



Community Handbook

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Dear Parents and Students,

*What greater work is there than training the mind
and forming the habits of the young?
--St. John Chrysostom*

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

The Parent/Student Handbook reflects the policies of Blessed Sacrament School for the 2019– 2020 school year. Please read this document carefully and sign and return the attached agreements (at the end of the Handbook). This agreement states that you intend to abide by the policies of Blessed Sacrament School during the 2019-2020 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 I. Gomez
Principal

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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 Livelyberger. A total inside renovation was completed in 1984. The school offered a fully air-conditioned facility including the Koury Parish Center, the Knesel & Powell Science Lab and the Qurnell Memorial Library.

In 1995, Blessed Sacrament moved to 515 Hillcrest Avenue. The building was formerly occupied by Hillcrest Elementary School of the Burlington City Schools. The building was completely renovated and refurbished. Bishop Joseph Gossman of the Diocese of Raleigh dedicated the building in August 1995.

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 the 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:

- 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.

Registration for current students attending Blessed Sacrament School will occur in 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.

6. 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. Our after school care begins at 3:00 for our Little Knights and at 3:15 for students in K-8. Club Knight closes by 6:00. There is a late fee of \$10 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.

7. 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.

8. 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 students 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.

Tardies are disruptive to the students and to the entire school community. At the 10th tardy a telephone discussion will take place between principal and parents. At the 15th tardy a parent conference and a

notification to the pastor will take place. If parent refuses to come in for the conference the student will be suspended from school until the conference takes place.

9. 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.

10. 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.

11. 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).

12. Awards

Blessed Sacrament School faculty, staff, and administration rigorously confer, analyze and collaborate on the end of the 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, Maye Volunteer Award, Tyll Sportmanship Award, Pastor Award, and Principal Award.

13. 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.

14. 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.

15. 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 6:30 AM. In the event of early dismissal, information will also be announced on the following:

Check for announcements on the following:

Option C Our automated telephone system will call the number 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.

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 trimester 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 communication 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 Dioceses.

25. Deliveries

There will be no deliveries, flowers, balloons, etc. to students in their classrooms.

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. At 3:00 dismissal, Little Knights will be walked to their car. 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.

28. 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 8:00 building must be accompanied to the office by an adult. If a student has a doctor or dentist appointment before school, they may bring in a note from the doctor's office for an excused tardy. If a student continues to be tardy to school, a parent conference with administration will occur. Students coming to school after 11:30 will be counted absent.**

Students must be in school by 9:30 AM on the day of expected participation in an afterschool activity such as a competition, practice, club, or performance.

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 give special instructions for pick up, please do so by 2:30.

***Please note that students will not be released after 2:30 PM from school.**

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 HSA 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 After School Care Program, and will be charged accordingly for using this program.

29. 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.

30. 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 the classroom when signal is given.

31. 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 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.

Middle School:

- 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. If a class parent is willing, we would like for the class to get together after school hours and make this a "Team" activity that will foster the spirit of Field Day! 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.

- Scorekeeper 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- 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 board 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.

32. 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.
- 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 who are participating in the field trip must ride the bus to the field trip with their class. Students not on the bus may not participate in the field trip and will be counted absent for the day.
- Cell phones for students are not allowed on field trips.
- **Siblings of students may not accompany parent chaperones on field trips**
- Chaperones for the middle school trip must do a background check and attend Safe Environment Training. This is a diocesan policy.
- 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.

33. 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.

34. Grading Scale

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

35. 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.

36. 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.

37. 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.

38. 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 Option phone system.

39. 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 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 midterm/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 is posted on Option C or Edmodo (in middle school)

40. 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.

41. 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.

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 H1N1 virus, should remain at home for 7 days after the onset of the virus or 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, fidget spinners, 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 parents 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.

BSS Facebook

The BSS Facebook site is used to remind our community of events/happenings in the school. It is not a site to insult others including staff, administrators, parents, students or school policy. Violation of this policy/ guidelines will result in a meeting with the school administrator and pastor.

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. In order to ensure a staff member is available to inspect the student, the parent should call ahead. If, upon re-inspection, if 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. Report cards for students will be held until payment is settled.

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 lunchtime is a 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 under the age of 18 must be accompanied by an adult. Alumni hoping to visit their classmates may only do so with the principal's permission. (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".

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.

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, email addresses and/or phone numbers of emergency contacts. This will guarantee that office records are accurate, complete, and up-to-date.

54. Out of Uniform

Out of uniforms days will vary throughout the year and there will be no charge of \$0.25 but we will ask for food donations. On Pink-Out Day and Spirit Week, it will cost \$1.00. Please remember that out of uniform is a privilege and students may lose coming out of uniform. On these days, clothing may include jeans, sneakers, shorts (appropriate length-no shorter than 3 inches above the knee) skirts/skort (no shorter than three inches above the knee), and sweatshirts. Students may not wear flip-flops, sandals, open back shoes, heelys, crocs, tight jeans, T-shirts with inappropriate writing, pajama pants, make-up/nail polish, biker shorts, ripped jeans, pants with writing on the derriere, low-cut blouses/tops, hats, and no skirts for boys.

If a student comes to school in clothing which is considered inappropriate a call will be made to parents. The student will wait in the office until suitable clothing is brought to school.

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.

55. 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.

56. 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 year end party. Little Knights may have additional parties. Only our Little Knights have an annual egg hunt.

57. 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 required 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.

58. 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.

58. 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

59. Report Card

Blessed Sacrament is uses trimesters for grading. Student report cards are issued three times a year.

Report cards should be read carefully. Parent/Teacher conferences are scheduled after the first marking period. Midway through the marking period, Progress Reports will be sent home. The reports must be signed by the parents/guardians and returned to the teacher the following day. The teacher will be in contact with parents/guardians of any students who are not working up to their ability.

60. Returning to School After Dismissal

Students are not permitted to return to the school building after the 3:00 PM dismissal unless accompanied by a teacher/guardian. Students who choose to return to school after 3:00 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.

61. 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.

62. School Office Hours

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

63. 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.

64. 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.

65. SMART Devices

Personal communication devices (such as smart watches, Gizmo Gadget, Garmin, etc.), are not to be brought to school by students. These devices allow access to the Internet outside of the school's network and does not protect students from harmful internet sites and communication.

66. 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. Parents do not have the right to add or remove any items placed in a student's file.

67. Technology Concerns

Blogs: Engagement in online blogs such as, but not limited to, Facebook®, etc. 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 sports practices or games, he/she should give 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.

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.

68. 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.

69. 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.

70. Testing

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

71. 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.

72. 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.

73. Tuition

The tuition scales are developed each year by the administration and then submitted to the Parish Finance Committee and Parish Council 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 due no later than the first day of school - 1% discount

Ten or Twelve Monthly Payments through automatic bank drafts.

74. 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 in to 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.

75. Volunteers

All individuals who volunteer in the school must complete the Volunteer Sign-Up sheet and will be asked to complete the Diocesan mandated background checks and safe environment training. All volunteers are expected to dress appropriately. Clothing should be modest and neat.

76. Walking/Bike Riding

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

77. Right to Amend

Blessed Sacrament School reserves the right to amend this Handbook. Notice of amendments will be sent to parents via the Friday Folder or through email communication.

I. Uniform Code

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

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.

Parents must be the first arbitrators and enforcers of the BSS dress code, both for its weather and code appropriateness. Please take a moment to review your child's uniform before you leave for school and throughout the year. At all times, we expect that uniforms fit properly (are not overly tight and without it be oversized) as determined by school personnel), are the proper length, and do not appear so worn out that logos are worn away or hems are tattered. Skirts and skorts for girls no shorter than three inches above the knee. Shirrtails must be tucked in at all times. Substitutions in style and/or color are not acceptable. Failure to follow these guidelines can result in a call to parents to bring appropriate clothing to school before the student can attend class and students who repeatedly violate the uniform policy will lose the privilege of dress down at BSS.

Uniform Suppliers

Lands' End is the school's official uniform vendor for BSS. The website is: landsend.com

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 or cowboy/girl boots or bring umbrellas at any time.

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 skort, 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.

Middle Summer Uniform Code

5th-8th Grade

Announced dates: August through mid-November; 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 visible socks with no logo or any piping, stripes, or geometric shapes on them 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, or a navy blue fleece jacket with the school logo.

Middle School Girl Summer Uniform

The 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 winter uniform is a plaid skirt, white short or long sleeve oxford shirt, a cardigan or sweater vest with school, navy knee socks, and shoes that are white, black or black & white. No fleece sleeveless vest will be part of the winter uniform for the girls.

The Blessed Sacrament sweatshirt and hoodie is no longer an option in the school uniform.

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 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 and white ankle socks. For the safety of your child, adding your child's name added to the back of a PE shirt is discouraged. If you choose to add your child's name, 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, PE t-shirt and the navy blue fleece jacket with the logo.

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.

Uniform Swap

Gently used uniforms for resale are 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 a check for the total made out to BSS and leave payment in the school office.

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 ponytail holders, etc. must be in the hair, not worn on wrists.

For health, safety, and uniformity, dangling earrings are not permitted. Hoop earrings are classified as dangling. Only small post earrings (1 per earlobe) may be worn by girls.

No bracelets/wristbands/friendship bands, etc. of any kind may not be worn for both boys and girls. A fitbit and analog/digital watch are allowed. All other jewelry including, necklaces, rings, ear cuffs, ankle bracelets, nose rings, body piercing, tattoos, bandanas, and pocket chains are all unacceptable for both boys and girls. Nonstandard contact lenses (hologram, colored, etc.) are not allowed.

A small necklace with one cross or religious medal or scapular is allowed

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 removed before the first day of school. Dye, coloring, and other changes to a student's NATURAL hair color are not allowed during the school year. Hair art, designs created by shaving the scalp or other trending hairstyles are not permitted. Students will not be permitted to return to school until the hair dye is removed.

Girls' hair should be kept in neat and modest styles. Hair wraps and beads are not permitted.

No cosmetics, lip gloss, colored lipstick, nail polish, artificial nails, or hair extensions is not permitted for boys and girls, No tattoos real or fake of any kind. No Hologram contact lenses. No body piercing except pierced ears. Boys are not permitted to wear earrings hair clips, "man-buns" and other hair accessories to school at anytime including "Out of Uniform Day."

II. 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.

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.

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.

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.

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.
- Utilizing all appropriate auxiliary staff and agencies to support parents and students in identifying problems and seeking solutions.
- 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.

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.

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.

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, bus drivers
- Lying
- Cheating (tests, projects, class-work, homework).
- Stealing

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

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.

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.***

Expulsion

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 will decide whether a suspension is served at school or at home. The principal and pastor make all final decisions regarding expulsion.

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. Assignments/tests given during an in-school suspension will only be given partial credit of 50%.

III. Parent In Partnership(PIP)/Volunteering

The mission of the Blessed Sacrament School Parents In Partnership program (formerly the Home School Association) is to engage school families in our school community, support the teachers and students, and to care for the school building and grounds. The PIP will support, implement, and advance the philosophy of Blessed Sacrament School.

The PIP shall:

1. Promote open communication among parents, teachers, and administration.
2. Promote goodwill, cooperation, and Christian values between and among parents, faculty, administration and the parish.
3. Direct and coordinate parental support to Blessed Sacrament School through the volunteer programs, assistance activities, social functions, and fundraisers.
4. Direct and coordinate financial support through fundraising efforts that strive to meet goals set forth by the school principal.
5. Support any project requested by the Pastor, Principal, Faculty/Staff, and Students.

Volunteer Requirements: To be in compliance with the Safe Environment Policy you must complete ● Diocesan Volunteer Application (found in the annual Back to School forms packet) ● Attend a SET (Safe Environment Training) All teachers, parents, and volunteers at Blessed Sacrament School must have completed a workshop called SET (Safe Environment Training). This training focuses on awareness of abuse and what actions to take if abuse is suspected. This certification is renewed every five years.

There are many ways you can volunteer your time and talents. Some require a significant commitment of time, and others only a few hours each trimester. We invite you to become an active participant in your child's school life. Your involvement will not only enrich your child's experience at BSS, but also broaden your own horizons and create opportunities for you to meet and get to know other parents. Your participation, and the participation of other parents like you is vital to BSS! Thank you for taking an active role in your child's education!

BSS commits to treating each student and family member with courtesy and respect, providing a safe learning environment and open communication on a regular basis, responding in a timely manner to parents concerns, communicating and enforcing policies listed in the Student/Parent and Athletic Handbooks, fulfilling our mission to provide a Catholic education and operating the school in a fiscally responsible manner.

It is imperative for each family to support the school's Mission, treat faculty, staff, fellow parents and students with courtesy and respect, communicate openly about your child and/or school concerns with appropriate faculty and administration, read school communications and the website, attend town hall meetings, support the school with your time and talent according to your ability, and read and abide by the policies in the Student/Parent and Athletic Handbooks.

Listed below are available volunteer positions for the 2019-2020 school year.

Please refer to the attached document for descriptions. If you have already committed to one of the Parents in Partnership Program Opportunities please sign the commitment above and return this form for our records.

1. Chair or Coordinator Positions Lead Volunteer Coordinator Admissions
2. Welcoming Committee Chair
3. Barnes & Noble Book Fair Chair
4. Catholic Schools Committee Chair
5. Class Captain Grade _____
6. Family Fun Night Coordinator
7. School Sign Coordinator

Committee Member Opportunities

1. Admissions Welcoming Committee
2. Barnes & Noble Book Fair
3. Box Tops Committee
3. Catholic Schools Week Committee
4. Family Fun Nights Committee
5. Grandparents Day Committee
6. Heritage Awareness Month Series Committee
7. Hospitality Committee
8. Oktoberfest Committee
9. Outdoor Classroom/Garden Committee
10. Scholastic Book Fair Committee

For Blessed Sacrament Catholic School to live out its Mission Statement parent involvement is vital. Thank you for volunteering.

IV. 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. This year, we are implementing the following tuition policy so that all financial obligations are met.

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.



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.

ACKNOWLEDGEMENT

I acknowledge and certify that I have been made aware of, have access to, and have been given the 2019-2020 Blessed Sacrament Community handbook. I have read the handbook and discussed the policies with my child/ren 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 policies as needed throughout the school year. New policy and revisions will be communicated to parents in writing.

Parent Signature_____

Date_____2019