

# ***BLESSED SACRAMENT SCHOOL HANDBOOK***

## **MISSION STATEMENT**

### **Nurturing the whole student - body, mind and spirit**

Blessed Sacrament School strives to provide exceptional preschool through eighth grade Catholic education that nurtures the whole student---body, mind, and spirit---and encourages each to develop a life-long personal relationship with Christ in a caring community where the students are *learning to make a difference*.

**Philosophy:** We believe that Jesus sent His Spirit to be with us always to guide, direct, and energize the love of God in us. We trust and rely on God's gifts to each one in our school family---parents, students, and teachers.

We believe that the parents have the primary responsibility in the education of their child. It is they who set the attitudes and values and give real meaning to Christian education in the schools. After the parents have freely entrusted their child to the Catholic school, it is their right and duty to assist the school by their cooperation and support according to their ability.

We believe that the child, a unique individual, has definite basic relationships to God, to others, to nature, and to self. Through interaction with people, ideas, and things in the total school environment, the child's potential---spiritual, moral, intellectual, emotional, and physical---is developed and strengthened.

We believe that the school's primary responsibility to the child, home, and society is to form totally prepared Christians. Through both the teachers and curriculum, the school is a place of discovery which opens new avenues of learning, stimulates critical and creative thinking, fosters clarification of personal values, and promotes the child's awareness of his/her place as a force of good in God's redemptive plan.

We believe that the community should work with the parents and school to promote further enrichment and growth and should help each child become aware of his/her civic responsibilities and the importance of making a difference in others' lives through service.

We believe that the faith community---the Church---has the responsibility of assisting the parents in carrying out their duty of the Christian education of the child. We believe, also, that the Catholic school is the most effective means available to the Church in its educational ministry to the children and young people. (August 2007)

**Objective:** The teachers of Blessed Sacrament School will strive to provide a Christian environment where basic Catholic values are taught by example as well as by word. They will provide academic instruction and opportunities for learning to help each child reach his/her full potential. (August 2007)

**Academic Expectations/Goals:** In order to achieve the mission of Blessed Sacrament School, the students will

- ◆ Model their lives on the teachings of Jesus through prayer, respect for life, practice of self-discipline, and responsible decision making.
- ◆ Participate in the life of the Church, especially in the sacraments, liturgy, and service.
- ◆ Demonstrate knowledge of Catholic Church teachings, traditions, and history.
- ◆ Demonstrate the ability to read fluently and with understanding.
- ◆ Demonstrate the ability to communicate clearly and correctly through speaking and writing for a variety of purposes.
- ◆ Demonstrate the effective use and application of computational skills and mathematical concepts.
- ◆ Demonstrate the effective use of scientific methods and concepts.
- ◆ Exhibit the knowledge of our country's democratic process, history, and cultural diversity needed to become active citizens within our community, country, and world.
- ◆ Express themselves creatively through fine arts.
- ◆ Enhance their learning in other areas through the use of technology.

- ◆ Work both independently and cooperatively.
- ◆ Demonstrate the personal and social skills and character traits needed for spiritual, physical, and emotional wellness. (August 2007)

This handbook explains Blessed Sacrament School policies and gives information about the general operation of the school. All rules and policies in this handbook apply when in school, on school grounds or at school-sponsored events. Every effort will be made to ensure that policy statements will conform to Springfield Diocesan policies and procedures and where inconsistent or absent, Diocesan policy will be followed. Policy statements are general, and the administration reserves the right to make specific applications as circumstances arise. We recognize that while this is a handbook of policies, exceptions may be warranted in certain circumstances, and that in such circumstances, conferences with all parties may be held. **Each parent/guardian will sign a statement indicating that he or she agrees to follow Blessed Sacrament School policies as a condition for his or her child's attendance.** Please read this handbook and keep it for reference during the school year.

By enrolling your child in Blessed Sacrament you have chosen us to be your partner in the education of your child. Thus, we share the responsibility of guiding the growth - spiritual, academic, physical, and social - of your child.

#### ***ABUSE STATEMENT***

**Diocesan policy requires all persons in the employ of Blessed Sacrament Parish and those acting on behalf of the parish in its programs to sign a statement agreeing to abide by the child abuse policy of the Diocese of Springfield. This includes coaches, volunteers, chaperones, and anyone who comes into contact with children in programs and activities sponsored by the school. Additionally, adults who will have any possibility of contact with children are required to attend a Protecting God's Children workshop and to submit to a background check. Volunteers who are not willing to sign the policy statement, attend the workshop, and agree to clearance through a background check will not be allowed to work with our students.**

#### ***ADMISSION POLICY***

**The purpose of Catholic education is to give a well-rounded spiritual and academic education to Catholic children. We conform to the diocesan admissions policy:**

**Blessed Sacrament School admits students of any race, color, national and ethnic origin, or gender to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of color, race, national or ethnic origin, or gender in administration of its educational policies, admission policies, scholarships and loan programs, or athletic or school-administered programs.**

**Since the purpose of the parish school is to extend and deepen the life of faith and provide quality education, preferential admission is given to baptized Catholic children living with parents or guardians within the boundaries of Blessed Sacrament Parish. However, consideration for admission may be given to children of non-parishioners, non-Catholics, or parishioners living outside of parish boundaries at the discretion of the pastor.**

**A child entering kindergarten must be five years of age on or before September 8 of that school year and complete a readiness test. Students entering first grade must be six years old on or before September 8 of the school year. NO EXCEPTIONS WILL BE MADE. Catholic students, unless baptized at Blessed Sacrament, must present a Certificate of Baptism. A birth certificate and social security number for each registered student must be presented to the school office. Illinois state law requires a physical examination for each pupil upon entering kindergarten and sixth grade or into any grade if the student has not previously been examined as required by the State Code of Illinois. Students who transfer to Blessed Sacrament should have their academic and health records forwarded from their previous schools. Transfer students may also be required to take an entrance exam.**

Blessed Sacrament School shall do everything in its power to provide a Catholic education to students with learning disabilities. Teachers will make every effort to differentiate their lessons to meet the individual students' needs, and academic support is available through the use of teaching assistants and resource teachers in the classroom and through smaller self-contained classes taught by the resource teachers. Some additional resource services may be available through the local public school district. (August 2016)

## ***AIDS***

**Students with AIDS or who are HIV+ who are enrolled or who are seeking enrollment shall be permitted to attend school. Students who are known to have AIDS or are HIV+ will be individually evaluated by the pastor, principal, physicians and other professional personnel in order to determine if their behavior or physical condition poses a high risk or spread of the disease. One of the purposes of the evaluation is to prepare a specific plan for the education and care of the student.**

**The school will respect the right to privacy of the student. Knowledge that a student has AIDS or is HIV+ will be confined to those persons who have a direct need to know. Those persons will be provided with appropriate information as well as procedures and precautions that may be necessary. They will also be made aware of confidentiality requirements.**

## ***AMENDMENT OF THE HANDBOOK***

Blessed Sacrament School reserves the right to change the provisions of this Student Handbook, with or without notice. In the event of a conflict between the provisions of this Student Handbook and any other statements made by or on behalf of Blessed Sacrament School, whether contained in other publications and communications of Blessed Sacrament School or posted on the Internet website of Blessed Sacrament School ([www.bssbruins.org](http://www.bssbruins.org)) or any other media or form of communication, the provisions of this Student Handbook, as amended, shall be controlling.

## ***ARRIVAL***

**Students may arrive at school no earlier than 7:45 a.m.** Students arriving before 7:45 a.m. will be placed in the B.A.S.E. program, and parents will be billed for services. Students must wait on the playground in their designated area until 7:55 a.m. when they may proceed to their classrooms. In bad weather, students will wait inside the cafeteria.

**All students arriving in cars must be dropped off on the playground.** Cars may enter the playground using the south Walnut entrance or the Glenwood entrance. Several cars will drive onto the playground and be stopped for drop off. When students are safely out of the way, those cars will be signaled to move on to the north Walnut exit, and several more cars will be allowed to enter the playground. For the safety of all students, drivers should never pass other cars on the parking lot. Patrols will be on duty to help direct drivers and assist with student safety. (August 2013)

## ***ASBESTOS***

Blessed Sacrament School has an Asbestos Management Plan, which is on file in the office of the Building and Maintenance Superintendent and is available during normal business hours in accordance with federal regulations. Asbestos is present in the school but contained, according to regulations. (August 2010)

## ***ATHLETIC POLICIES***

The purposes of school-sponsored athletic programs are to teach the skills of games, to foster healthy exercise, to teach fair play, and to give enjoyment to students. Participation in athletic competitions is promoted as a natural extension of the school's physical education program. The intention is to teach and develop physical skills, mental discipline, sportsmanship and the striving spirit necessary for successful living. All students are encouraged to participate, and coaches are directed to play students as determined by their team cooperation, attendance at practice and games, and team spirit. Blessed Sacrament School follows the Diocesan Policy on Athletics governed by the SCAA and is subject to the policies of the pastor and to the general administrative responsibilities of the principal of the school. This may be found in the Blessed Sacrament Athletic Handbook as well as in the Diocesan Athletic Policy Manual in the school office.

**For IESA teams the IESA policies will be followed.** (Please consult the Athletic Policy Handbook.)

**The following are requirements of Blessed Sacrament School-sponsored athletic programs:**

- **written permission of parents**
- **physical examination dated within a year**
- **proof of medical insurance coverage**
- **appropriate equipment, including properly fitting protective gear**
- **eligibility**

Students involved in sports or other school-sponsored extra-curricular activities must maintain at least a grade of "C-" in all subjects and at least a 3 for conduct and effort to remain eligible. Conduct eligibility also includes behavior at recess and assemblies and on field trips. All students will be evaluated each Friday for academic & conduct eligibility during the following Monday-Sunday. **If a student's performance falls below the above standard, the student will be ineligible to attend games or practices (or meetings/events) until the results of the weekly grade check are satisfactory. Players ineligible for more than three weeks during the season shall be dismissed from the team or club.** (August 2014)

➤ **Attendance at school during the day is required to attend practices or games during the evening.**

### ***ATTENDANCE/ABSENTEEISM***

**Consistent attendance plays an integral part in the scholastic success of any child. If your child is going to be absent, please validate the absence by calling the school office as soon as possible (522-7534). If a call is not received by 9:00 a.m., we will attempt to contact you so that no child is absent and unaccounted for.**

Habitual tardiness disturbs class activities. A child is considered tardy if he/she is not in the classroom when the 8:05 a.m. bell rings. If tardy after 8:30 a.m., the student must obtain an admit slip from the office before going to his/her classroom. A tardy will be considered an excused tardy when accompanied by proof of a doctor's appointment. The lateness, however, will be recorded on the student's attendance record. After three unexcused tardies in a quarter, a student will receive a pink slip, and after six unexcused tardies in a quarter, the student will serve a 7:00 a.m. detention. **The principal has the right to determine additional discipline for persistent tardiness after a detention has been served.** Students who arrive at school after 9:00 a.m. will be considered absent for a half-day. Students must be in attendance a half-day to be eligible to participate in any athletic or scholastic practices or competitive events. (August 2016)

Each student will be allowed 10 excused absences per school year on a parental excuse. A medical statement by a physician attesting to a student's illness shall be excluded from the 10 days. Any absence after the 10 allotted excused absences will be considered unexcused unless a medical statement by a physician is submitted upon the student's return. Any student who has used the allotted 10 absences will be considered unexcused without a doctor's note and, therefore, truant for each day. (August 2016)

Vacation requests by the parents are discouraged. Make-up work places an extra burden on the teachers, and students cannot make up any activities missed by class participation. If it is necessary for a student to be absent for any reason other than illness, please notify the school in advance. No specific class assignments will be given in advance of a vacation or other extended absence.

Requests for advance make-up work will be denied for the following reasons:

1. In order to do future assignments, it is necessary for a student to experience the instructional period that preceded that work.
2. When a child is not present for instruction, the assignments are often misunderstood and cannot be properly completed.
3. Pacing of the instruction of new educational concepts is dependent upon how the majority of the class has grasped each day's lesson. Therefore, it is often impossible for the teacher to predict what future assignments will be. (August 2016)

Students will be responsible for completing any missed assignments in a prompt manner upon return, according to directions from the individual teachers (or at least within the same number of class days that were missed). It is not necessary to pick up work missed for a one-day absence. The student may collect it the next day. (August 2009)

**Dental and doctor appointments should be kept to after-school hours whenever possible.** If it is necessary to make an appointment during school hours, please call or send a note to the office in advance. To ensure student safety, parents must pick up their children at the school office, and students must check in at the school office upon return and before going to their classrooms. (August 2016)

### ***BAND***

Band participation is encouraged for students in grades 5 - 8. Lessons are available once per week at a cost to the parents. Information about the band program is available each fall.

## ***BICYCLES***

Please remember that our city ordinance requires the registration of all bicycles. In addition, we suggest that students record their bicycle serial numbers. When traveling to and from school, students must obey all traffic regulations. Students must walk bikes when on school grounds. All bicycles should be locked on the bike racks located by the front entrance and by the side of the school. The school assumes no responsibility for bicycles.

## ***BIRTHDAY TREATS***

Students celebrating a birthday are welcome to bring store-bought, individually wrapped treats to share with their homeroom teacher and classmates. Due to the lack of storage space and the amount of time taken from scheduled classes to serve certain treats, parents should avoid any treats that require refrigerator or freezer space.

**Individual teachers will share their guidelines for birthday treats.** They should not bring treats for other teachers. Delivering treats throughout the building takes them from the learning environment of their classrooms and leaves them in the hallways unsupervised. (August 2013)

## ***BLOOD-BORNE PATHOGENS CONTROL PLAN***

In conformity with Springfield Diocesan policy and O.S.H.A. regulations, Blessed Sacrament School has on file a “Blood-Borne Pathogens Control Plan”. This plan is available for inspection during school hours.

## ***BOOKS***

**Students are responsible for the care of their textbooks. A fee will be charged for books that are lost or damaged.** Books should be brought to and from school in a book bag. It is required that books be covered to prevent damage.

## ***BUILDING AND GROUNDS ACCESS POLICY***

### ***Purpose of the Policy***

The church, school building, and rectory along with associated grounds are an integral portion of the many facets of the parish community. The purpose of this Building and Grounds Access Policy is to establish appropriate measures and guidelines to maintain the security and safety of the children attending Blessed Sacrament School while respecting the use of the church by parishioners and visitors. The multi-use nature of parish facilities and grounds necessitates a continuing effort by the parish, school administration, faculty members, parents, and parishioners to provide appropriate access for the various facilities while protecting the school children during the school year.

### ***Access to and Security of the School Building***

On all school days provided by the academic calendar, the Blessed Sacrament School building shall be available for authorized access by parents and authorized visitors from 7:30 a.m. until thirty (30) minutes past the scheduled dismissal time. All parents and visitors to the school building must report to the school office for access during this period. Any parent or visitor to the school building shall obtain a badge, which shall be worn while in the school building and shall be returned to the school office upon leaving the school. Entry to the school building shall be through the front door of the school off the parking lot. (August 2011)

### ***Access to and Security of the School Grounds***

On all school days provided by the academic calendar, Blessed Sacrament School grounds, including the school gymnasium, shall be available for authorized access by students, parents, faculty members, and authorized visitors from 7:30 a.m. until thirty (30) minutes past the scheduled dismissal time. Except for children enrolled in a before-school or after-school supplemental program (B.A.S.E.), participants in school-sponsored extra-curricular activities, or students engaged in other authorized school activities, no child shall be left unsupervised by a parent. Assigned faculty members shall be available from 7:45 a.m. until the commencement of class and from the scheduled dismissal time until the completion of the dismissal process to supervise children present in the playground area at the rear of the school. Those faculty members assigned shall station themselves so that all areas of the playground and the area between the church and school building are observable by at least one faculty member.

### ***Access to School Classrooms During Instructional Periods***

No parents or visitors shall be permitted in classrooms during instructional periods except as provided in this paragraph. Parents wishing to observe classroom instruction shall arrange a mutually convenient time and date with the classroom teacher. After such arrangements, the parent shall advise the school office of the arrangements for observation. The principal may make such additional rules and policies regarding parental observation as she deems necessary to maintain the normal educational process.

Parents and authorized caregivers may be allowed access to classrooms for the purpose of picking up an ill child or a child leaving school at other than the normal dismissal time after reporting to the school office upon arriving and leaving with the child.

### ***Parishioners on School Grounds During School Hours***

Parishioners who are not parents of currently enrolled school children are requested to avoid the school building and playground area during, before, and after school, during lunch hours, and during recess periods. The entrances to the rectory and church are available during these periods for access to those facilities. Parking for both the rectory and church is available along Walnut and Laurel Streets.

### ***Removal of Unauthorized Persons from School Grounds and Building***

Faculty and staff members of the school are authorized to request any person who is not a parent or authorized visitor to the school facilities to leave the premises. In the event that any person fails to comply with such request, the faculty or staff member shall inform the principal who shall determine what additional action is necessary or appropriate to obtain compliance with the request. Any person who fails to comply with a request of the principal or the pastor to leave the school premises shall be considered a trespasser and may be subject to arrest. (October 2008)

### ***BULLYING***

In keeping with Blessed Sacrament School's commitment to provide a safe, positive learning and working environment for everyone in the school, and in keeping with the goals and objectives of Catholic education, Blessed Sacrament School expressly prohibits bullying. This policy re-emphasizes the personal dignity of the individual and respect of others as outlined in the policy regarding behavioral expectations. Blessed Sacrament School will seek to prevent bullying and will investigate and take corrective actions for violations of this policy. Further, retaliation against those who seek remedies under this policy is prohibited and will be punished under the Conduct, Discipline & Accountability policy published in this student handbook.

For the purpose of this policy, bullying is unfair and one-sided. It happens when someone keeps hurting, frightening, threatening, or leaving someone out on purpose. A power imbalance usually exists between the bully and the individual who is the target of the bullying behavior. Aggressive behavior or bullying is any behavior that may subject a student to insults, taunts, and challenges, whether verbal or physical in nature (either isolated or repeated behavior), which are likely to intimidate and/or provoke a violent or disorderly response from the student being treated in this manner.

Examples of bullying include, but are not limited to, the following:

Physical: Hitting, kicking, tripping, pushing, grabbing, spitting.

Verbal: Name calling/teasing someone in a hurtful manner, racist remarks, put-downs, extortion.

Indirect: Spreading rumors, wearing or possessing items depicting or implying hatred or prejudice, exclusion from peer group (leaving someone out on purpose or trying to get other students not to play with someone), hiding, stealing, or damaging another person's belongings/possessions, inappropriate/rude facial expressions or other gestures.

Written: Threatening email, Internet postings, text messaging, notes, and/or graffiti (on school or personal computers).

Ground for disciplinary action may apply whenever the student's prohibited aggressive behavior is reasonably related to school or school activities, including, but not limited to, the following:

1. On school grounds before, during, or after school hours or at any other time when the school is being used by a school group.
2. Off school grounds at a school-sponsored activity or event or at any activity or event that bears a reasonable relationship to school.
3. Traveling to and from school for a school activity, function, or event.
4. Anywhere that the aggressive behavior may reasonably be considered to be an interference with school purposes or an educational function.

Any faculty member, staff member, student, or parent at Blessed Sacrament School who has witnessed or has reliable information that a student or staff member has been subjected to "bullying", as defined above, or a person in the above categories who has experienced the aggressive behavior/bullying should promptly report allegations of bullying to a teacher, the counselor, or the principal. Confidentiality to the fullest extent possible will be observed at all stages of the investigation and for any hearings that take place. Teachers/staff who report bullying incidents should complete a pink slip form, which includes a description of the offense and any action

taken by the teacher. The principal shall conduct the investigation according to administrative guidelines. In addition to the principal and teachers, the services of the counselor may be involved in addressing a possible bullying incident. Discipline for violations of this policy shall be consistent with established policy and procedure.

Teachers and staff at Blessed Sacrament School pledge to do the following things to prevent bullying and help children be safe at school:

- Closely supervise students in all areas of the school and playground.
- Watch for signs of bullying and stop it when it happens.
- Teach the *Steps to Respect* program to all students.
- Respond quickly and sensitively to bullying reports.
- Take seriously families' concerns about bullying.
- Look into all reported bullying incidents.
- Assign consequences for bullying based on the school discipline code.
- Provide immediate consequences for retaliation against students who report bullying.

Students at Blessed Sacrament School will pledge to do the following things to prevent bullying:

- Treat each other with respect.
- Refuse to bully others.
- Refuse to let others be bullied.
- Refuse to watch, laugh, or join in when someone is being bullied.
- Include everyone, especially those who are often left out.
- Report bullying to an adult. (August 2009)

### ***CELL PHONES***

**Students may bring cellular phones to school, but they should be turned off and left in the student's book bag or with the teacher in a secure place during the school day or until the student is off school grounds.** The school is not responsible for the security of any phone and is not responsible for lost or damaged phones. Only with prior approval from a teacher or administrator may a student use a cell phone to facilitate transportation or to take pictures for educational purposes. No cell phones may be used for personal picture taking, videotaping, or recording. No harassment, threats, humiliation, or intimidation of persons via the cell phone is permitted, nor is the cell phone to be used in a manner that otherwise violates local, state, or federal laws. Cell phones may not be used for text messaging, game playing, listening to music, watching a video, using the internet, gaining email access, gambling, or making purchases of any kind. Those who violate any of the above conditions regarding cell phones may forfeit their privileges of bringing a cell phone to school and will face possible consequences and/or confiscation of the cell phone, in the same manner as explained for other electronic devices. (August 2016)

### ***CHANGE OF ADDRESS***

It is imperative that school records have the correct name, mailing and street address, and telephone numbers of parents. Please notify the school immediately of any such changes.

### ***CLUBS***

**All school clubs must be officially recognized and approved by the principal in order to meet in the school building and to enjoy the privilege of using school facilities. Recognition requires a faculty advisor and a list of membership with the administration.**

### ***COMMUNICABLE DISEASES***

**The principal shall notify the Springfield Department of Public Health when a student is sent home because of suspected communicable disease, such as TB, chicken pox, measles, mumps, polio or meningitis. Lice/nits and AIDS are not covered by this policy. See the policy regarding AIDS in this handbook.**

**In case of absence due to a communicable disease, a release card from the Department of Public Health or a letter from the family physician indicating that the Department of Public Health regulations have been fulfilled must be presented when the student returns to school.**

## **COMMUNICATIONS**

Open communication between home and school is essential for a child's school success. Classroom teachers communicate through classroom newsletters, Engrade messaging, Class Dojo, emails and/or parent phone calls. Administration and faculty will also contact you with questions and concerns. Please feel free to call upon your child's teachers using Engrade, Classroom Dojo, emails, or phone calls whenever you have any question or concern. Whenever a problem concerning your child arises, *the first person to be contacted is the classroom teacher*. If you need to speak with a teacher, please call ahead for an appointment so that you will know when the teacher will be available. Teachers are preparing for their day in the morning and often have meetings and scheduled appointments after school, so they cannot always be available on a "walk in" basis. After meeting with the teacher, if the difficulty persists or cannot be handled at this level, it should be presented to the principal. If the problem is still not resolved, contact the pastor. (August 2016)

The administration will also keep parents informed of school news through a weekly newsletter that is sent home on Thursdays and in the church bulletin during the school year. The newsletter and other flyers with pertinent information will be emailed to parents, or hard copies will be sent home with at least the youngest child in the family. Additionally, the school newsletter is available on the school website, [www.bssbruins.org](http://www.bssbruins.org), and the church bulletin is available on the parish website, [www.bsps.org](http://www.bsps.org). (August 2013)

## **CONDUCT, DISCIPLINE, AND ACCOUNTABILITY**

### ***(Positive Behavior Intervention and Support)***

Blessed Sacrament School faculty and staff respect the dignity of the persons entrusted to their care, and the school has developed a site-based management plan, PBIS. PBIS is formally known as Positive Behavior Intervention and Support. It is a proactive, instructional plan that focuses on teaching behavior expectations, social behaviors as academic skills, and academic engagement and success. Emphasis is directed towards developing and maintaining safe learning environments where teachers can teach and students can learn. Personal indignities such as sarcasm, ridicule, nagging, name-calling, and other public humiliation are avoided in disciplining students.

### **Behavior Expectations for All Students**

1. Respect Authority
2. Respect Others, Their Rights and Opinions
3. Respect Property
4. Be Prompt and Prepared
5. Display Appropriate Social Skills
6. Display Appropriate Character
7. Respect School Environment of Learning

There are three levels of misconduct and discipline as explained below. Explanations of misconduct, disciplinary actions, and options include, but are not limited to, this list. (The pastor, principal, and assistant principal reserve the right to waive and/or deviate from any and all disciplinary regulations for just cause at his or her own discretion.)

### **Level 1**

Acts of misconduct are minor misbehaviors which interrupt the orderly operation of the classroom, school, and school grounds. The faculty member should handle such misbehavior.

- Dress code violation
- Excessive talking/talking out in class
- Classroom/school disruption
- Throwing objects
- Tardiness
- Gum chewing
- Homework (incomplete, late, etc.)
- Any other disciplinary aspects that are in violation of the philosophy of BSS.

### **Disciplinary Action:**

Immediate intervention by the faculty member who is supervising the student or who observes the misbehavior is necessary. Repeated misbehavior may require another level of discipline. Positive intervention is used so the child learns the correct behavior.

### **Level 2**

Misconduct involves behaviors whose frequency or seriousness disrupts the learning climate of the school. Excessive or frequent infractions of Level 1 may require the intervention of the principal. Level 2 misbehaviors include, but are not limited to, the following:

- Repetition of Level 1 misconduct
- Failure to return pink slip with parent/guardian signature
- Frequent disruptive/inappropriate behavior
- Forgery or the use of forged notes or excuses
- Leaving school property without permission
- Stealing
- Truancy
- Cheating
- Lying/dishonesty
- Refusal to follow directions
- Disrespect toward faculty, staff, volunteer, visitor, or student
- Hitting, kicking, tripping, pushing, pinching, biting
- Profanity or inappropriate slang words (language, gestures)
- Name calling, taunting, teasing, back-talk
- Possession of obscene materials (including, but not limited to, inappropriate CDs, magazines, photos, books, etc.) All such materials will be confiscated and not returned.
- Fighting
- Inappropriate use of the internet (see internet policy)

### **Disciplinary Action:**

The faculty or staff member may refer the student to the principal for appropriate disciplinary action. If warranted, the principal may meet with the student and/or teacher to discuss the misbehavior. The principal may then contact the parent or guardian.

### **Disciplinary Options:**

- Teacher/principal conference with parents (by phone or in person)
- Principal conference with teacher/student
- Before-school detention (7:00 a.m.)
- Suspension from extra-curricular activities
- In-school suspension from the classroom (In addition to the in-school suspension, work assigned by the classroom teacher is required to be completed without receiving full credit. Missed test(s) will be completed without receiving full credit.)

\*\*\*A before-school detention will be given for every three pink slips received per grading period. If a student fails to complete or arrive on time for the scheduled detention, an additional detention will be given. One day of in-school suspension is automatically given for every three before-school detentions received per grading period. For each suspension the student receives, the family will be assessed \$80 for the cost of supervision. If a student is absent the day of the assigned in-school suspension, the suspension will be served on the day the student returns to school. A fee may be assessed to cover the additional cost of supervision. (August 2014)

### **Level 3**

Level 3 misconduct involves acts against persons or property and acts whose consequences may/may not seriously endanger the health and safety of others in the school. Misconduct at this level may require immediate suspension or expulsion. If such circumstances arise, the parent/guardian will be contacted and, along with the student, may be granted a conference with the principal and pastor to discuss or appeal a disciplinary action. The principal and pastor will make the final and binding decision. (Revised August 2007)

Behaviors include, but are not limited to, the following:

- ❑ Threats
- ❑ Damaging property
- ❑ Hitting, kicking, tripping, pushing, pinching, biting
- ❑ Fighting
- ❑ Weapons (possession or use of)
- ❑ Stabbing with an object
- ❑ Drugs/alcoholic substances (possession, use, or distribution of)

**Disciplinary Action:**

The immediate student supervisor will take initial disciplinary action. The principal will confer with staff, student, and the student’s parent(s)/guardian(s) about the misconduct, and a disciplinary action will follow.

**Disciplinary Options:**

- ❑ Temporary removal from the classroom
- ❑ Financial restitution (to replace or repair damaged items)
- ❑ Suspension from extra-curricular activities
- ❑ In-school suspension (see Suspension)
- ❑ Out-of-school suspension (see Suspension)
- ❑ Expulsion (see Expulsion) (August 2016)

***CONFLICT RESOLUTION***

**The faculty, administration, and school counselor teach and support peaceful and non-violent conflict resolution. Students are not to utilize violent, threatening, or bullying behaviors to resolve conflicts.** If a conflict arises, the faculty and administration will handle the situation as appropriate, utilizing the necessary conflict resolution skills. The school counselor may also assist with particular situations as appropriate. Parent/guardian contact will be made as necessary. (August 2007)

***CORPORAL PUNISHMENT***

**Corporal punishment is prohibited by the diocese and by state law. Any intentional infliction of bodily harm, slapping, paddling or prolonged maintenance of students in physically painful positions should be reported to the principal immediately.**

***COUNSELING SERVICES***

Blessed Sacrament School has a part-time counselor available for our students. Parents may request services by contacting the school office and completing a permission form. If a teacher requests that the counselor see a student, the principal or teacher will contact the parent prior to the student being seen. In order for a student to see a counselor, parent/guardian permission must be obtained and kept on file. In special circumstances the principal may authorize a child to be seen by the counselor in the absence of parent permission.

***CURRICULUM***

The curriculum at Blessed Sacrament School is comprehensive and developmentally correct. School-wide, cross-curriculum goals to align with Diocesan Standards, Illinois Learning Standards, and Common Core Standards are updated yearly for each grade level to guide the teaching/learning process. As these goals are updated, they will be published and available for review in the school office. (August 2016)

***DANCES***

Any dance, which is held on school property, must be approved by the administration. A sponsor (such as a club or other organization) is required. The group sponsoring the dance will be responsible for preparation and clean up. All dances must be chaperoned by a combination of parents and teachers and must be scheduled to end no later than 10:00 p.m. Standards of behavior will be the same as those for any other school activity. Arrival may be no later than one half hour after the dance begins and departure at the assigned time only. Any exceptions to this rule must be requested in writing by the parents of the student involved. Once a student leaves the dance, he/she will not be permitted to return, and parents will be notified that the student has left. Failure of students to cooperate with this policy may result in the cancellation of future dances.

Students attending dances sponsored by other schools or organizations (in which a school-wide invitation was received) must follow the conduct, discipline and accountability guidelines of Blessed Sacrament School. Failure to do so will result in disciplinary action by our school.

### ***DELINQUENT BEHAVIOR OFF SCHOOL GROUNDS***

In the event that a student's delinquent or immoral behavior off school grounds is brought to the attention of the administration through its direct or indirect impact on the school, Blessed Sacrament School reserves the right to contact the parents/guardians of those students in questions, take any actions (including disciplinary) appropriate to the nature and frequency of the offense and contact the appropriate authorities, if necessary. This includes the use of technology, any electronic devices, and/or the use of social media of any kind, particularly in the form of cyberbullying. (August 2016)

### ***DENTAL RECORD***

All students in grades kindergarten, second, and sixth must have a dental exam by May 15<sup>th</sup> of the present school year. The most recent health examination and immunization records will become part of the student's permanent cumulative record.

### ***DISMISSAL PROCEDURES*** (see Traffic Safety)

### ***ELECTRONIC DEVICES***

Electronic devices including, but not limited to, cell phones, pagers, laser pointers, MP3 players and/or headsets, handheld video games, portable DVD players disrupt the learning environment. **Unless specifically authorized by the administration, electronic devices are not allowed during school hours.** Violation of this policy will result in the confiscation of the item and may result in additional discipline of the student. When any device is confiscated, it may be retrieved from the office by the parent or legal guardian. If a confiscated device is not picked up by a parent or legal guardian by the end of the year, it will become the property of the school. (August 2016)

### ***EMERGENCY CLOSING***

In the case of extreme weather or other emergencies, parents will be contacted electronically through the Engrade system regarding any school closings. Parents may also listen to WTAX at 1240AM or to Channel 20 television for an announcement of school closings. Do not call the school or the rectory concerning the closing of school as the determination is not made on the level of the individual Catholic school. A joint decision will be made by the Springfield Catholic elementary school principals regarding the closing of our schools when an emergency occurs that would affect the health and safety of our students. Once school is in session, students will not ordinarily be dismissed early due to bad weather. In severe weather conditions, parents are free to pick up their children at their discretion. (August 2014)

### ***EMERGENCY DRILLS***

Blessed Sacrament School has a crisis management plan for emergencies. Fire, tornado, and "safe place" drills are conducted regularly. Detailed escape plans and shelter areas are posted inside the door of each classroom. Quiet, order and speed are the hallmarks of these drills. In the event that our building would need to be evacuated, students will be at Butler School.

### ***EMERGENCY INFORMATION***

**In the case of an emergency, each student is required to have on file in the school office the following information:**

- 1. Names of parent(s)/guardian(s)**
- 2. Complete and up-to-date address (Parent/guardian must notify the school of any changes.)**
- 3. Home and work and cell phone numbers of parent(s)/guardian(s)**
- 4. Emergency phone numbers of friends or relatives**
- 5. Name and phone number of physician**
- 6. Medical alert information**
- 7. Hospital preference**

### ***EXIT INTERVIEW***

Whenever possible, the principal, the pastor, or other delegated person shall hold an exit interview with a family who is voluntarily leaving Blessed Sacrament School for the purpose of determining the reason for leaving. If a personal or telephone interview is not possible, the principal shall attempt to gather information through written communication. The principal shall present to the school board a summary and analysis of exit interviews.

### ***EXPULSION***

Expulsion of a student is so serious that it should be invoked as a last resort. The administration should use every means available to discover the cause of the problem and should exhaust all appropriate remedies, such as conference with parents or referrals to a guidance clinic, physician, or pastor. **Situations meriting expulsion are published in the Blessed Sacrament School Handbook (see Conduct). Serious violations which may result in expulsion include, but are not limited to, the following:**

1. **A student engages in delinquency or immorality, which would merit criminal punishment or constitute a menace or danger to other persons.**
2. **A student engages in such chronic or incorrigible behavior, as defined in the Conduct and Discipline policy, which undermines classroom discipline and impedes the progress of the entire class.**

When all other means have failed and expulsion is being considered, the following procedures are to be observed:

1. The student is to be suspended for a period not to exceed one week.
2. The parents of the student are to be granted a conference with the pastor and principal in the hope that a solution to the problem will be found which will forestall the necessity of expulsion.
3. The pastor, in consultation with the principal, is to make the final decision and to communicate this decision to the parents. If expulsion is necessary, he will also help them make arrangements for the further education of their child.
4. If the pastor decides to expel the student from school, charity would suggest that some help be given to the family in finding another Catholic school, if at all possible, that would accept the student on a probationary basis.
5. If expulsion is necessary, the date of withdrawal and the word "misconduct" are sufficient for the permanent records. (At the option of the school, if the reason for expulsion is for possession of a weapon as defined in the Gun Free Schools Act, related to the possession or distribution of a controlled substance, or battery of a staff member or a fellow student, said reason(s) can be specifically indicated on a transfer record.) (August 2016)

### ***EXTRA-CURRICULAR ACTIVITIES***

**Written parental permission shall be obtained prior to student participation in school-sponsored, extra-curricular activities. To participate, a student must have at least a "C-" grade average and at least a 3 in conduct and effort in all subjects. The principal may grant exceptions (for non-IESA activities) on an individual or group basis for good reason.**

The activities available for this school year include the following:

<i>Art Club</i>	Grade 8	<i>Sports</i>	Cross Country & Track for Grades 6, 7 & 8 (boys & girls)
<i>Band</i>	Grades 5-8		Volleyball for Grades 5-8 (girls)
<i>Builders Club</i>	Service club for grades 6-8		Baseball for Grades 6-8 (boys)
<i>Scholastic Bowl</i>	Grades 6-8		Softball for Grades 6-8 (girls)
<i>Scouting</i>	Grades K-8		Basketball for Grades 5-8 (boys and girls)
<i>Yearbook</i>	Grade 8		Co-ed Golf 6-8
<i>IMSA FUSION</i>	Grades 5-8		Wrestling 6-8
<i>Speech</i>	Grades 7 & 8		
<i>Robotics Club</i>	Grades 4-8		

*The activity list is subject to change as needed.* (August 2016)

### ***FAMILY SERVICE HOURS***

Each family (K-8) at Blessed Sacrament is required to complete twenty hours of family service. The student obligation of service hours is not included in this total. All hours must be completed by parents, guardians, or close family members. Family service hours may be acquired by volunteering for many Blessed Sacrament parish and school-sponsored functions. Information about non-participation fees and a waiver procedure will be shared with families with registration materials.

### ***FIELD TRIPS***

The principal will encourage only those field trips that are appropriate educational or catechetical experiences. Field trips are excellent learning experiences as extensions of the learning process and are not optional to the students. However, participation in field trips is a privilege and not a right. A student may be withheld from participation in a field trip for academic or behavioral reasons by the principal in consultation with the appropriate faculty. Hopefully, every student will have a number of field trip opportunities each year. One adult chaperone will be present for every eight (8) students. All chaperones must abide by the Policy on Working with Minors for the Diocese of Springfield in Illinois.

Information will be provided to parent(s)/guardian(s) which will include the date, purpose, destination, expected student behavior, and time of return. **Official school, diocesan-approved permission slips must be signed by a parent/legal guardian for each event away from the premises of the parish or school before a student is allowed to participate. (Notes from parents may not take the place of permission slips.)** The completed forms are to be kept by the school for one year from the date of the event unless otherwise advised. Permission slips usually will be sent home no less than one week before the deadline. A standard permission form is also available on the school website, [www.bssbruins.org](http://www.bssbruins.org), and in this student handbook. Students without the official school permission slip will be assigned to another classroom during the scheduled field trip. **All school rules are in effect while students are on the field trip unless the teacher gives directions to the contrary. No gum, candy, personal games or music devices are allowed unless special permission is given. Only "G" rated movies are allowed on bus trips.** (Revised August 2016)

### ***FIGHTING***

**Fighting is strictly forbidden in the school and anywhere on school grounds.** Breaking this rule will result in immediate removal from the classroom and administrative/parental intervention. Violations of this rule are addressed within the Conduct and Discipline policy. (August 2014)

### ***FLAGGING RECORDS OF MISSING CHILDREN***

Upon notification from a law enforcement agency that a present or past student is missing, his or her records will be flagged with a written notice of the information. That flag will remain until the law enforcement agency has contacted the school that the missing child has been recovered. If a request for the student's records is made before the flag has been removed, the school will immediately notify the law enforcement agency and will hold the records until their release has been approved by the law enforcement authority. For written requests, the school will provide the law enforcement agency with a copy of the request. If the request is made in person, the school will ask for identification from the person making the request, including contact information and a copy of a driver's license, as well as the birth date of the child and their relationship. He or she will then be informed that a copy of the records will be mailed. The school will provide the law enforcement agency with the obtained information as well as a description of any individual making the request in person. (August 2016)

### ***GRADUATION CRITERIA***

Blessed Sacrament School requires all students to be passing all major subject areas and have passed the Illinois Constitution and the United States Constitution tests in order to graduate. Failure to comply with these criteria will require summer school or tutoring.

### ***GRIEVANCE***

Complaints from parents and other legitimate sources about the operation of the school will be treated courteously. (Anonymous complaints will not be addressed.) In order to help a parent/student satisfy a grievance with a teacher, administrator or the school in general, and to do so in an effective, efficient manner with mutual consultation, it has been established that the following order of people are those to whom the grievance should be brought: 1. The teacher involved; 2. The school principal; 3. The pastor. In fairness to both parties, the principal and/or pastor will meet with all parties involved, document the grievance/complaint, document the answer to the grievance/complaint, document the agreement reached or not reached, and read the report to both parties. If the grievance is not satisfactorily resolved at one level, either party may appeal to the next level, as listed above. The pastor's decision will be binding and final on all concerned. (Revised August 2016)

### ***GUM***

No gum is allowed on the school grounds unless special permission is granted.

### ***HANDBOOK POLICY AGREEMENT***

**Each year all parents of PreK through 8<sup>th</sup> graders and students in grades 5 – 8 must sign the handbook policy agreement to follow Blessed Sacrament School policies and procedures as a condition for the child's/children's attendance at Blessed Sacrament School.**

### ***HARASSMENT***

**In keep with Blessed Sacrament School's commitment to provide a safe, positive learning and working environment for everyone in the school, and in keeping with the goals and objectives of Catholic education, Blessed Sacrament School expressly prohibits harassment.** Discriminatory harassment or mistreatment of others based on race, ethnicity, sex, creed, national origin, ancestry, age, handicap, disability or other improper consideration is not acceptable and will be subject to disciplinary or other appropriate consideration. Non-sexual harassment means unwelcome verbal, written, or physical conduct that is directed at an individual based on any of the improper considerations listed above. Allegations of harassment are to be promptly reported to a teacher, counselor, or the principal. The administration will investigate complaints of harassment, and discipline for violations of this policy shall be consistent with established policy and procedure.

### ***HEALTH RECORD***

**All children entering preschool, kindergarten, or sixth grade must have on file by October 15 of the current year a completed written exam by a physician. Any child not in compliance with the health exam will be asked to remain at home until the exam is completed. It is the parent's responsibility to inform the school of any physical abnormalities, such as birth defects, allergies, epilepsy, diabetes, etc.** The most recent health examination and immunization records will become part of the student's permanent cumulative record.

Any student participating in a school sport must have a physical form on file in the school office that is dated within a year.

### ***HOMEWORK, TESTS AND ASSIGNMENTS***

**Students should have their assignments and homework completed on time. Homework gives parents an opportunity to follow their child's progress in school. Homework should be used for enrichment, remediation, repetition, and evaluation or to complete work that was not completed during regular school hours.**

**Parents are asked to cooperate with teachers concerning homework. Homework assignments reinforce lessons taught in school. Homework is an opportunity for the student to develop responsibility.** Students will be allowed back into the classroom until 4:00 p.m. if they have forgotten homework items. (August 2013)

The type and amount of homework assigned will vary depending on grade. To figure approximately how much homework your child should have, multiply the grade number by 10 minutes (grade 2 x 10 minutes = 20 minutes a night). If a child is finding it necessary to spend unreasonable amounts of time on homework, or if he or she has no homework, especially in grades 3-8, there is a problem. Please contact the teacher with regard to either situation.

The above allotments do not include long-term assignments. Not more than a day's allotment of homework should be assigned over a weekend. If students are absent from school due to illness, they will be informed of work to be made up and given appropriate time to complete the missed assignments. If a student has been notified of a test or assignment date in advance, is absent on the day of the test or assignment deadline, but was present on the prior days, the student will be expected to make up the test or hand in the completed assignment on the day of his/her return.

All students in grades 2 - 8 are required to have and use an assignment notebook prescribed by the school.

Work is graded on the following scale:

99 – 100	= A+
95 – 98	= A
93 – 94	= A-
91 – 92	= B+
87 – 90	= B
85 – 86	= B-
83 – 84	= C+
79 – 82	= C
76 – 78	= C-
74 – 75	= D+
72 – 73	= D
70 – 71	= D-
Below 70	= F

*An alternate grading scale may be used for students with identified learning difficulties, with parental permission. (August 2009)*

### ***ILLNESS OR INJURY***

**Children should *never* be sent to school ill. Requests for children to stay indoors during recess, noon hour or P.E. periods because of illness are not allowed unless prescribed by a physician. If a child is too sick to follow the normal schedule, he/she should be kept home until well.** It is recommended that students with a temperature should be kept home for 24 hours.

In the event of illness or an accident during the school day, students will be cared for temporarily at the school office. If the situation warrants, parents or emergency contacts will be called. It is essential that emergency cards be up-to-date so that parents may be reached if a child becomes ill at school. Parents must make arrangements to pick a child up from school or designate someone responsible to pick up a student who becomes ill. No child can be sent home unattended.

If the parent cannot be contacted and the illness or injury is believed to be serious enough to require medical attention, the person in charge will arrange for the student to be taken to the doctor or hospital for treatment. This action on the part of any personnel does not obligate the person, parish or school to assume financial responsibility for the treatment of the student.

### ***IMMUNIZATIONS***

**All students must be in compliance with Illinois State regulations concerning immunizations. Any child not in compliance by October 15 of the current school term will not be allowed to attend school until such immunizations have been received.** The County Health Department, as well as private physicians, provides immunizations.

### ***INSURANCE***

**School insurance will be offered at the beginning of each year. Each student is required to be covered by health insurance, as required by the Diocese of Springfield in Illinois.** The cost is small compared to the potential cost of medical care, and parents are encouraged to take advantage of this service if they do not have adequate coverage from another source. Insurance forms are available at registration. A record of parental intent must be kept at the office. Therefore, we must have your choice of whether or not you take the insurance in writing with the appropriate parent signature. (August 2009)

### ***INTERNET AND E-MAIL***

**At Blessed Sacrament School, we are able to offer students access to a computer network for e-mail and the internet. To gain access to these, all students must obtain parental permission and must sign an agreement to be kept on file in the school office to abide by school policy regarding internet and e-mail use. Users' responsibilities include avoiding the following: sending or displaying offensive messages or pictures; using obscene language; harassing, insulting, or attacking others; damaging computers, computer systems or networks; violating copyright laws; using another's password; using the network for commercial purposes. Violations will result in a loss of access as well as other disciplinary or legal action.**

Any digital photos or videos placed online should not be labeled in any way that identifies Blessed Sacrament School or any individual students in consideration of the safety of all students and issues regarding confidentiality. (August 2009)

**All students, teachers, and staff are bound to the Diocesan Information Technology and Social Media Policies.**

### ***LEAVING CAMPUS***

**Students are not allowed to leave the school grounds during school hours for any reason without signing out in the school office. Permission to leave the school grounds will only be granted upon written request from the student's parent or guardian for the reasons stated elsewhere in this manual.**

### ***LIBRARY***

The library is open on a regularly scheduled basis, and the librarian or a volunteer supervises it. Library classes are held for the purpose of library skill instruction as well as the enjoyment of reading. **Students are allowed to use the library during library hours with the permission of their classroom teacher. Students with**

**overdue books will be fined. Lost or damaged books must be replaced at a cost to the student.** The library collection is constantly updated and expanded. Books are chosen either for their educational or recreational value. We will accept donations to our library at any time.

### ***LICE/NITS***

Head lice can spread through a school environment very quickly. For this reason we ask that children are routinely checked for this major nuisance. If head lice or nits are found on a child, the child must be treated, and the school office must be notified. A parent or guardian will be called for any student who appears to have head lice. Blessed Sacrament has a no-nit policy; no student may be in school until all nits have been removed from the hair. School personnel will recheck heads of students and their siblings before they return to the classroom and will also recheck seven to ten days after treatment. They may occasionally check heads of students in classrooms where there have been infestations. (August 2012)

### ***LITURGIES***

**It is expected that all Catholic children participate in weekly Sunday Mass.** Teachers plan special liturgies on a monthly basis. Students will have an opportunity for input in planning class Masses that are scheduled on a regular basis. The children are also encouraged to receive the Sacrament of Reconciliation regularly. Periodically, classes are scheduled to receive this sacrament at school. However, it is a parental responsibility to see that the children are encouraged to receive the sacraments regularly.

### ***LOITERING***

**Students are expected to leave the school and the school grounds promptly after school or activities are dismissed.** *No student* will be permitted to wait outside the school building before 7:45 a.m. Students who need to arrive before this time will be placed in the Before School Care program, and parents will be billed for services. ***No students from other schools are permitted on our school grounds at any time unless they have been invited as guests and have registered in the office.***

### ***LOST AND FOUND***

Lost and found is located in the main office. All clothing and lunch containers should be labeled with the student's name. All items unclaimed after a month will be donated to charity. (August 2011)

### ***LUNCH/RECESS***

Milk and juice will be sold to children for lunch. The cost of each carton is determined by the current prices and the amount of government reimbursement. Milk and juice tickets are sold for twenty cartons at a time. Students are asked to purchase no more than two tickets at one time. Parents will be notified of the cost of milk and juice at the beginning of the school term.

**No aluminum cans or soda will be allowed at school during lunch or as birthday treats.** Students have several nutritional drink choices available to them.

As long as the parents continue to volunteer, there will be a hot lunch offering four days per week from at least September through May. Menus are sent out in advance with payment due at the time of ordering. Students who are not present for their lunch orders do not receive refunds. (August 2014)

**No student is permitted to leave school grounds during lunch unless he/she is going to his/her own home for lunch. At the beginning of the school year, parents are asked to commit their children to a definite lunch pattern. Changing this pattern requires a note to the school. No student is allowed to go to the home of another student for lunch, nor are students allowed to leave school to eat lunch at local restaurants unless they are picked up and accompanied by their own parent. In such cases, friends may not accompany the student leaving with his/her parent.**

We request that parents do not join students for lunch in the cafeteria on regular school days. Not all parents are able to do this with their children, so it often creates sad and hurt feelings. If you would like to eat lunch with your child, you are more than welcome to pick up your child and take him/her home for lunch or out to eat, as detailed above. (August 2016)

### ***MEDICATION POLICY***

**As a general rule, medications are not given at school. Acutely ill students are to remain at home. When special conditions requiring long-term medication exist, the following policy is followed:**

### **Prescription Medication -**

- 1. Written order from a physician (detailing the name of the drug, dosage and time interval medication is to be taken) is required. Also required is a school form providing written request and permission from a parent/guardian for the school to comply with the physician's orders. These forms must be completed each school year.**
- 2. Medication must be brought to the school in a container appropriately labeled by a physician or pharmacy and locked in the school office. The only exception is for inhalers for asthma medication. After completion of a school form, students may keep inhalers with them as long as they are concealed and restricted from access to other students.**
- 3. Only the person(s) designated by the principal, or a school nurse, shall be allowed to dispense the medication pursuant to the physician's orders. Every medication given must be recorded on a medication log kept in the school office.**
- 4. All use of intravenous or intramuscular injections must be cleared with a physician and administered by a registered nurse who is hired by the parents.**

### **Non-prescription Medication -**

**Non-prescription medication includes aspirin, non-aspirin, antacids, antihistamines or other over-the-counter drugs. The school cannot dispense non-prescription medication. If a student needs non-prescription medication, a parent or person designated by the parent must come to school to administer the medicine.**

**No topical application of alcohol, peroxide, calamine lotion, or any other medication will be used. If injury occurs, we will use soap and water and inform the parent if the child needs further treatment or needs to be sent home.**

**If a child needs medication, the parent will be called, and he/she resumes the responsibility to bring the child medication or take the child home.**

### ***MOVIE POLICY***

Videos may be used to enhance the classroom curriculum. The criteria for selecting a video for use in the classroom are the film's intrinsic educational value, its actual fit into the curriculum, and its harmony with Catholic faith and morals. **Only "G" rated movies may be shown in the classroom. If a movie has another rating and a teacher wishes to show it in the classroom, the teacher will discuss it with the principal and, if approved, parents will be notified and given a permission slip for student viewing.** Students not having permission to view the film will be supervised in another room during the video. At times videos may be shown for entertainment or as a reward for good behavior, but this should not happen too frequently. (August 2007)

### ***MUSIC, COMPUTER, SPANISH AND ART***

All students (K-8) receive instruction in music, computer, Spanish and art. These classes vary in length from thirty to forty-five minutes, depending upon grade level.

### ***OFF-LIMIT AREAS***

Blessed Sacrament school is maintained and operated for the benefit of its students. However, common sense and safety considerations mandate the designation of a few off-limit areas to students. These areas include, but are not confined to, storage areas, teachers' lounge, and kitchen and maintenance areas. Students in these areas without permission will be disciplined.

### ***PARENT ORGANIZATION***

The Blessed Sacrament Parent/School Association was established with the following purposes and objectives:

- To enhance the appreciation of the ideals and purposes of Catholic education at Blessed Sacrament School among parents, students, teachers, administration, and parishioners;
- To promote an understanding of the mutual educational responsibilities of parents, teachers, and school administrators to ensure maximum cooperation in encouraging the most complete educational and spiritual development of each child;

- To provide a vehicle for parents and others interested in the improvement of B.S.S. to provide ideas, service and support in cooperation with teachers and school administration, which will guarantee the future of Catholic elementary education in the parish.

Parents are encouraged to join and participate in PSA committees and events. (August 2007)

### ***PARENT/TEACHER CONFERENCES***

**Parent-teacher conferences are scheduled for each family after the first grading period. The teacher or parents may request additional conferences at any time. Parents are encouraged to call teachers if questions arise during the course of the year and to request an appointment whenever they feel it is necessary. Teachers will also contact parents if problems develop.**

### ***PHYSICAL EDUCATION***

**All students at Blessed Sacrament receive instruction in physical education.** All students are required to participate fully in each class unless a physician's note requires non-participation. P.E. classes are held both in and out of doors. Tennis shoes are required for PE classes. (August 2014)

### ***PICTURES***

Individual student pictures will be taken sometime during the months of September/October. Orders are taken and paid for at this time. Another photo day is held in the spring, and parents may order pictures after viewing the prints.

### ***POLICE QUESTIONING AND APPREHENSION***

**When students become involved with law enforcement officers, the officer is to be requested to confer with the student when he/she is not under the jurisdiction of the parish/school if this can be arranged.**

**The following steps shall be taken to cooperate with the authorities:**

- \* **The officer shall properly identify him/herself.**
- \* **The parent(s) or guardian shall be notified immediately and informed of the intent of the law enforcement authorities.**
- \* **The student's parent(s) or guardian has a right to be present if the conference is held in the parish/school.**
- \* **If the student's parent(s) or guardian cannot be located, authorities are not to confer with the student unless they produce a warrant.**
- \* **If there is a warrant and it is impossible for the parent(s) or guardian to be present at their request, the administrator should be a witness to the conference held in the parish/school.**

### ***PRAYER***

Parents are the first teachers of prayer. Teaching your child to pray when getting up and going to bed and before meals will help him/her develop a prayer life. The church encourages praying the rosary together as a family. At school, teachers and children pray in the morning, before lunch, and at dismissal in order to help instill a sense of the presence of God throughout the day. There are many other opportunities for prayer.

### ***PREGNANCY/PARENTING POLICY***

**Blessed Sacrament School affirms the moral teaching of the Catholic Church, including the teaching of the holiness and giftedness of life. The school also equally asserts the values of forgiveness and compassion.** Believing that the truly Christian response to an adolescent boy/girl facing adult situations and decisions is focused on the person, the administration will deal with each boy/girl involved in pregnancy/parenting in a sensitive and Christian manner on an individual basis. A conference will be held with the student, his/her parent/guardian, the principal, and the pastor to determine arrangements for the student's completion of his/her education and maintenance of his/her health and well-being while also considering the well-being of the entire student body. (August 2007)

### ***PROGRESS REPORTS & REPORT CARDS***

**The school reports to parents by means of the following:**

1. **Requiring signatures on tests, assignments, projects, etc.**
2. **Engrade (Electronic Student Information System)**
3. **Report cards, mid-term reports and results of standardized tests**

#### 4. Parent-teacher conferences

At the end of each quarter, report cards will be issued. The report card shows the progress made scholastically and the progress in the character formation of your child. If satisfactory results have not been attained, or if a problem arises between the teacher and the student, it is recommended that a parent-teacher conference be arranged rather than trying to settle the problem by telephone. Appointments to see a teacher may be made by calling the school office and leaving a message for the teacher who will then return the call. Teachers should not be called at home. In almost all cases, it is best to contact the teacher first. If satisfaction is not gained or a problem remains unsolved, the principal should then be involved. Report cards are to be signed by the parent and returned within one week.

#### ***PROMOTION AND RETENTION***

**Promotion is never to be taken for granted. In order to maintain a high standard of education, children who do not meet the minimum requirements for their grade level will not be recommended for promotion.** Students who fail to achieve a passing average in two or more major subject areas of the curriculum over the course of an academic year may be required to complete summer school or may be retained. Retention will only be proposed after the following procedure is completed:

1. Parent and principal are notified that a concern or need exists that will warrant some form of remedial action.
2. Parent meeting is set up, and problems or concerns are discussed. The teacher is to document the meeting, maintaining a copy for him/herself and sending a copy to the office.
3. Retention can be considered as an option only after three parent contracts are made and documented. (Revised August 2007)

#### ***RELIGIOUS EDUCATION***

**Passing on the Catholic faith is the primary reason for Blessed Sacrament School.** The building of a Christian community and the teaching of doctrine and moral principles are our first priorities. Daily example by the faculty and staff of living Christian ideals is of even greater importance than classroom instruction. The classroom teachers teach religious instruction daily. Parish priests also make classroom visits. Sacramental preparation is given during regular school hours to children who will receive the sacraments of Eucharist, Reconciliation and Confirmation. Parent meetings are scheduled to enable the parents to participate in these programs with their children. In accordance with Church teaching, catechetical programming shall include proclamation and community service. This programming will invite a response in faith and prayer.

- \* Content within catechesis shall be presented according to the developmental level of the participants and be in accord with the Gospel message and the magisterium of the Church.
- \* Catechesis, following the example of Jesus Christ, shall have an experiential component, that is, discovering God in the human situation.
- \* Prayer shall be an integral part of catechesis.
- \* Service to the community shall be fostered as an expression of effective catechesis.
- \* Catechesis shall take place in an atmosphere of mutual respect and ecclesial community.

#### ***RESOURCE SERVICES***

Resource teachers are available for students requiring extra help. A parent/guardian or the classroom teachers may request services. Resource teachers work with an individual student or small groups of students in the resource room or in the regular classroom. These services will be provided on a short or long-term basis depending on the needs of the student.

#### ***RIGHTS AND RESPONSIBILITIES OF NON-CUSTODIAL PARENTS***

**Blessed Sacrament School respects the right of non-custodial parents to be involved in the education of their children. Involvement may include such matters as parent-teacher conferences, disciplinary conferences and school activities. In the absence of a court order, what is stated in this handbook of policies applies to any parent or legal guardian, whether or not the student lives with the parent/guardian.**

**Blesses Sacrament School abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.**

### ***SCHEDULE OF THE SCHOOL DAY***

**Students should not be on school grounds before 7:45 a.m.** Students arriving before 7:45 a.m. will be placed in the B.A.S.E. program, and parents will be billed for services. Students must wait on the playground in their designated area until 7:55 a.m. when they may proceed to their classrooms. In bad weather, students will wait inside the cafeteria. **Likewise, students are to leave the school grounds at dismissal unless other arrangements have been approved through the office.** (August 2014)

7:45	Students may arrive and wait on the playground.
7:55	Students may proceed to their classrooms.
8:05	Tardy bell rings. Classes begin.
11:05	Grades PreK, K & 1 lunch
11:25	recess
11:30	Grades 2 & 3 lunch
11:50	recess
11:55	Grades 4 & 5 lunch
12:15	recess
12:20	Grades 6, 7 & 8 lunch
12:35	recess
3:00	Dismissal for car riders & walkers (Revised August 2015)

### ***SCHOLARSHIPS***

There are several partial scholarships available to eighth grade Blessed Sacrament students who will be attending high school at Sacred Heart-Griffin. The parish offers scholarships in memory of several individuals from our past whose efforts have shaped the parish and school. Some alumni have developed scholarships to honor family members who were devoted to Blessed Sacrament and the continuing of Catholic education. These scholarships are awarded on the basis of different criteria, including financial need, academics, participation in school athletics, participation in speech and essay contests, and service to the parish and community. Students and parents will be notified when scholarship applications become available in the spring. Other scholarships are available through Sacred Heart-Griffin. Scholarship recipients will be announced during the eighth grade awards night.

### ***SCHOOL BOARD***

The school board is a body of appointed members whose role is to advise the pastor on the formation of all policies and in all other matters and physical facilities relating to the parish elementary school. The board is to advise the pastor, or the one designated, in financial matters relating to the educational programs. The board is to have comprehensive development as one of its major responsibilities.

The board calendar is set at the beginning of each school year and tentatively meets the fourth Thursday of each month with the exception of the December meeting. All parents and other interested parishioners who would like to attend a meeting should submit a request to the board president to be included on the agenda at least 48 hours before the scheduled meeting. (August 2014)

### ***SEARCH AND SEIZURE***

**In order to ensure the safety and provide for the welfare of all students, faculty, staff, and guests, Blessed Sacrament School retains the right to conduct searches where there is reasonable suspicion that contraband exists and poses a threat. Searches may be made of school property and/or student property on school grounds or at school-sponsored events. Contraband found may be seized. Authorities may be notified where appropriate. Discipline regarding the discovery of contraband shall be consistent with established policies and procedures.**

### ***SERVICE HOURS***

**As part of the development of their Catholic faith and strong moral standards, the students at Blessed Sacrament School participate in service projects throughout the school year.** Each month a different grade sponsors a mission project, and students at all grade levels are encouraged to participate. Additionally, eighth grade students must complete twenty-four service hours in the areas of school, parish, and community. A signed activity record will be required of each student to verify service hours complete. Forms are available on the school website or from the eighth grade religion teacher. (August 2016)

### ***SERVICES FOR STUDENTS WITH DISABILITIES***

**Blessed Sacrament School shall do all in its power to provide Catholic education to students with disabilities.** We have our own special education program staffed by qualified resource teachers. Testing may be necessary to diagnose specific learning difficulties. Teachers may request a student to be tested. Parent permission will

be obtained before any tests are administered. After testing, parent(s)/guardian(s), teachers, administrator and resource teachers will meet to discuss the results and write an individual education plan, if necessary. Students who qualify will receive special instruction with parental permission.

Present state statutes allow our students to use services in the public school district that we are not able to provide. Parents may request a full case study from District #186, which includes psychological and other more comprehensive testing. Speech articulation services are available through District #186. Parents can request this service directly from the public school district by calling their special education offices, 525-3060. Speech services are provided on-site by District #186 personnel. When students are receiving speech or other special education services through District #186, every effort shall be made to cooperate with public school personnel to facilitate students' services. (August 2013)

### ***SEXUAL HARASSMENT***

**In keeping with Blessed Sacrament School's commitment to provide a safe, positive learning and working environment for everyone in the school, and in keeping with the goals and objectives of Catholic education, Blessed Sacrament School expressly prohibits sexual harassment. This policy re-emphasizes the personal dignity of the individual and respect of others as outlined in the policy regarding behavioral expectations.**

**For the purpose of this policy, sexual harassment includes behavior of a sexually implicit or explicit nature that demeans, humiliates or intimidates the recipient. Some examples are verbal sexual abuse, possessing or disseminating sexually explicit material, sexually explicit graffiti, unwanted written or oral communication of a sexual nature, spreading sexual rumors/innuendoes, obscene clothing or objects, touching another sexually, or sexually explicit gestures. The above list is not meant to be all-inclusive but is intended to provide guidance as to what may constitute sexual harassment.**

**Allegations of sexual harassment are to be promptly reported to a teacher, counselor or the principal. Discipline for violations of this policy shall be consistent with established policy and procedure.**

### ***SPECIAL EVENTS***

Special events are scheduled throughout the school year to promote family awareness and involvement in each child's educational growth. Open houses for events such as Science Fair, CultureFest, Parent/School Association events, and musical productions are opportunities for parents to accompany their children and see the school in action. **All children must be accompanied by at least one parent throughout the entire event.**

### ***STUDENT PHOTOS AND NAMES***

Student photographs and names will be used in the paper, on the internet or where appropriate unless a written objection is received from the parent or legal guardian. Consent will allow children to be interviewed, photographed, videotaped, or placed on our school website in respect to news stories or instructional/informational projects and programs. At the beginning of the school year, parents and guardians will be provided with a form for approval or disapproval of their child(ren) to be photographed for media purposes. (August 2016)

### ***STUDENT RECORDS***

Blessed Sacrament School keeps permanent cumulative records of each student during his/her years at the school. These records are kept on file for at least sixty-two years once the student has left Blessed Sacrament School. **Names and addresses of students and their parent(s) or guardian and other information in school records are confidential data in the sense that they will not be released to unauthorized persons.**

**The parent(s) or guardian has the right of access to the student's school records. Records that parents may need to refer to at some time during the year include permanent files, grade reports and attendance reports. This can be accomplished by calling the school office 24 hours in advance. Non-custodial parents may have the same access to the academic records and to other school-related information regarding the child unless there is a court order on file. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.**

**There shall not be release of personally identifiable school records without the prior written consent of the parent(s) or guardian, except in the following cases:**

- 1. To other school officials, including teachers and counselors within the school or school system that have a legitimate interest**
- 2. To officials of other schools in which the student intends to enroll, provided that the parent(s) or guardian are notified of the release of the records, are provided a copy of the record if they desire it, and are given an opportunity to challenge the record if necessary**

3. To federal auditors who are auditing a performance of federally funded programs
4. A court order

Records can be released to the FBI, government officials, juvenile officers, lawyers, and police with the written permission of the parent(s) or guardian or a court order. Official school records will not be released until all fees and other obligations are satisfied.

Psychological testing data remains the property of District #186 or Blessed Sacrament School and will not be maintained in the students' permanent records or forwarded on when the student graduates or transfers unless written permission is received from a parent/guardian.

#### ***STUDENT RETREATS***

In preparation for the sacrament of Confirmation, the eighth grade students attend a student retreat day. The day may include time for reflection, group discussion, guest speakers, the sacrament of Reconciliation, and the celebration of the Mass. In addition, seventh graders attend a joint retreat with other seventh graders from the other Springfield Catholic elementary schools. The retreat is usually held in the fall and features a retreat leader chosen jointly by the school principals. (August 2016)

#### ***SUBSTANCE ABUSE***

Substance abuse of any type is forbidden. Substance abuse involves the wrongful use, possession, sale or dissemination of any substance, including, but not limited to, narcotics, prescription medication or alcohol. A student who engages in substance abuse will face possible expulsion whether the behavior occurs on Blessed Sacrament property or at a Blessed Sacrament-sponsored event off property. The local/state police will be notified of verified drug incidents. (August 2016)

#### ***SUBSTITUTE TEACHERS***

When it is necessary to have a substitute in the classroom, students are expected to be courteous and give the substitute the same respect and cooperation they give their regular teachers. Substitutes are all educated and well prepared to handle routine classroom procedures. Disrespect will not be tolerated.

#### ***SUSPENSION***

Students may receive an in-school or out-of-school suspension for misconduct (see Conduct). A conference with the principal and parent(s)/guardian(s) will occur for any out-of-school suspension or for any in-school suspension. The time period of a suspension may not exceed five school days. The date of the suspension and a summation of the parent conference shall be kept on file. A suspension may be in-school or out-of-school, depending on the reason for the suspension. Reasons for a suspension include, but are not limited to, misconduct at Level 2 or Level 3, as listed in Conduct, Discipline, and Accountability. The principal will make the preliminary suspension decision, and, if appealed, the pastor will have the final decision on suspension. (August 2016)

#### ***TARDINESS***

Since tardiness interferes with a student's progress and is a disturbance to the other pupils and the teacher, the parents should make every effort to ensure that the student is at school on time. A child is tardy if he/she is not in the classroom and ready for class when the bell rings at 8:05 a.m. (See Attendance Policy) (August 2014)

#### ***TELEPHONE CALLS***

If a parent/guardian would like to speak to a teacher regarding his/her child, the school office should be called. Calls made to teachers during classroom hours will be taken by the secretary who will leave a message for the teacher to return the call, or parents may leave a voicemail message for the teacher. Parents should not call a teacher at his/her home unless the teacher has given them permission to do so.

Students will be permitted to use the office phone only if necessary. Forgotten lunches, books, homework, etc. are not ordinarily considered necessary matters. All other phones in the building are strictly off-limits to students at all times.

#### ***TESTING***

Blessed Sacrament School is required by the diocese to test students in grades 3, 5 and 7 using the Iowa Assessments. To have a more complete picture of our academic program, Blessed Sacrament School administers this test to all students in grades 2-8. When received, results are sent home to parents.

Also, students in grades 2 – 8 will be given the CogAT Test, and students in grades 5 and 8 will participate in ACRE Faith Testing. (August 2014)

### ***THREATS***

**All threats will be taken seriously and investigated. If, after the investigation, the principal deems it is warranted, the school may require a student who threatens others through words or actions to be removed from school and not permitted to return until a psychologist or psychiatrist indicates in writing that it is safe for both the student and others in the school for the student to return to the school.** (August 2007)

### ***TRAFFIC SAFETY AND DISMISSAL PROCEDURES***

Students of the school safety patrol are on duty on the school parking lot/playground each morning from 7:45 a.m. - 8:05 a.m. and each afternoon from 2:55 p.m. - 3:10 p.m. Adult crossing guards are located at the corners of Laurel and Glenwood (during dismissal time) and Laurel and Walnut (during arrival and dismissal times). Parents and students are expected to cooperate fully with these crossing guards and patrols. Students are required to walk on the sidewalks and to keep moving so as not to block the progress of others. No crossing guards or patrols are provided for students leaving at lunch. (August 2012)

All students riding home in cars will be dismissed to the parking lot only. Procedure is as follows:

1. Cars must be in place on the blacktop by 2:55 p.m. On early dismissal times, cars should be in place by the time the dismissal bell rings. Cars should park according to diagrams provided at the beginning of the school year.
2. If parents desire to pick children up from the street, these children must dismiss with the walkers and follow walking rules until they reach their parents' cars away from the school grounds.
3. Children will be allowed to walk to their waiting cars only after all cars are stopped and parked.
4. Patrols will direct the car dismissal one row of cars at a time to exit either on Walnut or on Glenwood.
5. Any car not in place by the time loading begins will have to wait until all others have been dismissed before entering the lot. Late arrivals will then be allowed to pick up their students. (August 2012)

### ***TRANSFER OF RECORDS***

**When a student transfers to another school or graduates, a duplicate copy of the student's cumulative permanent file will be sent within ten days to the receiving school upon request. The original file will be placed in the school's inactive records file.** An official and complete copy of the permanent file may not be sent if all fees and tuition balances are not paid. (August 2007)

### ***TRANSFER STUDENTS***

The principal and pastor will review the suitability of all transfer students and the ability of our school to meet their academic and social needs before admitting the new students. The administration from the student's previous school will be contacted in regards to the areas of academics, behavior, and financial obligations. Transfer students will have a period of probation. (August 2016)

### ***TRUANCY***

**A child may be considered truant from school if he/she is absent without proper medical excuse or, in the event of a family commitment, advance written parent notification. If a child is absent from school for four or more consecutive days without the necessary medical and parent/guardian documentation, he/she will be considered truant.** The situation will be addressed by the administration with appropriate consequences, counseling methods, outside interventions, and parent/guardian contact and involvement, as appropriate. In persistent cases of absences or tardiness, the services of the truant officer, assigned to the local public school, shall be enlisted. **If a student is truant for 30 or more days during a school year, he/she will not be promoted to the next grade or will be required to complete a summer program before being promoted to the next grade.** (August 2016)

***TUITION AND FEES***

**Fiscal responsibility is required of the parents. Tuition and fees must be paid in a timely manner. Financial assistance is available upon application. Additionally, parents are expected to remain current with their weekly envelope contributions to the parish. No student will be denied a Catholic education due to the financial challenges of their parents.**

Tuition and fees will be set by the pastor upon recommendation of the Blessed Sacrament School Board, Parish Finance Council and the principal, in accordance with diocesan guidelines and policy. There are several options available for paying school tuition. Parents will choose an option when they register in the spring. These options are the following:

- ◆ *Option 1 - Full payment due the final registration night in August*
- ◆ *Option 2 - 50% due in August / 50% due by January 15*
- ◆ *Option 3 - Monthly payments*

**These payments are automatically deducted from an account designated by the parent/guardian. A FACTS Management Agreement must be completed, and a yearly fee is charged for this convenience.**

***Policy for Past Due Accounts or Insufficient Funds:***

Parents who have chosen Option 1 or Option 2, and whose accounts have fallen more than 30 days past due, will be required to enroll in a FACTS Automatic Tuition Payment Agreement for any balance remaining on their account. A notice and FACTS enrollment package will be sent by the school to parents in this situation. The enrollment in the FACTS Automatic Tuition Payment Agreement must be completed and in effect no later than 30 days after the date of the notice.

Parents who are currently enrolled in a FACTS Automatic Tuition Payment Agreement and whose accounts are found to have insufficient funds will be sent a written notice by the school within 10 business days from the date that the insufficient funds were reported to the school. Accounts must be made current within 30 days of the date of the notice.

Parents who are currently enrolled in a FACTS Automatic Tuition Payment Agreement and whose accounts are more than 30 days past due will be referred to the Tuition Financial Advisor for a confidential conversation regarding their financial situation and to the Financial Oversight Committee. The Tuition Financial Advisor shall be a third party advisor appointed by the pastor of the parish and shall not be a member of the Parish Finance Council or the School Advisory Board. The Tuition Financial Advisor shall maintain consistent contact with parents until their accounts are brought current and will make periodic progress reports to the pastor and/or the Financial Oversight Committee. Parents in this situation are **strongly encouraged** to apply for financial assistance.

Financial Oversight Committee will be established each May, to review, in the strictest of confidence and with the utmost compassion, those individual cases in which financial policies of the school have not been satisfied in a timely manner. The Committee, to be appointed by the pastor of the parish, shall include the principal of the school, the Tuition Financial Advisor, a member of the Parish Finance Council, and a member of the School Advisory Board. Said Committee shall recommend to the pastor a solution for each individual case as soon as possible, but no later than the first day of school of the following school year. The Committee shall serve for one year.

**NO STUDENT WILL BE ALLOWED TO REGISTER FOR THE FOLLOWING SCHOOL YEAR, NOR WILL ANY OFFICIAL GRADES OR TRANSCRIPTS BE RELEASED UNTIL ALL TUITION AND FEES ARE SATISFIED.**

(Revised January 2007)

◆ **Financial Assistance**

Blessed Sacrament School has enlisted the services of FACTS Grant & Aid to evaluate the needs of families that apply for financial assistance. Applications can be made online and are also available in the school office and then are mailed by the parent/guardian directly to FACTS. The pastor receives a report from FACTS that gives a recommended amount of tuition that the family can pay. The pastor will send a letter to the parent/guardian regarding the assistance offered. (May 2013)

◆ **Refunds**

Removal of a student by the parent or school shall not entitle the parent to a refund of tuition and fees, unless otherwise determined by the pastor upon recommendation of the Financial Oversight Committee.

**UNAUTHORIZED ARTICLES**

Common sense and consideration is the best guide in determining whether or not to bring personal possessions to school. In general, students are not to bring toys or unusual items to school unless they are intended for specific use in the classroom and the teacher's permission has been obtained. Hand-held video games, portable stereos, etc. are not permitted at school. (See Electronic Devices) (August 2016)

**UNIFORMS**

Uniforms are to be worn from the first day of school to the last. Exceptions to this must be approved by the principal. Any child coming to school out of uniform must have a note of explanation that is brought to the office after the homeroom teacher has seen it.

The student is expected to wear clean, neat, and properly fitted clothes to school. Ragged, ripped, torn or frayed clothes with holes are prohibited. The student will keep himself or herself clean and well groomed. Clothes, haircuts and jewelry should not draw attention to the wearer.

*Permitted Clothes:*

◆ **UNIFORM JUMPERS, SKORTS, SKIRTS**

**Grades 1-3**

Uniform jumpers should be an appropriate and modest length, not more than 2 inches above the knee for the entire school year. These must be purchased from Dennis Uniform or Luers Kids Kloz. Girls must wear shorts underneath jumpers for PE. **SHORTS SHOULD NOT BE LONGER THAN JUMPERS.**

**Grade 4**

Uniform jumpers or plaid skorts purchased from Dennis Uniform or Luers may be worn by girls in grade 4. They should be an appropriate and modest length, not more than 2 inches above the knee for the entire school year. Girls must wear shorts underneath jumpers for PE. **SHORTS SHOULD NOT BE LONGER THAN JUMPERS.**

**Grades 5-8**

Uniform skirts and plaid skorts purchased from Dennis Uniform or Luers may be worn by girls in grades 5-8; girls in grades 6-8 may also wear khaki skorts purchased from Dennis Uniform or Luers. They should be an appropriate and modest length, not more than 2 inches above the knee for the entire school year. Girls in grades 5-8 must wear shorts underneath skirts from April 1-October 31. **SHORTS SHOULD NOT BE LONGER THAN SKIRTS.** From November 1 – March 31, girls in grades 5-8 must wear non-sheer tights underneath skirts. Leggings (tights not covering the feet) are not allowed. (August 2016)

◆ **SHIRTS**

**Grades 1-5**

Shirts must be plain white (or light blue for boys) uniform-style blouses, dress shirts, turtlenecks or knit polos. **(RUFFLES, PUFFED SLEEVES, AND**

**DECORATIVE TRIM ON SHIRTS ARE NOT ACCEPTABLE UNIFORM STYLE.)** The only logo allowed on shirts is the school logo on shirts purchased at Luers Kids Kloz or Dennis Uniforms. Polo shirts must be the classic style with buttons, not snaps, and regular length sleeves, not cap sleeves. Shirts should be buttoned except for the one top button. All tops should be loose fitting and long enough to be tucked in at all times. All shirts worn under the uniform must be plain white and should not have sleeves longer than the uniform shirt.

**Grades 6-8**

The only shirts allowed in grades 6-8 will be white, navy, green, or red polo shirts with an embroidered BSS logo. These shirts must be purchased at Luers Kids Kloz or Dennis Uniforms and must be appropriately sized. (Girls may wear a tailored white blouse from Dennis Uniform if appropriately sized.) Shirts should be buttoned except for the one top button. All tops should be loose fitting and long enough to be tucked in at all times. All shirts worn under the uniform must be plain white and should not have sleeves longer than the uniform shirt. (August 2013)

◆ **SWEATERS**

**Grades 1-5:** Sweaters must be plain navy blue cardigan or V-neck sweaters. (May 2010)

**Grades 6-8:** The only sweater allowed will be a plain navy blue cardigan or V-neck sweaters. It must be purchased at Luers Kids Kloz or Dennis Uniform Company and must be appropriately sized. (May 2010)

- ◆ **SWEATSHIRTS** should be plain navy blue. School logos are the only logo that may appear on a sweatshirt. An embroidered half-zipper BSS sweatshirt and half-zipper BSS fleece are available through Dennis Uniform, and a crew neck and half-zipper BSS school sweatshirt are available at Luers. No other jackets, sweatshirts or sweaters are permitted in the classroom. No hooded sweatshirts of any type are allowed. (August 2016)

◆ **SLACKS**

**Grades 1-5**

Slacks must be plain navy blue cotton or corduroy slacks. Slacks must be casual dress style. That excludes flared legs, hip-hugger styles, or pants that drag on the floor. No cargo pants or jeans-style or denim pants are allowed. A slit or small flap for pockets on the back is acceptable, but pockets outlined, similar to those on jeans, are not acceptable. (September 2010)

**Grades 6-8**

Slacks must be plain navy blue or khaki cotton slacks purchased at Luers Kids Kloz or Dennis Uniforms. A plain navy, brown, khaki or black belt must be worn with all slacks. (May 2013)

- ◆ **SHORTS** can be worn April 1 -October 31.

**Grades 1-5**

Shorts must be navy blue uniform walking shorts. No cargo shorts are allowed. The length should be approximately 2 inches above the knee. Belts must be worn with all shorts that have belt loops. (September 2010)

**Grades 6-8**

Shorts must be navy blue or khaki uniform walking shorts purchased at Luers Kids Kloz or Dennis Uniforms. The length should be approximately 2 inches above the knee. A plain navy, brown, khaki or black belt must be worn with all shorts.

- ◆ **SOCKS** must be plain white and worn at all times. A single small trademark is acceptable, but colored stripes or patterns are not allowed. Socks may be athletic, crew, bobby, or knee socks and must match. Girls may wear plain white or navy blue tights or knee highs. Leggings (tights not covering the feet) are not allowed. (May 2013)

- ◆ **SHOES must be standard athletic/gym shoes with tie laces or Velcro closures.** (Slip-on type tennis shoes, including, but not limited to, Sperry or Toms brands, and tennis shoes with wedge heels are not acceptable.) **Shoelaces must be tied at all times. Boots may be worn to and from school but are not allowed during the school day.** (August 2016)

*Other Dress Code Regulations:*

- ◆ **Hair grooming is part of the uniform.** All students are to have clean, combed and neat hairstyles. **Boys' hair must not be longer than the top of the shirt collar. Bangs must be above the eyebrows or secured above the eyebrows.**
- ◆ **Make-up, hair dye, hair bleach, and fingernail polish are not permitted.** If any student has obviously used hair dye or hair bleach, he/she will be required to return the hair to the original color at his/her expense before returning to school.
- ◆ **Excessive jewelry should not be worn.** Only ears may be pierced, and if earrings are worn, only a single pair is allowed and must be worn in both ear lobes. Earrings should be no larger than a dime and should not be dangling. Only a small, single, pendant-style necklace can be worn. Rope or beaded necklaces will not be allowed. There is a limit of two bracelets and two rings.
- ◆ **Hats may not be worn in the building.**
- ◆ **Visible tattoos or other body markings (including writing on the body) are not allowed.** (May 2013)
- ◆ **Outerwear may not be worn during classes.**
- ◆ **ALL clothing should be marked with the child's name.** This includes shirts, sweatshirts/sweaters, slacks/shorts, jumpers/skirts, and coats/jackets.
- ◆ **Any item not in compliance with uniform guidelines will be taken to the school office to be retrieved at the end of the school day.**

The Blessed Sacrament faculty will check for dress code violations throughout the day, including lunch and exchange of classes. A blue slip will be given for dress code violations in grades 1-8. If a student is seen later in the day with violations that could have been corrected (i.e., shirt tail hanging out, etc.), additional slips will be given. **Two warning slips will result in a pink slip in the PBIS program. Excessive dress code violations may result in immediate pink slips.** Students wearing incorrect socks may be required to change into correct socks provided by the office, and parents will be billed for the cost. Students without belts may be required to use a belt from the office for a small fee. (August 2014)

**EXCESSIVE VIOLATIONS WILL RESULT IN A CALL TO THE PARENTS, AND THE STUDENT WILL NOT BE ALLOWED TO RETURN TO CLASS UNTIL DRESSED APPROPRIATELY, WHICH MAY RESULT IN MORE SERIOUS DISCIPLINARY ACTION.** (May 2013)

Parental cooperation is essential in teaching children the important values of respect for authority and respect for the environment in which their intellectual and spiritual formation occurs. Therefore, Blessed Sacrament expects the parents' cooperation and support with regard to the dress code.

*Non-uniform Days/Spirit Days*

Non-uniform days are at the discretion of the faculty. Students must be dressed neatly, modestly and in good taste. No cutoffs, shorts (unless permission is given by the principal), ripped or torn clothing, tight fitting shirts or pants, sweatpants, sleeveless shirts, midriff tops, spaghetti straps, biker shorts or short shorts are allowed. Clothes may not contain offensive wording or messages. Not all fashions are suitable for Blessed Sacrament School. Uniform guidelines about makeup, shoes, socks, and jewelry still apply on non-uniform days. Uniforms will be worn on all field trips unless otherwise specified. Some non-uniform days may have more specific guidelines that will be announced for that particular day. (May 2014)

On regular Spirit Days students may wear jeans or uniform bottoms with any Blessed Sacrament Spirit Day or other official Blessed Sacrament shirt (sold or issued by the school). Students may also wear their uniform shirt untucked with jeans or uniform bottoms. Uniform guidelines about makeup, shoes, socks, and jewelry still apply on Spirit Days. Some Spirit Days may have more specific guidelines that will be announced for that particular day. (May 2014)

*USE OF SCHOOL GROUNDS BY OUTSIDE GROUPS*

Any outside group using the school or parish facility must have a certificate of liability insurance. (August 2007)

### ***VANDALISM***

**Our school and all equipment are parish property. Willfully damaging or destroying this property is cause for immediate suspension and possible expulsion. The school requires that vandal damages be paid for before a student is allowed to return to class. If a student accidentally causes damage, the student should report it to his/her teacher immediately to prevent the damage from being considered willful vandalism.**

### ***VIOLENCE***

**Blessed Sacrament School shall provide a safe learning environment for all members of the school community. Violence of any kind will not be tolerated, and appropriate consequences, as outlined in the disciplinary policy, will result from any threatened or actual acts of violence. (August 2007)**

### ***VISION EXAMS***

All children enrolling in kindergarten or for the first time in a public, private, or parochial school must have an eye exam. Each child is to present proof of having been examined by a physician licensed to practice medicine in all its branches or a licensed optometrist within the previous year before October 15 of the school year.

### ***VISION SCREENING***

Vision screening will be done, as mandated, for the identified children (all preschool, kindergarten, 2<sup>nd</sup>, 8<sup>th</sup>, special education, teacher referrals, and new students to the school who have not been previously screened) within the first six months of the school year. Vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. Your child is not required to undergo this vision screening *if* an optometrist or ophthalmologist has completed and signed a report form indicating that an examination has been administered within the previous twelve months and that evaluation is on file at the school. This notice is not a permission to test since vision screening is *not* an option. If a vision examination report is not on file at the school for your child, your child in the mandated age/grade/group will be screened. The monthly school calendar will notify you of the day this screening will be scheduled.

***VISITORS*** (See Buildings and Grounds Access Policy)

### ***VOLUNTEERS***

Parents and others who volunteer at our school provide a valuable service to the students, their parents and the faculty. **All volunteers are to be accorded the respect given to paid personnel. Any student mistreating, verbally or otherwise, any volunteer will be disciplined. We are continuously grateful for the gifts of time and talent that volunteers bring to our school.** All volunteers are required to sign the diocesan child abuse policy statement, attend a Protecting God's Children workshop, and submit information for a background check. (August 2012)

### ***WEAPONS/THREATENING BEHAVIOR/ATTACKS ON PERSONNEL***

**This policy addresses the use of weapons, threatening behavior, threatening words, or actions or words that threaten the health or safety of the students, staff, volunteers and visitors. All threats against the health or safety of others are not allowed and will be taken literally. Off-handed joking or remarks are inappropriate and will also be taken seriously. The following process will be used to address these serious violations of school policy:**

1. A suspension may be appropriate to ensure the health and safety of the students, staff, volunteers and visitors. The student will remain suspended until the violation has been investigated.
2. The violation will be fully investigated to determine the truthfulness of the allegation or action.
3. The principal will interview the person(s) involved in the presence of at least one observer. In the principal's absence the pastor will fill this role.
4. If deemed appropriate, a conference will be requested with the parent(s) or guardian of the person(s) involved.

**Blessed Sacrament School is mandated by law to report the presence/visibility of a firearm on school premises as well as any attacks on school personnel to law enforcement officials. (August 2016)**

**Pastor's Ratification**

This Parent Handbook for Blessed Sacrament School has been drafted and revised by the administration with input from the school staff. It also contains items of policy recommended to the pastor by the Blessed Sacrament School Board and ratified by the pastor. This document includes input from the Handbook of Catholic Education Policies of the Diocese of Springfield and from School Handbooks: Some Legal Considerations by Mary Angela Shaughnessy, SCN, Ph.D. (NCEA, 1989).

I hereby ratify its contents.

---

Fr. Jeffery Grant, Pastor  
Blessed Sacrament Parish  
1725 S. Walnut Street  
Springfield, IL 62704

August 1, 2016

# ***Blessed Sacrament School*** **Athletic Handbook**

## **Introduction**

In addition to the requirements contained in this athletic handbook, the athletic policies of Blessed Sacrament School include the requirements of the following:

1. Diocesan Policy Handbook (section #5561 "Athletics")
2. Illinois Elementary Schools Association rules (grades 7 & 8)
3. Springfield Catholic Athletic Association (SCAA) Rules and Policies Handbook (available in the school office)
4. BSS Parent/Student Handbook

## **Purpose**

**The athletic program of Blessed Sacrament School is intended to teach the skills of the games, to foster healthy exercise, to teach fair play, and to create opportunities of enjoyment for all interested students. Our athletic program stresses the idea that every child be given the chance to play a fair amount of time, to be taught Christian values, to enjoy the fellowship of team membership, and to learn appropriate behavior in practice and game situations. School-sponsored athletic programs are a part of the total school program and are subject to the policies of the school as well as to the general administrative responsibilities of the principal. Athletic programs should enhance, and in no way distract from, the academic and religious norms of the school.**

## **Organization**

The pastor, principal and athletic director will work together as the Athletic Committee of Blessed Sacrament. They will approve which sports will be sponsored by BSS. Any recommended policy changes should be submitted in writing to the athletic director for review and approval.

Funding for the athletic program is provided by the participants. Each participant in each sport will pay a non-refundable athletic fee to cover the cost of league and tournament fees, equipment, uniforms, etc.; however, no student will be turned away for inability to pay.

## **General Athletic Guidelines**

Only students attending Blessed Sacrament School may participate in BSS athletic programs. Students, parents and coaches must agree to abide by all sections of the athletic policy.

Licensed and insured drivers must provide transportation of students to any out-of-town games.

When a conflict or concern arises over athletics, the proper channels to be followed are coach, athletic director, principal, pastor.

## **Player Eligibility**

**Students involved in sports or other school-sponsored extra-curricular activities must maintain at least a grade of "C-" in all subjects and at least a "3" for conduct and effort to remain eligible. Conduct eligibility also includes behavior at recess and assemblies and on field trips. All students will be evaluated each Friday for academic and conduct eligibility during the following Monday-Sunday. If a student's performance falls below the above standard, the student will be ineligible to attend games or practices (or meetings/events) until the results of the weekly grade check are satisfactory. Players ineligible for more than three weeks during the season shall be dismissed from the team or club. (August 2014)**

## Athletic Director

The responsibilities of the athletic director include the following:

1. Assist the pastor, principal and coaches in developing and administering school policies governing athletic programs.
2. Act as liaison between pastor, principal, and coaches concerning diocesan and school policies, eligibility, discipline, scheduling, or any associated items.
3. Schedule athletic activities:
  - a. set up practice schedules,
  - b. coordinate league scheduling for SCAA and IESA games,
  - c. assume responsibility for tournaments and league and non-league games in compliance with school policy,
  - d. assist coaches in scheduling tournaments and non-SCAA games,
  - e. work with principal in scheduling student/parent meeting and coaches' meeting,
  - f. ensure that grades with multiple teams (grades 5 & 6) are balanced according to ability.
4. Obtain supplies and equipment for the sports program. Verify that common equipment (including first aid supplies) is in working order. Maintain an inventory of sports equipment.
5. Maintain the uniforms, equipment and first aid kits; distribute at the start of each season, and collect at the end of each season.
6. Assist the principal in the selection and training of coaches and institution of new programs.
7. Distribute schedules and student medical/emergency information to coaches.
8. Contact students, parents and coaches with regards to ineligibility.
9. Represent BSS at monthly SCAA meetings.
10. Respect the confidentiality of matters concerning coaches, students and parents.
11. Post an up-to-date gym availability schedule in the school office and gym.
12. Recommend to the principal any disciplinary action against coaches and/or players.

## Coaches

All coaches must:

1. be 21 years of age or older (younger coaches may assist),
2. have signed an agreement to adhere to all policies regarding sports,
3. have agreed that no profanity or physical or verbal abuse will be used during the coaching of BSS teams,
4. have completed, or will complete, a coaches' clinic, including OSHA update, before practice or any coaching begins,
5. have completed the online coaching and concussion courses, as required by IESA & SCAA, before practice or any coaching begins,
6. have signed a child abuse statement and attended a Protecting God's Children workshop,
7. have been approved by the principal.

**The principal may remove a coach if there is any violation of rules or policies by the coach.**

Coaches' Responsibilities:

1. There shall be competent supervision at games and practice by qualified adult coaches who understand the sport, child development and first aid.
2. Teams will consist of the following numbers:

Minimum/Maximum

Basketball	7/14
Volleyball	9/17
Baseball	11/21
Softball	11/21
Cross Country & Track	not specified

3. Variances can be made only after the approval of the athletic director and principal.

4. The coaches of any grade division where there will be more than one team will mutually agree to the composition of the teams. For fifth and sixth grade teams there will be careful grouping of students into teams by grade level, weight, size, skill, physical maturation, and ability, to prevent injuries and to make all teams as equal in skill and ability levels as possible. For seventh and eighth grade teams, the coaches will be responsible for dividing the students into teams. Students will be placed on an IESA or SCAA team based on ability.
5. There should be proper conditioning prior to participation in practice and games.
6. Coaches will give appropriate details regarding practice, games, schedules, teams and team membership to the principal, athletic director, players and parents.
7. For grades 5 and 6, all players are to play according to the SCAA Rules and Policy Handbook. At these grade levels players should expect to play as close to at least half of the athletic contest as possible if the student has participated in all scheduled practices. Any exception to this playing time expectation should be discussed with the student athlete, the parents, and the athletic director.
8. Coaches will have the authority to make decisions affecting play at practices and games and may bench students immediately during a game or practice for misconduct or failure to cooperate.
9. A coach-player-parent meeting will be held prior to the first game in order to review athletic policies.
10. Coaches are responsible for making sure that good sportsmanship is exhibited both by themselves and the players at all times.
11. Coaches are required to arrive ten (10) minutes before the stated arrival time of the players and will remain until all players are picked up.
12. Coaches will carry first aid kits and student information, including parent and emergency phone numbers, to each game/practice.
13. Coaches are to honor the schedule regarding practice times and gym uses.
14. Coaches are not to schedule games or tournaments outside the SCAA schedule without prior consent of the athletic director and principal.
15. Coaches will not allow ineligible players or players without complete paperwork to practice or play.
16. Coaches are responsible for assigning sport uniforms and collecting them at the end of the season, if school uniforms are provided.

### ***Players***

1. Players must maintain their grades as a first priority.
2. Players must also display good sportsmanship and Christian character at all times. Violations may result in suspension or discharge from the team.
3. Players must attend all practices and games. If a player is unable to attend, the coach must be notified by the player or parent directly. Disciplinary action for missing practice and/or games lies within the coach's authority.
4. Players should not arrive more than ten (10) minutes prior to practice and must leave immediately at the conclusion of practice.
5. Players who are absent from school more than half a day due to illness will not be allowed to participate in either practice or games on that same day.
6. Players are responsible for the uniforms that they are assigned. Uniforms belonging to the school must be returned at the end of the season, or a fee will be charged.

### ***Parents***

All parents of players participating in Blessed Sacrament athletic programs are expected to comply with the following policies:

1. Each child must have proof of a current (within the past year) physical examination and proof of insurance before s/he is allowed to practice.
2. Parents must sign the athletic permission slip prior to the first practice of each season.
3. Parents must also display good sportsmanship and Christian character at all times as role models for their children and representatives of our school. Parents who display inappropriate behavior may be banned from attending games or practices at the discretion of the athletic director, principal, and pastor. (August 2012)
4. An athletic fee is required of each child for each sport in which s/he participates during that school year. The athletic fee is waived for a student if his parent is coaching that sport. If a family is not able to pay, the fee can be waived by a written request from the parent to the principal.
5. Uniforms are purchased by the parents or borrowed from the school. All school-owned uniforms must be returned to the coach at the end of each season. A fee will be charged for outstanding uniforms.

## **BLESSED SACRAMENT PARENT/COACH COMMUNICATION GUIDELINES**

### **Parent/Coach Relationship**

Both parenting and coaching are extremely difficult vocations. By establishing an understanding of each position, we are better able to accept the actions of the other and provide benefits to our student athletes. As parents, when your son/daughter becomes involved in our programs, you have a right to understand all of the expectations. This begins with clear communication from the coach of your son's/daughter's program.

### **Communication You Should Expect From Your Son's/Daughter's Coach**

1. Philosophy of the coach
2. Expectations the coach has for the athlete as well as all players on the team
3. Locations and times of all practices and contests
4. Team requirements, i.e. fees, special equip., forms to be completed, etc.
5. Procedure should your son/daughter be injured during participation
6. Discipline that results in the denial of participation

### **Communication Coaches Expect From Parents**

1. Concerns expressed directly to the coach
2. Notification of any schedule conflicts well in advance
3. Specific concern in regard to a coach's philosophy and/or expectations
4. Health concerns

**As your sons/daughters become involved in the programs at Blessed Sacrament, they will experience some of the most rewarding and meaningful moments of their lives. It is important to understand there also may be times when problems arise. At these times, discussion with the coach is encouraged.** An appointment should be made with the coach rather than approaching a coach before, during, or after a contest or practice.

For the IESA teams, your child is not guaranteed playing time. Playing time is an issue left to the discretion of the coach. Coaches make judgment decisions based on what they believe to be the best for the student athletes and the team. It is appropriate for student athletes, rather than the parents, to ask the coach for suggestions of ways to improve in order to increase playing time. It is not appropriate for parents to discuss team strategy, play calling, and other student athletes with coaches.

### **What If The Meeting With The Coach Did Not Provide A Resolution?**

1. Call and set up an appointment with the athletic director to discuss the situation.
2. At this meeting the next appropriate step can be determined.

Since research indicates a student involved in extra-curricular activities has a greater chance for success during adulthood, these programs have been established and will be ongoing. Many of the character traits required to be a successful participant are exactly those that will promote a successful life during and following high school. We hope the information provided makes your son's/daughter's and your experience with Blessed Sacrament athletic programs less stressful and more enjoyable.