up on time at the end of the day;
- Is dressed according to the school dress code;
- Completes assignments on time; and
- Has a nutritional lunch every day.
- To actively participate in school activities such as Parent-Teacher Conferences;
- To see that the student pays for any damage to school books or property due to carelessness or neglect on the part of the student;
- To notify the school with a written note when the student has been absent or tardy;
- To notify the school office of any changes of address or important phone numbers;
- To meet all financial obligations to the school;
- To inform the school of any special situation regarding the student's well-being, safety, and health;
- To complete and return to school any requested information promptly;
- To read school notes and newsletters and to show interest in the student's total education;
- To support the religious and educational goals of the school;
- To support and cooperate with the discipline policy of the school;
- To treat teachers with respect and courtesy in discussing student problems.

58. Parties

Students are permitted three class parties a year: Halloween, Christmas, and Valentine's. Room parents may assist the classroom teacher with these three parties. Elementary grades may have a yearend party. Little Knights may have additional parties. Only our Little Knights have an annual egg hunt.

59. Promotion and Retention Policy

Advancement to the next grade in Blessed Sacrament School is based on a student's daily performance, test results, recommendations of teachers, and the student's ability to complete work successfully on a more advanced level.



Promotion to the next grade (preschool -8th grade) depends on successful completion of all subject areas. The Administration may recommend the repetition of a grade, tutoring, or summer school classes as 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. Eighth graders may not repeat 8th grade at BSS.

61. Public Display of Affection

Blessed Sacrament School promotes friendship, charity, kindness, love and respect for self and others. However, inappropriate displays of affection, such as kissing or embracing which connote more than simple friendship, are not permitted in school, at school dances, or at any school event. Those who violate these rules may be subject to disciplinary measures, including detention, suspension or expulsion. The administration reserves the right to determine what is, or is not, appropriate behavior in a Catholic school.

62. Release during the School Day

Doctor, dental and other appointments during the school hours are discouraged unless absolutely necessary. Early dismissal for extracurricular activities is not acceptable. When a child does need to leave early, written permission is necessary. The written request should state the exact time and name of the person who is to come for the child and should be given to the homeroom teacher. The child will be called to report to the office when an authorized adult is there to sign him or her out. To avoid disrupting instruction, the adult is not to go to the classroom. No child will be permitted to leave the school premises without written permission. Children may not be picked up outside the building

63. Report Card

Student report cards are issued three times (trimester) a year for all grades. Report cards should be read carefully. Parent/Teacher conferences are scheduled after the first marking period. Midway through the marking period, there will be progress reports. The teacher will be in contact with parents/guardians of any students who are not working up to their ability.



63. Returning to School After Dismissal

Students are not permitted to return to the school building after the 3:15 PM dismissal unless accompanied by a teacher/guardian. Students who choose to return to school after 3:15 PM without a teacher/guardian face detention, suspension, or expulsion. After pick up a parent or adult who picks up must escort the child into the building if they need to return.

64. Sacramental Programs

The sacramental life of the children of the Catholic tradition is an important component of the religion program at Blessed Sacrament School. Preparations for two sacraments, Reconciliation and Eucharist, form the core of instruction in Grade 2. In accordance with the diocesan guidelines, candidates for First Eucharist will receive the sacrament of Reconciliation prior to First Eucharist.

Parents are required to be active partners in the preparation of their children for these sacraments. The sacraments of Reconciliation and Eucharist are only conferred to students baptized in the Roman Catholic tradition.

66. School Advisory Board

The School Advisory Board for Blessed Sacrament School is established to assist and advise the Principal in implementing policies and regulations regarding the operation of the school. The School Board also acts as a public relations body with local public school officials and other organizations in order to create a better understanding of Catholic education. Members of the School Board are appointed by the pastor and principal and serve three-year terms. Appointments are made in late spring. Interested parties should contact the school for more information.

67. School Office Hours

The school office is open on all school days from 7:30 AM – 3:15 PM. This allows for afterschool faculty consultations.

68. School Property

The parent of a child who carelessly destroys or damages any furniture, equipment, buildings, or anyone's personal property will be obligated to pay the full amount of repairs and labor or replacement. Textbooks must have a proper book cover. No writing in textbooks is permitted. The student will pay a fine or replacement fee for damaged or lost texts before any final reports, transcripts, or diplomas are presented.



69. **School Safety**

Blessed Sacrament School attempts to provide 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 or in jest or online) face detention, suspension, and/or expulsion.

Harassment of any type is not tolerated. The Principal investigates all complaints of harassment. Students involved in harassing behavior face detention, suspension, and/or expulsion.

70. **Student Records**

Parents have the right to review their child's records. If a parent wishes to review the records, a request must be made in writing to the Principal twenty-four hours in advance. Copies of records will be provided upon request. A small fee for duplicating records may be charged. Parents do not have the right to add or remove any items placed in a student's file.

71. **Technology Concerns**

Blogs: Engagement in online blogs such may result in disciplinary actions if the content of the student's blog includes defamatory comments regarding the school, the faculty, other students or the parish.

Middle School and Cell Phones: If a student needs a cell phone after school due to walking home from school, entering a house where no one is home, or attending sport practices or games, he/she should bring the cell phone to their homeroom teacher. The cell phone may be picked up by the student at dismissal. At no time during the day should a cell phone be in a student's locker or in his/her possession. **Parents in MS will sign a form when they receive their MS Parent Handbook concerning cell phones.**

Sexting: Students involved in possession or transmission of inappropriate photos on their cell phones or other electronic devices face suspension and/or expulsion.

Texting: Students should at no time be involved in texting during the course of the school day. Students involved in texting at school face detention, suspension and/or expulsion.

Virtual Reality Sites: Virtual Reality Sites can pose a developmental and moral risk to the life of a student. Parents are cautioned to be aware of the online sites visited by their children, knowing that often predators are not living in a neighborhood, but within the home via a computer.

72. **Telephone Use**

The school telephone number is 336-570-0019. An answering machine records messages called in during other times. It is also activated and records messages when all the phone lines into the school are busy. Students may use the phone for emergency purposes and only with staff permission. Forgotten assignments and permission slips do not constitute an emergency and students will not be permitted to use the phone in these circumstances.

73. **Toilet Training**

It is required that all preschoolers be toilet trained prior to enrollment at BSS. They should be able to verbalize to teachers all bathroom requests. They need to independently attend to all of their personal needs. Should more than two accidents occur in a 7- day period, a conference will be held to determine the readiness of the child. A plan for success will be developed and implemented at that time. If no improvement is made within a two-week period, a meeting will be scheduled to make a decision about the child continuing in the program.

74. **Testing**

The *Iowa Assessments* is given in Grades 3 through 8 generally during the last week of September. Students in grade 5 also take the *Cogats*.

75. **Tobacco Products**

Blessed Sacrament School is tobacco-free school. The use of tobacco products in the school building or on school grounds, prior to or during any school activity, local or away, is forbidden. This includes e-cigarettes.



76. **Transfer of School Record**

When a student leaves Blessed Sacrament School, a written request to release the records will be presented to the school office by the student's new school. The student's records are then mailed to the new school. All outstanding financial responsibilities must be settled before records are requested.

77. **Tuition**

The tuition scales are developed each year by the administration and reviewed by the Parish Finance Committee for final approval. The tuition schedules for the next school year are available by November. **The following tuition**

payment options are available:

Full Payment by July 7th - 2% discount

Half Payment by July 7th & December 5th - 1% discount

Ten or Twelve Monthly Payments through automatic bank drafts.

78. **Visitors**

School visitors (volunteers, parents, etc.) must come to the main office. For safety and security reasons, each person is required to sign in at the office when he/she enters the building for any reason. All visitors and/or volunteers are required to wear a designated badge that may be picked up in the office. Visitors and/or volunteers are to sign out at the time of departure.

Parents who volunteer in another capacity in the school may not drop into a classroom to see their child or conference with the teacher during the day. This is an interruption to the teacher and to the educational process. Please contact the teacher in advance if you would like to visit.

79. **Volunteers**

All individuals who volunteer in the school must complete the Volunteer Sign-Up sheet, Part A and B of the Safe Environment Program. Depending on the type of volunteer work some volunteers and will be asked to complete the Diocesan mandated background check and safe environment training. All volunteers are expected to dress appropriately. Clothing should be modest and neat.

80. **Walking/Bike Riding**

Parents must put in writing a request to let their child leave the campus without being accompanied by an adult.

81. **Right to Amend**

Blessed Sacrament School reserves the right to amend this Handbook. Notice of amendments will be sent to parents via the Wednesday Folder or through e-mail communication.



Uniform Code

All students in grades Kindergarten through 8th are required to wear a school uniform. This policy is in effect daily unless special permission is given or on birthdays according to the “Birthday Observances” policy. Parents are asked to ensure that their children are dressed correctly each day for school.

The uniform should be clean and pressed with all buttons attached, hem intact and proper fit. Clothes must be looser fitting without being oversized. Shirrtails must be tucked in at all times. Substitutions in style and/or color are not acceptable. **Please place your child’s name in all clothing.**

Little Knights are not required to wear uniforms, but they may. For safety reasons students should **not** wear beaded jewelry, belts, sandals, crocs, flip flops, sandals or cowboy/girl boots.

Uniforms are ordered through Land’s End or purchased in our Swap Shop located on the second floor during certain times of the year.

Summer/Winter Seasons – Exact dates will be announced by the Principal each year.

Elementary Summer Uniform Code

Kindergarten- 4th

Announced dates: August through October; April through June

Winter Uniforms may be worn throughout the year.

Elementary Boy Summer Uniform:

Light blue polo shirt with the BSS logo worn with navy blue shorts, a belt, white ankle socks, and tennis shoes that are white, black or black & white. **Kindergarteners are not required to wear belts.**

Elementary Boy Winter Uniform

The boy’s winter uniform is a white short or long sleeve dress shirt with the BSS logo worn with the plaid tie. Elementary boys wear navy blue pants, a belt, white ankle socks, and tennis shoes that are white, black or black & white. **Boys may also wear a navy blue sweater vest with the school logo, a navy blue zip front performance cardigan with the school logo, a navy blue fleece vest with the school logo, or a navy blue fleece jacket with the school logo.**

Elementary Girl Summer Uniform

The girl’s summer uniform is a light blue polo shirt with the BSS logo worn with navy blue shorts or skirt, white ankle socks, and shoes that are white, black or black & white.

Elementary Girl Winter Uniform

The girl’s winter uniform is a white short or long sleeve button down short or a white turtleneck worn with the plaid jumper, navy knee socks or white or navy tights, and shoes that are white, black or black & white. **A navy blue fleece**



jacket with the school logo, a navy blue fleece vest with the school logo, a navy blue performance zip front cardigan with the school logo, or a navy blue button down cardigan with the school logo may also be worn.

The Blessed Sacrament sweatshirt and hoodie is no longer an option in the school uniform. For the 2016-17 school year ONLY the 8th grade class may wear the BSS sweatshirt or hoodie.

Middle Summer Uniform Code

5th-8th Grade

Announced dates: August through October; April through June

Middle School Boy Summer Uniform

The boy's summer uniform is a cobalt blue polo shirt with the BSS logo worn with khaki shorts, belt, white ankle socks with no logos and shoes that are white, black or black & white.

Middle School Boy Winter Uniform

The boy's winter uniform is a white short or long sleeve dress shirt with the BSS logo worn with the plaid tie. Middle school boys wear khaki pants, a belt, white/brown/black socks, and tennis shoes that are white, black or black & white. **Boys may also wear a sweater vest with the school logo, a navy blue zip front performance cardigan with the school logo, a navy blue fleece vest with the school logo, or a navy blue fleece jacket with the school logo.**

Middle School Girl Summer Uniform

The girl's summer uniform is a cobalt blue polo shirt with the BSS logo worn with khaki shorts or skirt or the plaid skirt, white ankle socks with no logos, and shoes that are white, black or black & white.

Middle School Girl Winter Uniform

The girl's winter uniform is a cobalt blue long sleeve polo shirt with the BSS logo, a white turtleneck or a white oxford short or long-sleeve blouse. **The white blouse or turtleneck must be worn with the navy cardigan or sweater vest.** MS girls wear khaki pants or the plaid skirt, navy knee socks, and shoes that are white, black or black & white.

The Blessed Sacrament sweatshirt and hoodie is no longer an option in the school uniform. For the 2016-17 school year ONLY the 8th grade class may wear the BSS sweatshirt or hoodie.

Elementary and Middle School Uniform Shoes

Black, White or Black/white rubber soled shoes (such as slip-on, buckle or tie loafers). No additional colors are permitted. Black, White or Black/white Athletic Shoes – Monday thru Friday may be worn.

Shoes may be deemed inappropriate by administration and another shoe option must be acquired for the remainder of the year. NO backless, boots, or open toed shoes are permitted. NO wheels or light up shoes are permitted. Heels may not be more than 1 ½ inches high.

Shoes with shoelaces must be tied. Only white or black laces are allowed.

Elementary and Middle School PE Uniform



Worn only on scheduled PE days only instead of Classroom Uniform

The PE Uniform is a gold shirt with a Blessed Sacrament School logo worn with solid navy blue athletic shorts. Parents may have their child's name added to the back of a PE shirt. Nicknames derived from the child's real name such as "Jim" or "Jimmy" for a child named James are acceptable. Nicknames such as "Ace" are not allowed.

The PE uniform shirt is ONLY available through Land's End.

ONLY Middle School students may wear the previous year's Field Day shirt on one of their two PE days. In the winter students should wear navy blue sweatpants, the PE t-shirt and the navy blue fleece jacket or fleece vest with the logo.

Once again, for the 2016-17 school year ONLY the 8th grade class may wear the BSS sweatshirt or hoodie.

PE Shoes

Appropriate athletic shoes with accent colors that provide proper support for physical activity are acceptable.

The Principal reserves the right to amend the uniform code. Parents will be notified if changes are made.

82. Uniform Swap

The HSA offers gently used uniforms for resale in the Uniform Swap Room upstairs. The Swap Shop will be open four-five times a year. Please check the Knight Chronicle for the days.

You may bring in uniform items to swap out with no charge for the same item of a different size. The item MUST be in usable condition with no stains or tears.

Prices are listed for items that are purchased from the store. Write the check for the total made out to "BSS-HSA" and leave payment in the school office.

83. Hair, Nails, Accessories

All students' hair should be neat with bangs above the eyebrows. Boys' hair is to be neatly trimmed above and not touching the shirt collar, trimmed around the ears, and above the eyebrows in front. No facial hair or sideburns for young men. Hair must be kept out of face to avoid distraction during school. Scrunchies, hair clips, rubber bands, pony tail holders, etc. must be in the hair, not worn on wrists.

Hair coloring, highlights and bleaching is not permitted for boys or girls. If hair has been highlighted, dyed or bleached over summer vacation, it must be cut out before the first day of school. Hair art, designs created by shaving the scalp is not permitted.

No cosmetics, lip gloss, colored lipstick, nail polish, artificial nails, or hair extensions may be worn. No tattoos real or fake of any kind. No Hologram contact lenses. No body piercing except pierced ears. Girls may wear one pair of earrings not larger than a dime and without hoops.

Boys are not permitted to wear earrings to school at anytime including "Out of Uniform Day." Hairclips and other hair accessories are not permitted for boys. Girls' hair should be kept in neat and modest styles. Hair wraps and beads are not permitted.

84. Uniform Suppliers

Lands' End is the school's official uniform vendor for the winter and PE shirt. Website is: landsend.com



Code of Conduct & Responsibilities

Discipline

The purpose of discipline in a school setting is to provide a classroom situation and atmosphere conducive to learning and character training. Logical consequences are a necessary element in the total education process. Parents will be notified if any serious violation of the Conduct Code has occurred and are expected to be supportive of the faculty in upholding this code. In serious cases where weapons or illegal substances are involved, police are notified immediately and the student will be subject to suspension or expulsion by the Principal. In cases of suspension and expulsion, the student's parents shall be notified in advance. Expulsion, the permanent termination of a student's enrollment, is a most serious matter and will be used only as a last resort. Students who pose a threat to themselves or to others may be expelled from Blessed Sacrament School. Students who have been expelled will not be allowed to return to the school without prior permission from the Principal.

The Principal reserves the right to make the final decision regarding discipline matters.

We believe:

- an orderly school environment requires a clear definition of individual responsibilities as they relate to students, parents, teachers, and administrators.
- a code of discipline must categorize acceptable behaviors, and strive to create a spirit of consistency and fairness, which fosters an attitude of positive cooperation among all members of the school community.
- a caring and supportive atmosphere must exist, where children are respected and loved for the gifts and talents they possess and are encouraged and challenged to discover those talents to the fullest.

The outline of individual responsibilities communicates to students, parents, teachers and administrators the standards of acceptable behavior expected of all members of Blessed Sacrament School community.

85. Student responsibilities include:

- Making an earnest effort to do his/her best work on a consistent basis.
- Accepting responsibility for his/her own actions.
- Attending school daily and being on time for classes and all school functions.
- Being aware of written rules and regulations for student behavior and knowing that student conduct must be in accord with those regulations.
- Following the uniform dress code as outlined in the school handbook
- Exercising proper care when using school facilities and equipment.
- Respecting the rights of others, including the right to receive an education in an orderly and disciplined atmosphere free from verbal, physical or sexual harassment.
- Knowing that disrespectful and indecent language (written, spoken, or gestured) will not be tolerated.
- Making a positive contribution to Blessed Sacrament that will generate an atmosphere of reverence, respect and responsibility.
- Recognizing and respecting the rightful authority of faculty and staff in matters of instruction, discipline and behavior during school-sponsored activities.

86. Parent responsibilities include:

- Teaching your child self-respect, respect for others and respect for rightful authority.
- Instilling a positive and enthusiastic attitude in your child toward all areas of his/her education.



- Recognizing that faculty and staff are due the same consideration and respect that parents expect from their children.
- Building a mutually supportive working relationship between yourself and your child, his/her teachers and the school.
- Understanding and cooperating with the rules of the school concerning student conduct and familiarizing your child with school regulations and procedures.
- Contacting or responding to the appropriate school personnel when situations occur that affect your child's progress in school.
- Encouraging your child to take pride in his/her personal appearance.
- Insisting on prompt and regular attendance, as tardiness disrupts and impedes instruction.
- Providing a space conducive for study and completion of homework assignments and being available for assistance and monitoring.
- Guiding and assisting your child in reaching his/her maximum potential according to their God-given gifts, while recognizing that unrealistic pressures to achieve can be detrimental to a child's development.

87. Teacher responsibilities include:

- Promoting a climate of mutual reverence and respect among and for all students in his/her classroom and in the entire school environment.
- Planning and conducting an instructional program of diversity and challenge which strives to increase student involvement and decrease disciplinary problems resulting from academic frustration.
- Utilizing classroom management skills, which contribute positively to the instructional program and develop student responsibility.
- Working to develop cooperative relationships with parents for the educational and developmental benefit of the student.
- Handling individual problems privately and not disciplining the group for the behavior of a few.
- Being alert to changing patterns of behavior and initiating appropriate intervention and referrals when needed.
- Communicating to both students and parents a clear and consistent procedure for assessing student progress.
- Supporting the philosophy and mission statement of Blessed Sacrament School within the classrooms and among the students.
- Reporting to the principal any student who jeopardizes his/her own safety, the physical and emotional safety of others, or who seriously interferes with the instructional program.
- Maintaining a Catholic Christian perspective in relationships with all members of the school community.

88. Principal responsibilities include:

- Striving to develop a community of mutual respect and support reflective of Christian values.
- Evaluating programs and methods of instruction within the school in order to maximize student growth and learning.



- Supporting staff in assessing their own procedures and attitudes in relation to the interaction within the classroom and with parents.
- Developing policies and procedures, which help to decrease the likelihood of student misconduct in a fair, reasonable and consistent manner.
- Working with staff members and parents in jointly resolving school related issues.
- Maintaining positive communication between home and school for the benefit of the students.
- Placing a high priority on ensuring a safe and productive learning environment free from verbal, physical or sexual harassment.
- Assuming responsibility for the promulgation of Blessed Sacrament School Code of Responsibilities and Conduct, and for all policies and procedures required.

89. Conduct Expectations

As the philosophy of Blessed Sacrament School community emphasizes deep respect for the human dignity and uniqueness of every individual, each student will be considerate of the rights of others in all interactions. All students are expected to cooperate with the spirit and policies of the school, which are designed to foster mature development and personal responsibility. This requires courtesy in all personal relationships, promptness in fulfilling obligations, concern for the environment, and many other factors which the students' sense of appropriateness will indicate to them.

The Principal reserves the right to determine the appropriateness of an action if any doubt arises.

90. Elementary Grades Disciplinary Guidelines

Preschool and Pre-Kindergarten

Our discipline objective for each child is to learn self-control and to develop the skills necessary for problem solving in various situations. Rules are made to ensure safety, health and respect of each child. Positive reinforcement, usually verbal, will be used to encourage acceptable behavior. Re-direction of the child will be used primarily. Giving the child options to choose from will reinforce their ability to make good choices. If a child needs to gain control and regain composure, calming down in a chair will be used. This will be 1 minute for each year of age. Corporal punishment is not used at Blessed Sacrament School.

Kindergarten through 4th Grade

Teachers will implement classroom-specific systems of consequences that may change from year to year.

91. Middle School Disciplinary Guidelines

An integral component of the middle school program is to encourage the students to become responsible, well-behaved citizens. As leaders of the school, the students are expected to exhibit appropriate behavior throughout the school community. The middle school disciplinary guidelines are explained in the Middle School Handbook which include detention, suspension and expulsion.

Detentions/ Suspensions may be imposed for the following:

- Obscene or vulgar language (verbal, written or gestured).
- Fighting and physical assaults.
- Vandalism (could also be expulsion according to level of severity).
- Continued inappropriate behavior.
- Writing/exchanging notes of an offensive nature (ethnic, threatening, etc.)
- Physical, verbal or sexual harassment

***** Continued misbehavior may result in expulsion.*****

In- School Suspensions/Out of School Suspensions may be issued for more serious violations of the Responsibility Policy, which may include but are not limited to the following:



- Second offense or continued inappropriate behavior.
- Argumentative or disrespectful attitude or exchange with teachers, staff members, volunteers, lying
- Cheating (tests, projects, class-work, homework).
- Stealing

The principal will decide whether a suspension is served at school or at home. Parents will be called and will be informed of in-school suspension. The student(s) will be required to serve the in-school suspension at the designated time or another in-school suspension will be issued.

Expulsions may be imposed for the following:

- Possession of any weapon or object that is used as a weapon, on school grounds or during any school sponsored activity.
- Possession or use of tobacco/drugs on school grounds or during any school sponsored activity.
- Possession or consumption of alcohol on school grounds or during any school sponsored activity.
- Any other violation deemed serious enough by the principal or pastor to warrant immediate removal from school.

The principal and pastor make all final decisions regarding expulsion.



Volunteering

For Blessed Sacrament Catholic School to live out its Mission Statement parent involvement is vital. The school seeks parent help with all activities and school fundraising activities.

School Volunteering Examples including but not limited to:

- Tutoring students
- Help in Grant Research/Writing
- Auction solicitation
- Annual Fund volunteer
- Oktoberfest volunteer
- Lunch supervision assist
- Room parent HSA contributing member
- Sell gift cards in morning
- Landscaping
- Painting throughout year
- Help clean stairwells/large rooms
- Uniform Swap Room, uniform sorting
- Athletics volunteer
- Grounds keeping
- Assisting the Principal in marketing the school to the greater community; assistance in admissions or advancement
- Field Day T-Shirt Coordinator
- Field Day Volunteers
- School Club Volunteers
- Book Fair
- And do feel free to suggest based on your skill set... etc.



Contracts/Financial Policy

All students enrolled at Blessed Sacrament School must have a signed contract on file by the first day of school. If a contract is not on file the child may not start school until the contract is signed and returned.

Financial Policy

In order for Blessed Sacrament School to remain viable tuition and fees must be paid.

The satisfaction of all financial obligations to Blessed Sacrament School, including tuition and fees, constitutes a material condition for continued enrollment in the school.

Having agreed to a specific tuition payment plan, the parent or guardian financially responsible for the student must understand the following:

If paying through the FACTS online tuition payment plan, any tuition payments with insufficient funds will automatically be redrafted two weeks later. If there are still insufficient funds, parents will be notified stating that half of tuition payment (for the previous month) must be made immediately and the other half fifteen (15) days later. After thirty (30) days past due a school family may not be allowed to participate in the afterschool program or any extracurricular activities. Parents will be notified by the admission director/principal of the delinquent tuition and will make arrangements for payments. A student will not be permitted to attend class if a tuition payment is sixty (60) days past due. Failure to comply may result in the child being dropped from the school enrollment. If a parent/guardian withdraws a child from school or if the child is not allowed to return to school due to outstanding tuition bills, the parent/guardian is responsible for the tuition contracted even though the student is officially dropped from the school.

Please note that students will not be accepted for the upcoming year if tuition and any outstanding bills are not paid. This also includes fees for lost/damaged textbooks, library books, athletic equipment (uniforms)/fees and other financial obligations.

If a family is having financial difficulties, please notify the principal immediately in order to make arrangements for tuition payments.



2016-2017 HANDBOOK SIGNATURE PAGE

Each student must have a copy of this signed form on file in the school office to be considered officially enrolled at Blessed Sacrament School.
MUST BE TURNED IN PRIOR TO STUDENT'S FIRST DAY OF SCHOOL.

HANDBOOK POLICIES AGREEMENT

This is to acknowledge that we have read and agree to abide by all these policies and provisions. We understand that parents and students, along with school staff, are responsible for creating and maintaining an environment where all students are safe and free to learn without distractions. As a Catholic school, everyone has a moral obligation to show respect, love and compassion towards others. Blessed Sacrament School is committed to creating a learning environment built on reverence, respect and responsibility.

I have read the handbook and agree to follow the school policies and procedures as stated. This handbook and the policies stated in it are meant to be a guide to student activities and discipline. Since it is impossible to foresee all situations that may arise, the administration reserves the right to set and/or revise policy as needed throughout the school year. New policy and revisions will be communicated to parents in writing. Parents and students are bound by the policies contained in this handbook and the procedures set forth by teachers

This handbook was put together to provide families with a general overview of Blessed Sacrament School, its policies and guidelines. Please contact the school office for clarifications or more information.

Student Signature (1 st -8th)	Grade		Student Signature (1 st -8th)	Grade
Student Signature (1 st -8th)	Grade		Student Signature (1 st -8th)	Grade

Parent Signature	Date		Parent Signature	Date
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INTERNET USE AGREEMENT

My Promise to Follow the Rules on the internet:

My parent or guardian has reviews the Internet Acceptable Use Policy in the handbook with me. I understand the importance of being polite, respectful, honest, and the need to obey the rules for the use of the computer and the Internet. I also know I should not give out personal information about myself or others over the Internet. I understand that the computer, the Internet and other electronic resources are to be used for educational purposes. I also understand that if I break the rules, my used of these educational tools may be taken away from me and that other disciplinary or legal action may be taken. I promise to follow the rules.

Student Signature (1 st -8th)	Grade		Student Signature (1 st -8th)	Grade
Student Signature (1 st -8th)	Grade		Student Signature (1 st -8th)	Grade

For the Parent or Legal Guardian:

As the parent or legal guardian, I have read and reviewed with my child the Internet Acceptable Use Policy. I understand that the use of these electronic resources is for educational purposes. I recognize that our school has initiated reasonable safeguards to filter and monitor inappropriate materials. I understand that while the school has also taken steps to restrict student access on the Internet to inappropriate information and sites, it is impossible to restrict access to all controversial materials. I further recognize that if my child does not abide by the rules of acceptable use, they may be disciplined. I will not hold BSS responsible for materials my child may acquire on the Internet. I hereby give permission to BSS to permit by child to have access to the school's computers and the Internet.

Parent Signature	Date		Parent Signature	Date
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