

Blessed Sacrament School Student/Parent Handbook

2019-2020



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Blessed Sacrament Community



August 2019

Dear Parents and Students,

Welcome to the Blessed Sacrament School Student/Parent Handbook. Policies, procedures, behavioral guidelines, dress code, uniform guidelines, and much more have been included. This handbook is for all Blessed Sacrament School students in **Preschool – 8th grade**.

Please review the handbook carefully with your child. Parents and students must sign the signature page at the end of the handbook and return it to school by **August 9, 2019**. A thorough understanding of, and willingness to follow our school's guidelines and policies will allow for a positive learning environment for all.

Necessary updates to this handbook will be posted on our school website throughout the school year.

As always, thank you for your support and your commitment to Blessed Sacrament School.

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Blessed Sacrament School

MISSION STATEMENT

Blessed Sacrament School, a parish sponsored preschool through eighth grade school, is guided by Catholic values. We foster a caring community, provide a high standard of excellence in education, empower students to develop God-given talents and enable them to be life long learners, problem solvers, and active participants in their world.

*Blessed Sacrament School is accredited
by the New England Association of Schools and Colleges*

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

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I. Parents'/Guardians' Role In Education

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

Good example is the strongest teacher. Your personal relationship with God, with each other, and with the Church community will affect the way your child relates to God and others. Ideals taught in school are not well rooted in the child unless these are nurtured by the example of good Catholic/Christian morality and by an honest personal relationship with God in your family life.

Once you have chosen to enter into a partnership with us at Blessed Sacrament School, we trust you will be loyal to this commitment. During these formative years (Preschool-8), your child needs constant support from both parents/guardians and school in order to develop his/her moral, intellectual, social, cultural, and physical endowment. Neither parents/guardians nor school can afford to doubt the sincerity of the efforts of their educational partner in the quest of challenging, yet nourishing, the student to reach his/her potential. It is vital that both parents/guardians and school remember that allowing oneself to be caught between the student and the other partner will never have positive results. To divide authority between school and home or within the home will only teach disrespect of all authority. **If there is an incident at school, you as parents/guardians must make investigation of the complete story your first step.** Evidence of mutual respect between parents/guardians and school will model good mature behavior and relationships. **Parents/guardians should contact the teacher involved with an issue BEFORE contacting the Principal or Pastor.**

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

It is essential that a child take responsibility for grades he/she has earned and be accountable for homework, long-term assignments, major tests, service projects, and all other assignments. This responsibility also extends to times of absence, and early dismissal when attending special events that require missing classes.

As we begin the new school year, the goal of the Blessed Sacrament Community is to have a strong working partnership with all of our families. However, in the rare case of a breakdown in this partnership, parents/guardians can be required to withdraw the child from our school.

II. Parents/Guardians As Partners

As partners in the educational process at Blessed Sacrament School, we ask parent/guardians:

1. To set rules, times, and limits so that your child:
 - Gets to bed early on school nights and has breakfast each morning
 - **Arrives at school on time** and is picked up on time at the end of the day (*all grades Preschool-Grade 8*)
 - Is dressed according to the school dress code
 - Completes assignments on time
 - Brings a healthy snack every day (Preschool-Grade 8)
 - Orders lunch or brings a nutritional bag lunch from home every day
2. **To actively participate in school activities such as Parent-Teacher Conferences, PTG events and school fundraisers**
3. To see that the student pays for any damage to school library books, textbooks or property due to carelessness, neglect or loss on the part of the student
4. To immediately notify the school office of any changes of address or important phone numbers
5. **To meet all financial obligations to the school on time** so not to prevent participation in activities, events or release of report cards and/or transfer of records
6. To inform the school of any special situations regarding the student's well-being, safety, health, or change in family dynamics
7. To empty backpacks/folders on a nightly basis, family envelopes on the night they are sent home, and complete and return to school any requested information promptly
8. To check and sign student planner on a nightly basis (all students Gr.1-4 and Gr. 5-8 if requested by teacher)
9. To read school notes and newsletters as well as visit the school website weekly to stay up to date and to show interest in the student's total education
10. To regularly check the school portal for your child's academic progress
11. To support the religious and educational goals of the school
12. To support and cooperate with the academic and discipline policies of the school
13. To support the Blessed Sacrament Community by sharing positive Christian dialogue about our Community and refrain from involvement in negative gossip or comments
14. To treat all students, teachers, staff, Principal, and Pastor with respect and courtesy *at all times as well as* when discussing student/family issues

It is expected that parents/guardians and teachers work together by encouraging and supporting school programs, policies and personnel. Christian courtesy and respect is to be given to all school employees at all times. Any unacceptable behavior is deemed to be a breach of this partnership and may result in a recommended transfer of the student. Please see Parental/Guardian Behavior under section IX. Discipline Section D on page 38 of this handbook for further information on this topic.

III. School Day Information and Rules

A. SCHOOL HOURS: *Regular School Days:*

7:45-2:00 Early Childhood Center (ECC)

7:45-2:15 Main Building & Grade 1

Early Dismissal Days:

7:45-11:00 (ECC)

7:45-11:15 Main Building

- 7:00-7:30am - Before School Care - **Arrival by 7:20** (Main Building for Preschool - 8)
- 7:15am - Breakfast Program - Arrival promptly at 7:15 at Main Building (**UPPER** parking lot entrance)
- 7:30am - Teacher supervision on school grounds (*students are not to arrive before this time*)
- 7:30am - Preschool students may enter their building and be escorted to their classrooms
- 7:45am - All K-8 students enter their buildings. **All students ARE TARDY AFTER 7:45 BELL: THIS INCLUDES PRESCHOOL STUDENTS**
- 11:30am - Preschool Dismissal for Half Day Students
- 2:00pm - Dismissal for Early Childhood Center (PreK & K)
- 2:15pm - Dismissal for Main Building & Grade 1

B. DAILY DROP-OFF PROCEDURE

EARLY CHILDHOOD CENTER (Preschool & Kindergarten)

Please **ENTER AND EXIT ONLY** using the driveway from Northampton Street next to the rectory. **PLEASE DO NOT DRIVE THROUGH CONES!!**

PreK3 students must be escorted to **door #6** at the front of the building. Students will be met at the door by their teacher and escorted to their classroom by a teacher aide **without a parent.**

PreK4 students must be escorted to door #5 in the alleyway where they will meet their teacher.

Kindergarten students must be walked to their building/line-up area where they will meet their teacher. Preschool and Kindergarten students are NEVER allowed to walk through the parking lot on their own.

***Please understand that these guidelines are to ensure the safety of everyone at Blessed Sacramento School**

***These guidelines must be followed even during bad weather!**

***Please DRIVE SLOWLY through our parking lots**

***NEVER DRIVE THROUGH CONES!**

***PLEASE TAKE RIGHT TURNS ONLY OUT OF PARKING LOTS**

***PLEASE BE PATIENT**

***PLEASE WATCH OUT FOR ALL OUR CHILDREN!!!**

MAIN BUILDING - GRADES 1-8

Please enter the first driveway closest to the church on Westfield Road and drive along the cones towards the Main Building. **THIS AREA IS FOR DROP-OFF ONLY.** Students must exit from the **PASSENGER SIDE ONLY** once the vehicle is at the end of the driveway.

Students must be prepared to exit the vehicle promptly. Students will walk up the Westfield Rd. sidewalk where there is a teacher on duty to the upper parking lot of the Main Building where teachers are on duty. **Students are not allowed to arrive on the playground until 7:30 when teacher supervision begins.** All students grades 2-8 will enter the Main Building from the upper parking lot entrance at the 7:45 bell. Grade 1 will enter the ECC building at door #5 in the alleyway escorted by a teacher.

ALL VEHICLES MUST EXIT THE 2ND DRIVEWAY and TAKE A RIGHT TURN ONLY OUT OF THE PARKING LOT to allow traffic to flow safely.

If you must park to help your child unload from the vehicle or to come into the school, please park in the Early Childhood Center parking lot using the driveway closest to the rectory. Families dropping off at both the ECC and Main Building must park at ECC and have your Grade 1-8 child walk up the alleyway to the upper parking lot where a teacher is on duty.

Parking is not allowed in the Main Building drop off area between 7:00am-8:00am unless using the Before School program.

C. DAILY PICK-UP PROCEDURE

All students must have a gold dismissal form on file that states their daily transportation information. All students will be dismissed according to this form unless **notified in advance with a written note from a parent/guardian.** **LAST MINUTE CALLS TO THE OFFICE TO CHANGE A PICK-UP PLAN ARE STRONGLY DISCOURAGED.**

****Pick-Up is promptly at 2:00/2:15pm**** A late fee at the hourly ASEC rate will be assessed for students picked up after their 2:00/2:15 pickup time

PRESCHOOL & KINDERGARTEN students can **ONLY** be picked up at their own building at 2:00pm. **GRADE 1 STUDENTS ARE PICKED UP AT THE MAIN BUILDING at 2:15pm.**

PRESCHOOL 3 students are dismissed at door #6 located at the front of the ECC building. Preschool 3 pick-up people will line up in a single file line on the front sidewalk at 2:00. The front door will be opened by a staff member when the children are ready for dismissal (please do not ring the bell). Once a student is “signed out” they must leave the building immediately through the front door as the ASEC program is preparing to start.

PRESCHOOL 4 students are dismissed at door #5 located on the side of the ECC building in the alley. **KINDERGARTEN** students are dismissed and exit at door #8 located behind the ECC building. **GRADE 1** students will be walked to the Main Building and escorted to the pick-up rooms for the 2:15 pick-up time. All students must be signed out by a parent/guardian or approved pick-up person. This procedure is for the safety of our students. **STUDENTS ARE NOT ALLOWED TO PLAY IN FRONT OF THE ECC OR IN/NEAR THE WOODED AREAS AFTER DISMISSAL FOR SAFETY REASONS. PLEASE DO NOT LET YOUR CHILD RUN ON THE PROPERTY, SWING ON THE TREE, ETC.**

PARKING FOR EARLY CHILDHOOD CENTER and the MAIN BUILDING PICK-UP are in the main church parking lot. Students are NEVER allowed to meet their ride in the parking lot. All students must be escorted to their pick-up vehicles by an adult. For safety reasons, please carefully supervise your child(ren) at all times before and after school in our parking lots and on our grounds. **PLEASE DO NOT LOITER WITH YOUR CHILDREN IN THE PARKING LOTS AFTER DISMISSAL. DO NOT PARK IN FIRE LANE.**

All Students:

- No child will be dismissed to any person who is not listed on their gold Dismissal Information form unless a separate written & signed note is sent in to school by a parent/guardian. Pick up person must be an adult or older sibling that has a valid state issued ID. Pick up people will be asked to show a picture ID if unknown to staff. Any other person must have prior approval from the Principal.
- Students are only dismissed to PARENTS unless a written note is received from the student's parent/guardian. Even if the pick-up person is listed on your child's dismissal form, a note is still needed.
- We are aware that circumstances happen during the day and changes to your child's dismissal plan may become necessary. **BUT...PLEASE LIMIT PHONE CALLS TO THE OFFICE WITH VERBAL CHANGES IN TRANSPORTATION.** This can cause much disruption and possible confusion to our end of day dismissal routine. **We cannot be held responsible when a change occurs without a written note in advance.**
- Students may not change mode of transportation without a written note from a parent and approved by the Principal.
- Bus students are not allowed to change busses or ride a bus that is not their own. Bus students may get off at a different bus stop **on their own route** if they have a **note from a parent and permission is granted by the Principal.** This is the bus company policy.
- Students are never allowed to walk home unaccompanied by an adult without a written note from a parent **and prior permission from the Principal.** Grades 1-4 students are not allowed to walk without an adult escort, but may walk with an older sibling if approved by the parent and the Principal.
- PLEASE USE FIRST NAMES AND LAST NAMES AS WELL AS DATES ON ALL TRANSPORTATION NOTES.
- **DO NOT EMAIL THE OFFICE** with transportation changes or with absent information. A staff member may not be available to receive the information.

D. DAILY DISMISSAL

“Pick-ups” should report to the designated pick-up rooms. **** Students must be picked up on time.**** Dismissal at ECC is promptly at 2:00pm. Dismissal at the Main Building is promptly at 2:15pm. If students are not picked up at the assigned time, the ASEC hourly rate will be charged as of 2:00/2:15pm.

The City of Holyoke provides free bus transportation for students in grades 6-8 **residing in Holyoke** who live 1½ miles or more from the school. Bus transportation is also provided for students in Kindergarten through Grade 5 **residing in Holyoke** who live 1 mile or more from the school. Please help our traffic flow by using the bus! Information on this may be obtained by contacting the Holyoke School Dept. Transportation Office at 557-4205. Bus schedules will be posted in local papers and on our website when they become available.

BUS BEHAVIOR: All students must have good bus behavior at all times. Riding the bus is a privilege and safety is the primary concern for our students. **Students must remain seated at all times while riding the bus.** If the school receives a warning from the bus company about a student's behavior, the parent/guardian will be notified. If a child has had one (1) warning pertaining to his/her behavior on the school bus, has been made aware of this warning and receives one (1) more complaint, he/she will not be allowed to ride the bus for up to five (5) school days. Any further complaints may result in loss of bus privileges for a longer period of

time and/or the duration of the school year. Parents will have to make arrangements to transport their child during a loss of bus privilege. Parents must emphasize the importance of appropriate language and proper behavior on the bus.

****The Principal reserves the right to suspend a student from the bus for inappropriate behavior/language without warning at any time.**

E. EARLY RELEASE DAY DISMISSAL

During scheduled early release days, the dismissal time is **11:00am** for Preschool & Kindergarten and **11:15am** for Grades 1-8. **Students must be picked up on time. Early release days are academic days for all students in Preschool - 8th grade. Please make every effort to have your child attend school on these days. Students are responsible for work missed on these days.**

A student must be in school for three (3) hours to be considered “present” for a day of school. Anything under three (3) hours will be recorded as an absence. If a student is tardy or dismissed early on an early release day, they will be considered absent.

When Mass is celebrated on Early Release Days, students are expected to remain until dismissal. NO DISMISSALS AFTER MASS.

The ASEC Program is available on select early release days. All students, including those that attend ASEC regularly, must pre-register for these special ASEC days. Registration forms will be posted on our website prior to early release days.

F. APPOINTMENTS/EARLY DISMISSAL

A student must submit a written request from his/her parent or guardian to the Principal for early dismissal. Students are not permitted to leave the school grounds alone for appointments or because of illness. Parents will be contacted when an ill student must be dismissed. A designated adult or older sibling with a valid state issued ID must come to the office to pick up children who are leaving early. **All medical and dental appointments should be made outside of school hours, unless it is an emergency.**

G. AFTER SCHOOL EXTENDED CARE (ASEC)

After School Extended Care is available each full day of school and select early release days. After School Extended Care runs from dismissal-5:30pm in the Early Childhood Center and/or the Main Building.

The fee for After School Extended Care is **\$8.00** per hour for one child, **\$10.00** per hour for two children, and **\$12.00** per hour for three children. **THERE IS A ONE-TIME \$10.00 ACTIVITY FEE PER FAMILY DUE AT TIME OF REGISTRATION.**

New ASEC students must complete and return all paperwork and activity fee 48 hours before joining the program to allow for proper staffing.

Students in grades 1-8 will have homework time. All students will have snack time and activity time as well as outdoor play time. When picking up their child, parents or designated adults must see a member of the staff to ensure that their child has been signed out, indicating the time of pickup. Pickup person must be prepared to show identification until the staff is familiar with them. Students are only dismissed to a parent or a **known** pickup person. Parents are responsible for providing a nutritious snack/beverage for their child every day as well as any supplies (including paper, pens & pencils) needed for homework time for grades 1-8. Kindergarten homework is not done at ASEC as parent interaction/supervision is needed.

The following is a full description of our ASEC Program and Guidelines for 2019-2020

After School Extended Care (ASEC) GUIDELINES

The Blessed Sacrament After School Extended Care Program is available to all of our Blessed Sacrament Students in Preschool through 8th Grade. We are open from dismissal until 5:30p.m. Monday through Friday and on select early release days.

ASEC starts for ALL GRADES Preschool - 8th grade on Monday, August 26, 2019.

***ASEC may close early or be cancelled due to inclement weather (predicted or current). Parents must be prepared to have someone pick up their child immediately upon being notified of ASEC closing.*

***Hourly Rates**

At the end of each month you will be billed for the service your child(ren) received for the previous month of child care. Your bill is calculated by the **amount of time** your child(ren) spends in the program. The hourly payment rate is **\$8.00** (1 child), **\$10.00** (2 children), and **\$12.00** (3 children). Your bill is calculated from the time of dismissal until you pick-up your child(ren).

If your child is attending an afterschool activity (Choir, clubs, etc.) you will not be charged during the time of the activity. There is a \$10.00 per family activity fee that is due with ASEC Registration Forms that are available on our school website.

***Billing System**

Bills are sent home in a separate "After School Extended Care" envelope most times on the first Wednesday of the month, usually in our school's Family Envelope. Bills are sent as close to the first of the month as possible. All ASEC bills will be due on the THURSDAY of the following week. If you are having difficulties paying your ASEC bill, please speak to the Principal so not to jeopardize your child's participation in ASEC and other activities and events.

***Payment Procedure**

Please utilize the special "ASEC" envelope to ensure payments are received and processed accurately. **Payments must be received by the 15th of the month at the latest. Payment deadlines must be adhered to every month. If you are late with your payment, you will get a past due amount included the next month's bill. However, if your payment is not received for two (2) consecutive months, your child may be removed from the program.**

*ASEC teachers cannot accept ASEC payments. Payments should be sent to school with your child to give to his/her homeroom teacher, who will forward the payment to the school office for processing.

** PAYMENT is preferred by check or money order. If paying by cash, you must pay at the office in person and obtain a receipt. Students cannot deliver cash payments.*

**A fee of \$20.00 will be charged on returned checks. Students are not able to attend ASEC if payments are not up to date.*

***Student Schedule**

New ASEC students must complete and return all paperwork and activity fee 48 hours before joining the program to allow for proper staffing. Students using the ASEC Program must

have all their ASEC Registration and Emergency paperwork completed and turned in before being able to begin at the program. If you need to send your child to ASEC on a day that they are not usually scheduled, please be sure to send a written note to school for your child's homeroom teacher and call the office so adequate supervision can be scheduled.

Parents are asked to do their best to adhere to listed departure times to ensure proper supervision coverage. If a change needs to be made to your departure schedule, please call the office.

All students must be picked up by 5:30pm at the latest. For every 15 minutes that the pickup person is late, there will be a \$20.00 fee. This fee must be paid before a student can return to ASEC.

***Behavior Policies**

Your child(ren) will be expected to behave in a respectful way during her/his stay in the program. If your child(ren) is unable to be cooperative, you will be notified by a staff member. Please make sure to discuss any incident that has been brought to your attention regarding her/his behavior. If the problem persists, your child(ren) will have to speak to the Principal and may not be able to attend ASEC for a period of time. Students with serious or continued behavior issues will not be able to attend ASEC.

Everyone is responsible to help maintain toys, games, materials, and outdoor equipment; which are used in ASEC. If your child(ren) is found responsible for losing or destroying materials, you will be required to reimburse the Program for replacement.

Please make sure your child(ren) understands that she/he needs to pick up any game, toy, art project, etc. that they are playing with prior to their departure. Everyone is responsible for the maintenance of each classroom.

Your child will have a scheduled quiet time to begin his/her homework assignments during ASEC from dismissal until 3:15pm for all students in grades 1-8. Persistent disruptive student behavior will result in a poor general conduct grade on the student's report card and possible dismissal from the ASEC program. Students must bring a book to school in case his/her homework is finished early. Any unfinished homework must be finished at home. Students are only allowed to work on homework during the scheduled time each day. Parents are responsible for "checking" nightly homework and making sure it is complete. **Students who arrive at ASEC after other after-school activities will not have homework time.**

All students must bring their own healthy snack and drink. Parents must supply their child with supplies (pens, pencils, and paper) to use at homework time (grades 1-8 only). Please do not send toys from home including but not limited to Baseball cards, Pokemon cards, toy trucks, etc.

***Important Policy**

In order to ensure the safety of all our students, all doors in both ASEC buildings will be locked **during our extended hours from dismissal – 5:30pm.**

***Pick-up Procedure**

All sign-outs for ASEC will now take place in the Main Building. Pick-up person must park in the front parking lot and walk up the alley to the upper parking lot behind the Main Building and ring the bell at door #3. You must sign your child out with a staff member and your child will be released to you. You must exit through door #3 only. Please do not park your car in the upper parking lot or the alley between the two school buildings because our students walk and play on the pavement in these areas.

Please share this important safety message with all of your child's pickup people.

H. BEFORE SCHOOL CARE (BSC)

Before School Care is available for all students (Preschool-Gr.8) from 7:00-7:30am. **Students must arrive before 7:20.** The program takes place in the Main Building. Parents escort their child(ren) to the front door and check in with the staff member on duty. Preschool and Kindergarten students are escorted to the ECC building at 7:30am, all other students are escorted to the playground at 7:30am.

The fee for BSC is a flat rate per morning of \$6.00 for one (1) child, \$8.00 for two (2) children, and \$10.00 for three (3) children. Invoices are sent monthly in a combined statement with ASEC.

Payment Procedure, Billing System & Behavior Policies for BSC are the same as those listed in the ASEC Guidelines.

The Before School Care program is CLOSED when school is delayed or cancelled.

I. ATTENDANCE

The law requires that children attend school regularly from the age of six until the age of sixteen. **It is the responsibility of the parents to see that their children attend school regularly and punctually.** Students cannot start the new school year until the proper medical and emergency forms are completed and returned to school. All financial obligations from the previous year must also be fulfilled.

It is important for children to understand that their education is a high priority, and that frequent tardiness/absenteeism is a detriment to learning. **Students may not attend any afterschool or school functions if they have been absent or dismissed on that day unless approved by the Principal.** This includes but is not limited to school dances, all clubs and school events.

When a student is sick and cannot report to school, a parent must notify the school before 8:30am. Please call the Main Building (536-2236) if your child will be absent. If the office does not receive a call by 8:30am, a parent will be contacted. **Emails are not accepted as notice of your child(rens) absence.** A phone call must be placed to the office. This policy is for the protection of the Blessed Sacrament School students.

If a student has a prolonged, doctor verified illness, a tutor from the public schools of the community of the student's residence may be provided.

Parents must make every effort to schedule vacations, trips, and days off around the school calendar. These absences are considered unexcused absences. Schoolwork is not given in advance of these absences.

Students absent from school for three (3) consecutive days must have a doctor's note upon their return to school.

Students absent from school nine (9) days per half year or eighteen (18) days for the year risk promotion to the next grade level and a report must be filed with the Diocesan Superintendent's office. This includes absences due to vacations, family events, and unexcused or excused illnesses. In extreme situations, the involvement of Diocesan School Officials and The Department of Children and Families may be necessary.

A student must be in school for three (3) hours to be considered "present" for a day of school. Anything under three (3) hours will be recorded as an absence. If a student is tardy or released early on an early release day, they will be considered absent.

J. TARDINESS

Any student who arrives at school late **must be signed in tardy by a parent/guardian at the Main Building office.** Preschool and Kindergarten students must be escorted to their

building by a parent after signing in tardy at the Main Building office. **STUDENTS CANNOT ENTER THE BUILDINGS ON THEIR OWN.** The student will be given a late slip to bring to his/her homeroom teacher, and then may go to the class in session.

Students and parents are reminded that absences and tardiness are recorded on the student's permanent record card.

TARDINESS IS DISRUPTIVE TO THE SCHOOL & CLASS ROUTINE REGARDLESS OF THE GRADE LEVEL. THIS INCLUDES PRESCHOOL STUDENTS.

Since we are a school and not a daycare, all Preschool/Kindergarten students must arrive by 7:45 at the latest. Families are not able to choose an arrival time after 7:45.

A detention will be issued each time a student in **Gr. 3-8** reaches three (3) unexcused tardies. ****FOUR (4) DETENTIONS (regardless of infraction) IN A SCHOOL YEAR WILL MAKE A STUDENT INELIGIBLE FOR ONE OR MORE EVENTS/ACTIVITIES. This may include but is not limited to field trips, dances, Carnival Day, Field Day, or other events/activities deemed appropriate by the Principal.****

An "excused" tardy is when a doctor's note accompanies a child when they arrive at school or when there is a bus or traffic issue approved by the school. Running late is not an excused tardy even when a parent calls ahead. **Tardies are cumulative.**

Students who arrive at school after 8:45am are not able to order hot lunch unless approved by the Principal or office staff.

K. NO SCHOOL/DELAY ANNOUNCEMENTS

School cancellations and delays due to inclement weather are based on the decision of the Holyoke Public Schools. If Holyoke Public Schools are announced as closed or delayed, then Blessed Sacrament School is closed or delayed. There will **NOT** be a separate listing for Blessed Sacrament School. We do not make ConnectEd calls for snow days, delays and cancellations.

Announcements are broadcasted on the radio on **WHYN AM 560** or **WHYN 93** and on the television on **WWLP CHANNEL 22** and **WGBY CHANNEL 40**. The information can also be obtained on the TV station websites. The school does not get advanced notice regarding delays and cancellations. We too have to watch/listen to television and radio reports.

PLEASE DO NOT CALL OR EMAIL THE STAFF, SCHOOL, CONVENT, OR RECTORY IN REGARDS TO NO SCHOOL/DELAY ANNOUNCEMENTS.

The Before School Care program is **CLOSED** when school is delayed or cancelled.

L. WEATHER ALERT

*The following weather alerts **DO NOT APPLY TO HEAT DAYS**. If Holyoke Public Schools cancels for a predicted **HEAT DAY**, Blessed Sacrament will still have school.*

When inclement weather is predicted or occurs during school, ASEC, or Clubs & Activities hours, please.....

*monitor television/radio for cancellation information

- if Holyoke Public Schools cancel after school activities in advance of the start of the school day, Blessed Sacrament will automatically cancel ASEC and all other after school activities & clubs.

- if Holyoke Public Schools cancel after school activities while we are in session, ASEC will close PROMPTLY at 3:45 and all other school activities & clubs will be cancelled.**

ASEC students who are not picked up on time may not be eligible to return to the ASEC program.

*have family and friends on stand-by (and listed as pick-up people for your child) ready to pick-up your child if you cannot get to ASEC by 3:45 or if your child's afterschool club/activity is cancelled

*individual calls WILL NOT BE PLACED to each family. It is the responsibility of the family to be monitoring television/radio and ConnectEd messages

*at times there may be a separate Blessed Sacrament listing for an early closing if we feel it is warranted and Holyoke Public Schools have not decided to close early

*we will try to put out a ConnectEd message regarding early closings whenever possible, but please monitor TV/radio

*be sure your work phone/email and cell phone information are updated and given to the school to be registered with our ConnectEd notification system

*text message alerts may occasionally be sent if we feel it is warranted

*have family and friends on stand-by who can pass along weather information to you should you not be near your phone/email

*cancellations are also listed on WGGB & WWLP websites too!

We thank you for your support with our WEATHER procedure to allow our families and staff to travel home safely! ☺

IV. General School Information

A. CLASSWORK/HOMEWORK & ABSENT/MAKE-UP WORK

Headings on all papers and assignments for all classes, including specials, should be the same for all grades 1-8. The following is an example of proper heading: (margins must be made with a ruler)

Name	Date
Blessed Sacrament School	Grade/Homeroom
Subject	
½ inch margin	½ inch margin

Homework is the reinforcement of classroom instruction. The respective teachers will assign homework according to the need of students. Parents (Grades 1-4) are required to check & sign the **Student Assignment Book**. Preschool 3 through 4th grade parents must **empty their child's take home folder every day**.

Nightly homework assignments should typically take the following amounts of time:

Grade K	15-20 minutes
Grades 1&2	30 minutes
Grades 3&4	45 minutes*

Grades 5&6 1 hour*
Grades 7&8 1 ½ hours*

*Studying for tests/quizzes and nightly reading may be in addition to these times

In grade **4**, four (4) missing assignments in the same subject will result in a detention and no credit for the assignment. ****FOUR (4) DETENTIONS (regardless of infraction) IN A SCHOOL YEAR WILL MAKE A STUDENT INELIGIBLE FOR ONE OR MORE EVENTS/ACTIVITIES. This may include but is not limited to field trips, dances, Carnival Day, Field Day, or other events/activities deemed appropriate by the Principal.****

In grades **5-8**, three (3) missing assignments in the same subject will result in a detention and no credit for the assignment. ****FOUR (4) DETENTIONS (regardless of infraction) IN A SCHOOL YEAR WILL MAKE A STUDENT INELIGIBLE FOR ONE OR MORE EVENTS/ACTIVITIES. This may include but is not limited to field trips, dances, Carnival Day, Field Day, or other events/activities deemed appropriate by the Principal.****

*****NO WORK IS GIVEN OUT IN ADVANCE OF ABSENCES*****

- **Main Building:** If a student is absent, parents may call and arrange to pick-up absent work. If a sibling is in the same building, efforts will be made to get the work to that child by the end of the day. Ultimately, it is the responsibility of the parent to pick up a child's homework. Any child who is absent for the day or is sent home due to illness may not come into the buildings to get their work.
- **ECC:** If a Kindergarten student is absent for five (5) days or more, parents may call and arrange to pick-up absent work. No absent work is given for Preschool students.

It is the responsibility of the student to have all homework and classwork made up within two (2) days of one (1) absence or a **zero (0)** will be earned for that assignment. Tests and quizzes must be made up after school and students should confirm day and times with subject teacher in advance. Classwork, tests, and quizzes are not made up during recess.

If a student is suspended from school, refuses to attend school, or has more than nine (9) unexcused absences in a half year or eighteen (18) in a school year, a **zero (0)** will be earned for all classwork, homework, tests, quizzes, and projects if/when a student is absent.

No amount of homework can replace direct classroom instruction; therefore, family vacations during school time are seriously discouraged. **No assignments will be given in advance.** Teachers are not responsible for keeping track of assignments for students who have been absent. **STUDENTS must make arrangements to have their work collected if they are going to be absent due to vacations.**

8th grade students who wish to “shadow” at a high school/prep school should make every effort to do so on a no-school day at Blessed Sacrament. If a student does miss school to a “shadow day”, they will be responsible for turning in projects/homework on time and taking exams as scheduled. "Shadow day" absences will be excused.

ALL HOMEWORK/PROJECTS NEED TO BE PRINTED AT HOME. Students must not come to the office asking to print work assignments due to home printers not working or being out of ink. School printers cannot be used for this purpose. Homework/projects/assignments are not excused for being late due to computer/printer issues. Please remind your child to plan ahead and not print homework/projects/assignments at the last minute.

B. PROGRESS REPORTS

Progress Reports are generated through the parent portal at the five week marking period. **It is the parents/guardians responsibility to check the portal mid-quarter to view their child's Progress Report.** Parents/guardians are responsible for checking their child's academic progress throughout the year via the portal. If there are concerns regarding your child's progress, please address it with the corresponding teacher. Teachers can be contacted by email. Teachers should respond within 24 hrs. of being contacted.

Parent/teacher conferences may be scheduled at anytime during the year to discuss the student's progress. Conferences may be requested by parent, teacher, or Principal. To request a conference, please send a note directly to the teacher you need to meet with.

C. REPORT CARDS

Report cards are issued three times per year for Kindergarten and four times per year for grades 1-8. Preschool students receive assessments at mid-year and at the end of the school year. Parents are requested to examine report cards carefully, sign the signature portion of the report and return it to school **on the next school day in the provided envelope.** Signing the report card does not indicate agreeing with the information on the report card, but rather that it was received by the parent.

Grade Scale (Grades 1-8)

A+ = 97-100

A = 93-96

A- = 90-92

B+ = 87-89

B = 83-86

B- = 80-82

C+ = 77-79

C = 73-76

C- = 70-72

D+ = 67-69

D = 63-66

D- = 60-62

F = Failure Failure to produce acceptable quality work, parent/teacher/student conference required, weekly after school help class required

S = Satisfactory/Meets expectations of the class

N = Needs improvement/Needs to improve skills

U = Unsatisfactory/Failure to produce acceptable quality work

Final report cards/assessments for the year will be mailed home. Report cards and permanent records are held if all materials are not returned (and in acceptable condition) and all financial obligations have not been met.

D. HONOR ROLL

In Grades 5-8 an honor roll will be released for each of the four marking periods. In order to attain **HIGH HONORS**, a student must receive all A's (A+, A, A-) for a grade, 1 or 2 in work habits, and all S's in conduct.

In order to attain **HONORS**, a student must receive all A's (A+, A, A-) and B+'s or B's in all subjects, 1or 2 in work habits, and all S's in conduct. (Note: B- **is not** included)

N's or U's in any subject will disqualify a student from Honor Roll.

COMMENDATIONS recognizes a student's overall "very good" conduct and effort in all subjects. Commendations are given to a student who has no grade lower than a C and 1, 2, and S's in all subjects.

A general conduct grade will be earned in grades 3-8. This will reflect the child's behavior and cooperation during non-academic time such as lunch, recess, bus, etc.

GENERAL CONDUCT GRADES WILL AFFECT A STUDENT'S ABILITY TO MAKE HONOR ROLL.

***Please note that SATISFACTORY (3) work habits will prevent a student from earning honor roll status. This reflects our Mission of providing a high standard of excellence in education for our students.**

E. CHEATING / PLAGIARISM / FORGERY

Plagiarism, forging of an adult's signature, copying from another person's work, as well as any other kind of behavior regarded as cheating WILL NOT BE TOLERATED. Parents will be notified when an infraction occurs. Students who choose to take part in any of these behaviors face earning a zero (0) for their grade as well as detention/possible suspension.

F. RETENTION

Any student who fails two (2) or more quarters in any major subject may be required to attend, complete, and pass summer sessions or tutoring in order to be considered for advancement to the next grade. A student failing two (2) major subjects for the year may face retention following a review of his/her performance by the Principal, teachers, and parents. If a student is significantly lacking in skills for the next grade, has more than nine (9) absences per half year, eighteen (18) absences for the year, or has an excess of twelve (12) tardies for the school year (excused or unexcused), retention will be a strong possibility. The final decision regarding promotion to the next grade is made by the Principal after much consultation with parents and teacher(s).

G. STANDARDIZED TESTING

Standardized tests are given in Grades 3-7 in the spring of each year. The IOWA Test of Basic Skills and the Cognitive Abilities Test are used to evaluate students' aptitude and achievement in basic learning areas. Results of this test are used to improve and evaluate curriculum and determine the needs of the individual student. The results become a part of the student's permanent record and a copy is sent to the parents.

It is very important that students are in attendance, well rested, eat breakfast, and have snacks/lunch on testing days.

Families must make every effort to be sure their student is in school on time and for the entire day during testing.

IOWA testing is scheduled for **March 2-20, 2020**. Please plan your family's schedule accordingly as students should not be absent. IOWAs **cannot** be made up after scheduled dates.

H. LITURGY AND SACRAMENTS

Liturgy plays an important part in the life of each student. Liturgical and Para liturgical services provide a setting for the development of a full Catholic life. The gathering of the Blessed Sacrament School family nourishes its members and unites them in Christian spirit.

We attend mass as a school community on the first day of school, on the last day of school, Holy Days of Obligation, the First Friday of every month, Thanksgiving and Christmas times, Ash Wednesday, and Mary Day. Other masses and services may be celebrated during the year including quarterly praying of the Rosary. All students are expected to be active participants

in our services and act in a reverent manner in our church. These actions will be reflected in the students Religion and General Conduct grade.

The Sacrament of Reconciliation is available during the liturgical seasons of Advent and Lent. Students are encouraged to receive the Sacrament of Reconciliation at other times during the year in their own parishes.

Full dress uniforms, which include the uniform shorts during fall and spring, must be worn on church/mass days. Gym uniforms may be worn if your child has Physical Education class on church/mass days unless it is a special liturgy day. Preschool students wear their daily school uniform on church/mass days.

Adults are asked to remember that when attending events in church, whether it is a mass, a special event or a graduation, all in attendance are reminded to act in a reverent manner. Picture taking should only be done from your seat and not interfere with the mass. Making of loud noises, whistling, and calling people's names is never appropriate in church. Family members are welcome to join us at our liturgical services and are asked to sit in the open sections of the church.

I. CONFERENCES

Conference requests can be made by teacher/parent at any time during the school year should the need arise. If you wish to request a conference, please send a note directly to the teacher you wish to meet with.

J. PARENT/GUARDIAN COMMUNICATION

- All teachers have a school email address for parent/guardian communication. Email addresses can be found on the faculty page on our school website. Teachers will check their emails daily and should respond within 24 hours. Please be advised that teachers do not necessarily have email access during the day except during their prep time which may not be an appropriate time for communication. *Therefore:*
- Teachers should be contacted at school for issues concerning daily activities, schedules, conferences, etc. Please send a note directly to the teacher to set up an appointment for a parent/teacher conference or phone conference regarding any issues, questions, or concerns you may have. Correspondence should be sent in an envelope and clearly marked with the teacher's name and grade. **Emails should never be sent TO THE OFFICE as a form of communication regarding school issues or to report an absence.**
- When a problem arises, **the first one to be contacted is the teacher**, the person most likely to have the accurate information and the truest picture of the situation. Only after contacting the teacher and attempting to work together to solve a problem should the Principal be contacted if dissatisfied with the situation.
- **Unscheduled drop-in visits/conversations are not appropriate before or after school or while a teacher is on duty.**
- Any money or checks sent in to school **MUST** be sent **IN AN ENVELOPE** and clearly marked with the child's name, grade and name of event being paid for. **Checks may not be combined for separate events and/or payments.** The school will not be held responsible for any lost checks/money if not sent in properly. A fee of \$20 will be incurred on any returned checks.

K. EXTRACURRICULAR ACTIVITIES

Students have the opportunity to participate in a variety of extracurricular activities as well as several activities that take place after school. They may include: Student Council, School

Dances, Choir, Day Brook Village (Intergenerational Mentoring), Spelling Bee, Running Club, and Instrumental Music. Students registered in the ASEC program may attend after an extracurricular activity.

Students may not attend any after school or evening school functions (i.e. rehearsals, dances, etc.) if they have been absent or were dismissed on that day unless approved by the Principal. Repeated tardiness can also prevent participation.

Participation in these activities is a privilege and will be withdrawn if there is any conduct unbecoming a student at Blessed Sacrament School.

Students who are suspended from school will not be able to attend school functions during the suspension and for a period of time after the suspension. Parents, student, and Principal will meet to discuss the length of time for loss of privileges.

Students who are having difficulty with behavior in school or at extracurricular activities will have their privileges suspended until a change of behavior is evident.

Students who are having academic difficulties may be asked to stop attending extracurricular activities until academic issues are remedied.

- Students staying after school for activities will be told in advance of the pick-up time.
- Students must be picked up on time from after school activities.
- Students must have a written note from a parent/guardian stating they have permission to stay after school. If a student does not have a note, they must go home by his/her usual means of transportation.

Students who are chronically late being picked up may not be allowed to continue in the after school activity including extra help class.

ALL FINANCIAL OBLIGATIONS MUST BE MET BEFORE PARTICIPATION IN ANY EXTRACURRICULAR ACTIVITIES, FIELD TRIPS, OR SPECIAL EVENTS.

L. EXTRA HELP

Teachers offer extra help in their subject areas after school. Please contact your child's teacher directly for more information and to make advance arrangements.

Students must have a written note from a parent/guardian stating they have permission to stay after school. If a student does not have a note, they must go home by his/her usual means of transportation.

M. STUDENT COUNCIL OFFICERS

Given that the role of "officer" is one of leadership, students in this position are held to a high standard and are expected to show in their academics and behavior that they have earned this leadership position.

Rules and Expectations of Officers:

1. Must always be in good academic and behavior standings. Earning detentions can prevent students from continuing as an officer
2. Must represent Blessed Sacrament School as a leader and role model to schoolmates, always acting appropriately, both in and outside of school.
3. Must always be up to date on school work and all assignments are handed in on time, so that when assigned to an activity teachers will always give permission to attend.
4. Must go to the teacher whose class will be missed and request permission to be excused and get the assignments from them for the work that will be missed. All work must be completed and handed in on the following school day.
5. Must attend meetings which will take place when necessary

6. Must work with fellow officers and advisors to plan events and set an example of leadership for the student body at Blessed Sacrament School.

Officers who do not follow the above rules and expectations can possibly be removed from office after meeting with advisors, parents, and the Principal.

A school suspension will result in an immediate suspension from the role of officer at Blessed Sacrament School. A meeting with the advisors, parents, and the Principal will be held to determine when/if reinstatement will occur.

N. FIELD TRIPS

Although field trips are an extension of our educational curriculum, they are considered a privilege to attend. A student's academic performance and behavior can result in a loss of privilege even if payment for the trip has already been made. Places are chosen for their value to an aspect of the curriculum. School sponsored field trips are under the supervision of school staff. Parents who have a current CORI and signed Code of Conduct on file and who have completed the online Virtus training are able to participate as chaperones when needed.

Siblings are not allowed to attend a field trip even if the parent is a chaperone. Family members who are not chaperones are **not** allowed to come to field trip destinations even if they provide their own transportation. Field trips must always be made on licensed buses and never in private vehicles.

Permission slips are sent home stating the specifics of the trip. A parent or guardian must sign and return the original form for the student to attend. Only the official school permission slip is acceptable and must be returned by the deadline stated. PHONE CALLS, EMAILS, AND FAXES CANNOT BE ACCEPTED AS FORMS OF LEGAL PERMISSION TO ATTEND A FIELD TRIP. One original permission slip per student is always required.

Costs of field trips are calculated in advance and based on participation of ALL STUDENTS, therefore, every student is expected to attend their field trips. Once funds are collected for field trips and events, there are no refunds. Students who do not attend scheduled field trips and events due to unexcused reasons or reasons not approved by the Principal are still expected to pay for their field trip. Because field trips are an extension of our educational curriculum, students who do not attend their field trips may also be subject to a zero (0) grade in a main subject for that day.

Preschool students who do not attend school on the day of a scheduled field trip are invited to attend and will also receive a permission slip.

A teacher and/or the Principal has the right to deny a student participation in a field trip if the student has/is not fulfilling their academic responsibilities, is having behavior issues or shows a lack of self-discipline including N's or U's on report card, and is unable to exhibit the cooperation and attitude necessary for successful participation in an event away from school.

****FOUR (4) DETENTIONS (regardless of infraction) IN A SCHOOL YEAR WILL MAKE A STUDENT INELIGIBLE FOR ONE OR MORE EVENTS/ACTIVITIES. This may include but is not limited to field trips, dances, Carnival Day, Field Day, or other events/activities deemed appropriate by the Principal.**** If a parent chooses not to allow their child to participate in a field trip or if the student loses field trip privileges, they must remain at home on field trip day. This day out of school is an unexcused absence.

FIELD TRIP ATTIRE: Not all field trips are dress down days. Appropriate attire will be based on the location and activities the students will be taking part in. If a field trip requires students to dress down for the day, all Student/Parent Handbook dress down rules apply. Families will be notified in advance as to the dress code for field trips.

CELL PHONE USE on field trips will be determined by the Principal.

All financial obligations must be up to date for students to participate in field trips and special events (including but not limited to tuition, ASEC/BSC payments, etc.) If you are experiencing financial difficulty regarding field trip payment, please call the Principal for confidential assistance.

O. SPECIAL EVENTS/ACTIVITIES ELIGIBILITY

Students may not be eligible to participate in special events, school activities, extracurricular activities, field trips, as well as end of year activities if they are having behavior or academic issues including missing assignments and if all financial obligations (tuition, ASEC/BSC payments, etc.) are not up to date. Detentions will also affect eligibility. **Please refer to our Detention policy on page 38.**

P. GRADE 8 GRADUATION REQUIREMENTS

Eighth grade students cannot attend any Grade 8 activity or be issued a diploma, and no records will be forwarded from Blessed Sacrament School unless all tuition payments and all other financial obligations have been met and all books and school materials have been returned.

Academic and behavior issues can also cause a student to be excluded from 8th grade activities including field trips, banquet, and graduation. Detentions will also affect grade 8 graduation requirements. **Please refer to our Detention policy on page 38.**

V. General Operating Procedures

A. SCHOOL VISITORS

All visitors MUST wear a visitors badge at all times.

- Main Building visitors must enter the building through the main entrance only and report directly to the office and sign in before going anywhere in the school.
- **Visitors to the Early Childhood Center must report to the Main Building office to sign in prior to visiting.**

B. TUITION

Families have two (2) options for payment of tuition.

- Payment in full by August 15th
- Enrollment in FACTS® Tuition Management Service

Students may not start a new school year if all financial obligations have not been met from the prior year. Report cards and transfer requests will be held for any non-paid tuition, ASEC/BSC payments or other financial obligations. Students are not able to participate in field trips and other school events during the school year if financial obligations are not being met. Please see the Principal for a confidential meeting if you are experiencing financial difficulties.

****All tuition and FACTS account information is handled through the parish business office. There are no transactions made through our school offices, only**

general inquiries. Any issues must be directed by email to Christine Strycharz, the Parish Business Manager at: cesbs@comcast.net

C. ADMISSION POLICY

New/Transfer students to Blessed Sacrament School must go through the following procedure:

1. Interview with the Principal.
2. Provide official copies of report card, discipline report, standardized testing, special education testing, and/or IEPs for review by Principal.
3. Tour of facility.
4. Informal or formal testing by classroom teacher may be required.
5. A shadowing day will be suggested and may be required.
6. Students accepted into Blessed Sacrament School will be on a probationary period for one complete marking term. This probationary period will allow us to assess the student's academic success, behavior, and social adjustment as well as their ability to be a positive and contributing member of Blessed Sacrament School. Students who exhibit difficulties in any of these areas may be asked to withdraw from Blessed Sacrament School.

D. STUDENT RECORDS/TRANSFER

Student records are confidential and kept in a locked fireproof cabinet in the office. "Request for Transfer of School Records" forms are available in the Main Building office. This form must be signed by a parent or guardian to expedite the transfer of records when students transfer into or out of Blessed Sacrament School. **If withdrawing mid-year or after re-registration in March, notification of withdrawal must be made to the Main Building office and a Request to Unenroll Form must be filled out by a parent/guardian prior to a transfer of student records.** Records will not be released for any student in Preschool-Grade 8 until all financial obligations have been met and all books and materials have been returned in acceptable condition. **All records must be mailed by our school directly to the next school placement.** Records are not given directly to parents.

E. LIBRARY

Please refer to our Library Use Policy at the end of this handbook for additional information and guidelines regarding our libraries.

1. Students use the library to take books out and must return them on the proper due date.
2. Students must leave the library in proper order – chairs pushed in, tables and books/bookcases orderly.
3. A book is subject to a replacement cost if book is lost, damaged or defaced. End of year report cards will be held for unreturned library books and/or books not replaced.

F. CORRESPONDENCE

A special large envelope is sent home bi-monthly with the youngest non-Preschool child in the family. (Envelopes are sent home with preschool students if the child is the ONLY family member at our school.) Please check our monthly school calendar on our website for dates when the envelope will be sent home.

It is important that parents read all material received in the school envelope and return any necessary correspondence. **Please SIGN THE ENVELOPE and RETURN IT TO SCHOOL ON THE NEXT SCHOOL DAY.** These envelopes are used all year so care should be taken with them. Families will be charged for a replacement envelope if their family envelope

is not returned before the next distribution date. **If the envelope is not returned, your family will not receive the next information packet.**

- Any money or checks sent in to school **MUST** be sent in a separate envelope and clearly marked with the child's name, grade and name of event being paid for. **Checks may not be combined for separate events and/or payments.** The school will not be held responsible for any lost checks/money if not sent in properly.

Our quarterly classroom news, school calendar and lunch menu can be found on our school website and is available to download and print. **Hard copies are not sent home.** Many other important notices will be posted on the website on a regular basis. Please be sure to check the website often for updates, changes, and the latest Blessed Sacrament news. Our school website is: www.blessedsacramentholyoke.org

G. BREAKFAST & LUNCH

Blessed Sacrament School is approved, through the Holyoke Public Schools, for the Community Eligibility Provision of the Healthy, Hunger-Free Kids Act, which is offered as part of the National School Lunch Program. This program allows every child in our school the option of receiving free lunch. This lunch program is provided by the Holyoke Public Schools. The menu is posted monthly on our school website.

Along with the free lunch program, we offer a healthy cold breakfast at no charge to any interested families. This program is available at 7:15am in the Main Building. Families must register in advance to utilize the breakfast program. Students from the ECC building who wish to participate will be walked to their building at 7:30. ***This program is separate from our Before School Program.*** Students in Breakfast Program are here to eat breakfast. If they don't eat, you will be charged for Before School time.

Breakfast program participants must arrive promptly at 7:15. **Drop-Off is at the Main Building UPPER parking lot entrance.**

Please fill out the form on our website under the Lunch Program tab if you wish to participate in the breakfast program. The program will begin on the first day of school, **Monday, August 26, 2019.**

ALL CLASSROOMS ARE NUT/PEANUT FREE DUE TO ALLERGIES. Students must not bring any kind of snack/food that contains nut/peanut butter ingredients. Sun butter is available through the lunch program daily.

Students may not bring glass containers or bottles, soft drinks, or candy to school for lunch or snack. **Parents must provide napkins and utensils for snack and lunch sent from home.** Parents may **not** bring lunches or drinks to school **from carry-out/fast food restaurants.**

Please make every effort to provide healthy snack and lunch choices for your child.

H. BACKPACKS

All students in preschool through 8th grade are required to bring a backpack to school. Backpacks should be large enough to hold a 9x11 folder and lunch bag. **Double strapped backpacks are preferred/recommended over messenger type bags.** If a student uses a messenger type bag, the bottom of the bag cannot hang below the knee for safety reasons. Messenger bags are not allowed for Preschool or Kindergarten students. Wheeled backpacks are not allowed for any student unless ordered by a doctor.

I. TEXTBOOKS/NOTEBOOKS/BINDERS

School books must be carried in a backpack in order to prevent them from being damaged. **Books must be covered at all times.** Teachers will let students know what type of cover is required for the textbooks. (Adhesive-type book covers are not allowed.)

Any lost, vandalized, or damaged textbooks must be paid for by the student. With the exception of necessary basic information (name, subject, homeroom, etc.) no other writing is allowed on the cover of books, notebooks, binders or backpacks.

Please check school approved supply list before purchasing supplies. Writing, drawing, or any materials deemed inappropriate or contrary to our Catholic mission are not tolerated in any form and may result in detention or suspension.

End of year report cards will be held for unreturned books and/or books not replaced or paid for due to being damaged, lost or defaced.

J. CELL PHONE/DEVICE/TELEPHONE USE POLICY

Cell phones have become a way of life, a technological convenience that has impacted most of our lives in one way or another. While we realize this fact, restrictions must be in place in our school environment. Cell phones or other communication devices are strongly discouraged at Blessed Sacrament School. If a cell phone is brought to school, it must be kept in the students' backpack in the **OFF** position. Blessed Sacrament School will not be held responsible for any damaged, lost or stolen personal property. Preschool, Kindergarten, and students in grades 1-4 are not allowed to have cell phones in their possession at any time.

Electronic devices, including ***but not limited to*** iPods, iWatches, pagers, laser pointers and cell phones, along with personal devices from home such as laptops/iPads, cameras, etc. cannot be used by students while in school, on school grounds, or at ASEC. (Personal devices from home must be approved by the Principal.) **Any use of a cell phone by a student during school hours will result in detention and/or suspension. This includes texting, emailing, messaging, recording or photographing of students, staff, or activities. NO CELL PHONE USE ALLOWED DURING SCHOOL!**

- **If a student in grade 5-8 needs a cell phone after school due to walking home from school or entering a house where no one is home, he/she MUST keep the cell phone in his/her backpack in the OFF position for the day. The phone cannot be removed from the backpack until off school property and/or school bus. If the phone is removed from the backpack at school or on the bus and turned on, it will be taken from them and it will be returned only to a parent.**

Cell phones and cameras **cannot be used on the bus** and must be in the “off” position. Disregard of this rule will result in detention, and/or suspension, and possible loss of bus privileges. The office telephone is for **EMERGENCY USE ONLY**. This means that it cannot be used for forgotten homework, books, etc., or going to a friend’s home after school.

AT THE PRINCIPAL'S DISCRETION, cell phones may be allowed on certain school field trips, off premise activities, and other school functions for the purpose of taking pictures. Cell phones should not be used on the bus when transporting to and from field trips/events. Social media usage, texting, and excessive use of cell phones during field trips/events will result in confiscation of the cell phone. Blessed Sacrament School will not be held liable for any unauthorized calls, texts, photos, or postings to social media that occur during school hours or during field trips/events. Any social conflict created by the use of cell phones must be kept outside our school environment.

While cell phones can be a safety/security tool, they can also be a detriment in the event of a building emergency and our protocol to manage such emergencies in a safe and effective manner. Please do not encourage cell phone use by texting or calling your child during school hours. Parents/guardians are urged to utilize the school phone to relay any messages that may be **urgent in nature** to your child.

By signing the last page of this handbook, parents/guardians & families agree to abide by this policy.

K. BIRTHDAYS/INVITATIONS

Please **do not** send invitations, thank you notes, goodie bags or birthday gifts (including balloons) to school. Exchange of these items must be done outside of school and off of school grounds. If you are unable to obtain classmate addresses, please contact the office for assistance.

Students may celebrate their birthday in school by “dressing down” and bringing in a birthday snack to share at snack or lunch time. Please speak to your homeroom teacher before planning to dress down and bringing in a birthday snack. **Snacks must be simple, pre-cut/packaged individual snacks. No cakes.** Please provide plates and/or napkins. Liquid refreshments must be individual pre-packaged. No jugs of liquid that require pouring into cups. Refrigeration/freezer is **NOT** available for snacks. **No dress down on mass days or special event/visitor days.**

Students with summer birthdays may celebrate their “half birthday” at school. Please notify your teacher when your half birthday is approaching. Summer birthdays will not be celebrated at the end of the school year. This includes ECC.

Parents/family members are not allowed to attend school birthday celebrations. Please deliver snack by 7:45am.

L. CHILD CUSTODY

The school recognizes that issues related to the legal and physical custody of students are complicated and can impact the student’s educational experience.

Parents and legal guardians of students are strongly encouraged to stay involved with their student’s academic progress. Unless a court decrees otherwise, and we have proof of such on file, either parent or legal guardian may view educational records and attend school functions or meetings regarding the student. Official notices and report cards will be sent to the parent or legal guardian with primary physical custody of the student during the school year and a copy will be made for the non-custodial parent, if allowed by the parent with sole custody or by court order.

It is the responsibility of the parent or legal guardian with primary physical custody to provide copies of current court orders to the school. **Child visitation and exchange of custody cannot take place during school hours or on school property. The school will assume no responsibility for enforcing visitation or custody orders and reserves the right to prohibit parents or legal guardians from entering school property if their conduct becomes disruptive to the school environment.** Concerns regarding court orders, custody and visitation should be directed to the school Principal.

M. SCHOOL BOARD

The Blessed Sacrament School Board is an advisory board that meets once a month. Current School Board members are:

- | | |
|----------------------------------------|-------------------------|
| * Fr. Robert Gentile, <i>Pastor</i> | * Mrs. Donna Farrell |
| * Mrs. Anne O'Connor, <i>Principal</i> | * Mrs. Barbara Griffin |
| * Mr. Peter Michaud, <i>Chair</i> | * Mr. Darby O'Brien |
| * Mr. Francis Kane | * Mrs. Judy Nadler |
| * Mr. Keith O'Connor | * Mrs. Amie Chrzanowski |

N. PARENT/TEACHER GUILD (PTG)

The Blessed Sacrament Parent/Teacher Guild is an essential part of our school community. The PTG generally meets on the third Tuesday of each month after our School Board meeting usually at 6:30 p.m. in the Main Building. Present at the meetings are the PTG Board members, any interested parents/guardians, Principal, and teacher representatives. This

guild fosters a spirit of loyalty to the school, offers financial assistance with extracurricular/educational programs, provides social activities for the school community, and assists in financial support of the school through fundraising. PTG has an obligation to contribute \$25,000 to the annual school budget. Family participation in all of our fundraisers is critical to meeting this goal while also enabling us to help fund special events. PTG may be reached by email at: blessedsacramentptg@gmail.com. PTG Officers for the 2019-2020 school year are:

- President: Amie Chrzanowski
- Vice-President: Jessica Wisniewski
- Secretary: Erin Griffin
- Treasurer: Marie Fallon

O. FUNDRAISING

Since tuition does not cover the entire cost of educating your child(ren), fundraising is necessary to maintaining our budget while also providing funds for special projects and events. Blessed Sacrament Parish subsidizes a large portion of this cost along with fundraising within the school. Our PTG is obligated to contribute to this bottom line as well, therefore making fundraising an integral part of our mission. **All families are expected to participate in our school fundraisers.** Failure to participate in our fundraising efforts may increase the cost of tuition and prevent us from providing much needed support for special projects and events. *If any family is experiencing financial difficulties that make it impossible to participate in a fundraiser, or you have an issue with our fundraising, please contact the Principal for a confidential conversation.*

P. ROOM PARENTS

Room Parents are parent volunteers from each homeroom who assist the teacher/school in coordinating activities and correspondence with other parents to share classroom and school news and events. **Room Parents are strongly encouraged to attend our monthly PTG meetings.** Active participation with our PTG enables you to collect important school information and pass along to your homeroom families. Each homeroom has one (1) room parent.

Q. GIFTS

In an effort to prevent any family from being put in an uncomfortable situation, parents are asked to refrain from soliciting funds from other parents for group gifts for faculty/staff or school families.

R. PETS/ANIMALS

Pets and animals are **NOT** allowed on school property from 7:00 a.m. to 5:30 p.m. or at any school event, function, activity, or activities where we represent the Blessed Sacrament Community. Students are not allowed to bring pets and animals to school for projects or show and tell.

VI. Health and Safety

A. EMERGENCY & TRANSPORTATION FORMS

Emergency & dismissal forms are included in the August mailing. Please return these forms by August 9, 2019. All forms must be completed thoroughly on **BOTH FRONT AND BACK**. It is imperative that these forms be completed and returned **BEFORE** the first day of school. **In case of an address change or change in phone number at home, cell or work, please notify the school office.** We must have up to date information in order to reach parents. Please list trusted family/friends who can take responsibility for your child should a parent be unavailable. Should a child need to leave school due to illness, he/she must be picked up within a reasonable period of time. Please print neatly on these forms so not to delay our ability to contact you. Please submit original forms. Emailed or faxed copies will not be accepted.

B. HEALTH

Our nurse is available at school from 9:45-12:45 to care for the needs of our Preschool-8th grade students. First Aid (immediate temporary care in case of accident or sudden illness) will be administered when necessary.

- CPR and first aid trained staff members are in all buildings and at ASEC/BSC
- After first aid treatment, parents are notified according to severity.
- If a student must be sent home, parents are notified to pick him/her up at the school office.
- When parents cannot be reached, person(s) listed on the emergency forms will be called to pick up the student.
- In case of an emergency situation, 911 will be called and a staff member will accompany the student to the hospital while the parent is being notified.

ILLNESS

If your child(ren) is sick or not feeling well, PLEASE KEEP THEM HOME for their own well being and for the health and safety of our school population. THERE IS NO PERFECT ATTENDANCE AWARD.

Students MUST be symptom free for 24 hours before returning to school. Students who are sent home during the school day with a fever will not be allowed to return to school the next day as this would not allow for the 24 hour protection of the entire school community. Students on antibiotics must take them for 24hrs. before returning to school.

SPECIAL HEALTH CONDITIONS

If your child has a chronic health condition of any kind, e.g. asthma, diabetes, seizures, allergy (food, insects, medicine, environment, etc.), please be sure the school office, homeroom teacher, and the nurse are made aware of the condition. A list of students with health problems is prepared annually and updated when necessary. This list is distributed to the staff to inform everyone of any special concern that would affect a child at school.

C. MEDICATION

Students who have a prescription for medication that must be taken during the school day must have an authorization form filled out by their physician. The medication must then be brought to school by the parent. Medications may be dispensed by the school nurse with written authorization from a physician. **Medications cannot be dispensed by any other school personnel.** If the school nurse is not present, the parent or an authorized adult other than school personnel may come to school to administer the medication to the student.

Inhalers and epi-pens are kept in the main office for grades 2-8 and at the ECC building for Preschool, Kindergarten and Grade 1. Students cannot have an inhaler or epi-pen on their person or in their backpacks. It is the responsibility of the parent to provide up-to-date inhalers and epi-pens and replace them before expiration as well as informing the school office of any change in medical status. **An additional inhaler and/or epi-pen MUST be provided for students attending ASEC/BSC and Breakfast Club.**

Over the counter medication cannot be brought to school by any student and cannot be dispensed by school personnel other than the school nurse. A parent or authorized adult may come to the office and give medication to the student there. A parent/guardian may complete a permission slip to allow the school nurse to dispense Tylenol, Advil, Calamine lotion, and antibiotic ointment as needed to your child. **Students are not allowed to have cough drops or throat lozenges at school.**

Grades 1-8 may use chap stick for acute issues only. It must be kept in the students backpack and **must never be shared.** Lip gloss and lipstick are not allowed. Preschool and Kindergarten students must leave their chap stick with the teacher in a baggie or envelope with their name on it.

D. COMMUNICABLE DISEASES & IMMUNIZATIONS

<u>DISEASE</u>	<u>MINIMUM PERIOD OF ISOLATION</u>
Strep Throat	May return after 24 hrs. on antibiotics
Pediculosis (Lice)	Until free from lice and nits (eggs) for 24 hours
Pink Eye	24 hours after start of antibiotic drops or ointment
Scarlet Fever	For 7 days without drug treatment or 24 hours after drug treatment has begun with treatment continuing at least 10 days

Please notify the school if your child has contracted a communicable disease

Students who are ill with a fever or sent home from school with a fever must be 24 hours fever free without the use of fever reducing medications before returning to school.

IMMUNIZATION REGULATIONS

Vaccination Requirements Per Massachusetts Law 105 CMR 220.000

<u>GRADE</u>	<u>VACCINATION REQUIREMENTS</u>
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PRESCHOOL	Hib: 1-4 doses (the number of doses is determined by individual vaccine product and the age at which series begins) DTaP: 4 doses Polio: 3 doses Hepatitis B: 3 doses* MMR: 1 dose, given on or after the 1st birthday* Varicella: 1 dose, given on or after the 1st birthday**
KINDERGARTEN - GRADE 6	DTaP: 5 doses Polio: 4 doses Hepatitis B: 3 doses* MMR: 2 doses* Varicella: 2 doses**
GRADES 7 & UP	Tdap: 1 dose Polio: 4 doses Hepatitis B: 3 doses* MMR: 2 doses* Varicella: 2 doses** Meningococcal: 1 dose

*Laboratory evidence of immunity is acceptable

**Previous history of chickenpox with verification and documentation from a healthcare provider, or laboratory evidence of immunity acceptable.

Documentation Requirements

-A lead test, with date and results, must be on file for students entering preschool and/or kindergarten.

-New students in any grade and/or students entering grades K, 1, 4, and 7 must have a current physical on file.

E. INSURANCE

All students must be fully covered under accident insurance. If a student does not have accident insurance, the parents/guardians must provide coverage through the Diocesan sponsored plan that is posted on our website. It is the responsibility of the parent/guardian to notify the school office if a change in insurance coverage/information occurs during the school year.

F. CRISIS MANAGEMENT PLAN

In keeping with citywide plans and in accordance with Diocesan regulations, Blessed Sacrament School has developed a Crisis Management Plan. All doors are locked and visitors **must** identify themselves to office personnel **before** entering the buildings. Volunteers/visitors must sign-in and out at the office and wear a visitor's badge at all times. Faculty and staff members wear ID badges. A crisis plan has been formulated, implemented, and practiced by staff and students.

G. SEED PROGRAM

Blessed Sacrament School participates the SEED (Safe Environment Every Day) program for grades 1-6 and the "Called to Protect" for Youth program for grades 7 & 8. The SEED program teaches children to identify, respond to, and report situations that might be harmful to them. The "Called to Protect" for Youth program teaches students about boundaries and abuse. Students learn how to respond to violations of these boundaries and how to report abuse. These programs will be taught in our Religion classes.

The mission of these programs is to help ensure the personal safety of children and youth through increased awareness, education, advocacy and action. The goal is to prevent all forms of child victimization by teaching our students how to recognize, interrupt and report inappropriate behaviors and situations.

VII. Dress Code **(Grades Preschool3 – 8)**

****All uniform purchases must be made through Blakes School Uniform Co.****

We have added a gray zip-up logo sweatshirt to the school uniform as an added option

Blessed Sacrament School requires that all students follow the uniform and dress code rules. If a student is not dressed appropriately, and/or not following the dress code guidelines, they may receive a dress code/uniform alert and possibly receive a detention. A parent/guardian may be called to bring appropriate clothes to school for the student in the event of an infraction to these guidelines. Families must adhere to the dates for summer/winter uniforms. **THE PRINCIPAL HAS THE RIGHT TO MAKE THE FINAL DETERMINATION AS TO WHAT IS APPROPRIATE IN ALL SITUATIONS REGARDING DRESS CODE AND APPEARANCE.**

- No coats or non-uniform sweaters or sweatshirts worn in school.
- Uniform gray crewneck, hooded, and zip-up sweatshirts may be worn indoors with polo shirts worn underneath. Students **MUST** wear the uniform polo shirt under the sweatshirts.
- No hats worn indoors. When outside, hats must be worn with the brim facing forward.
- Polo shirts may be untucked but cannot go below pleat on skirt or where pocket meets seam on shorts or pants.
- Uniforms must fit appropriately. Pants should not be baggy; skirts and jumpers must touch the top of kneecap.
- Only plain white shirts and undergarments may be worn under uniform shirts.
- Long sleeve shirts cannot be worn under short sleeve school shirts.
- No symbols or wording on clothing and footwear that are inconsistent with our Catholic mission. Clothing and footwear must not have any design that goes against our Catholic and morale values.
- Outerwear may not display the names of bands, alcohol, tobacco or any design that goes against our Catholic and morale values.
- Belts must be solid brown or solid black *with no designs or decorations.*

- No boots in school for Preschool & Kindergarten at any time
*Grades 1-8 may wear boots with a modest heel (1/2"-1") on designated dress down days only.
- No slippers or moccasin style shoes including Ugg moccasins at any time
- Pants must be worn on the hips and cannot show undergarments.
- No tattoos – permanent or temporary.

A. UNIFORM GUIDELINES

PRESCHOOL:

<u>BOYS:</u>	First Day of School – Oct. 15	Micromesh shorts w/ logo short sleeve t-shirt w/ logo
	October 16 - April 30	Sweatpants hem bottom w/ logo long or short sleeve t-shirt w/ logo
	May 1- end of school	Micromesh shorts w/ logo short sleeve t-shirt w/ logo
<u>GIRLS:</u>	First Day of School – Oct. 15	Short sleeve knit jumper w/ logo black bike shorts
	October 16 – April 30	Long or short sleeve knit jumper w/logo, black leggings
	May 1 - end of school	Short sleeve knit jumper w/ logo black bike shorts

*Preschool girls DO NOT wear tights. Black bike shorts or leggings must be worn according to dates listed above and purchased at Blakes. (Leggings may be worn on cooler days past April 30th.)

*Preschool girls wear their knit jumper on physical education day.

*All Preschool students may wear the Blessed Sacrament logo crewneck sweatshirt over their tee shirt or knit jumper in school if they are cold.

*Preschool girls may also wear the crewneck cardigan sweater w/logo.

*All items listed above must be purchased through Blakes School Uniform Company.

*On mass days, preschool students wear their usual daily uniform.

Sneakers: All preschool students must wear sneakers. Any sneakers except those with noise, lights or wheels may be worn. Rain boots and snow boots may be worn when necessary, but students must bring their sneakers with them or keep an extra pair at school to change into each day. Sneakers must be a matching identical pair.

Socks: (Boys & Girls) **SOLID WHITE OR BLACK ANKLE SOCKS WITH NO BRAND LOGO. (No-show socks are acceptable)**

KINDERGARTEN - Gr. 8

***Only our logo with the cross is acceptable.**

***Only Blakes uniform pants/shorts and gym wear are acceptable.**

Gym uniforms may be worn if your child has Physical Education class on church/mass days unless it is a special liturgy day. Preschool students wear their daily school uniform on church/mass days.

Boys (K-8)

- Khaki uniform pants purchased at Blakes
- Green polo shirt with school logo
- Dark green sweater only with white turtleneck and pants (v-neck, crewneck, sweater vest) turtleneck may not be worn alone
- Dark green “letterman” 2 pocket sweater 5-8
- Dark green fleece vest with school logo K-8 (with white turtleneck and pants only)

****Only plain white shirts and undergarments may be worn under uniform shirts.****

Sneakers: Any sneakers except those with noise, lights or wheels may be worn. Sneakers must be a matching identical pair. Slip-on shoes are not allowed for safety reasons (K-4).

Socks: **SOLID WHITE OR BLACK ANKLE SOCKS WITH NO BRAND LOGOS. (No-show socks are acceptable)**

Girls (K-8)

- Plaid uniform jumper (Gr. K-4) (must touch the top of kneecap) with white princess collar blouse (must be purchased at Blakes)
- Plaid uniform kilt or pleated skirt (Gr. 5-8) (must touch the top of kneecap) with grey polo shirt with school logo
- Black bike shorts (suggested and an acceptable part of dress uniform for girls K-8 purchased at Blakes...bike shorts can be worn under skirts all year)
- Crewneck cardigan button-down (Preschool-8), V-neck “letterman” 2 pocket sweater (5-8 only)
- Dark green fleece vest, sweater vest, crewneck pullover, v-neck pullover with school logo K-4 (with white turtleneck and pants only)

****Only plain white shirts and undergarments may be worn under uniform shirts.****

Sneakers: Any sneakers except those with noise, lights or wheels may be worn. Sneakers must be a matching identical pair. Slip-on shoes are not allowed for Gr. K-4 for safety reasons.

Socks: Dark green or gray knee socks; **SOLID WHITE OR BLACK ANKLE SOCKS WITH NO BRAND LOGOS. (No-show socks are acceptable)**
Black, grey, or dark green tights purchased from Blake's may be worn.

Shoes: Kindergarten and grades 1-4 girls **MUST** have a strap on their shoes or have shoes that tie, Velcro or buckle to keep foot in shoe. No slip-on shoes allowed for Gr. K-4 for safety reasons. Shoes must be flat with no heel.

Gr. 5-8 girls may not have a heel more than 1/2 inch on their shoes.

Winter Option (Girls K-8): November 15 through April 1 (Girls **MUST** wear their full dress uniform from Oct. 16 until Nov. 14 and then have the Winter Option)

- Khaki uniform pants purchased at Blakes (K-8)
- Long sleeve green polo with school logo (K-4) (worn with pants)
- Long sleeve gray polo with school logo (5-8)
- White turtleneck under green sweater options or with vest. Turtleneck may not be worn alone or with jumper. (K-4)

*Leggings may be worn under skirt/jumper Oct. 15th through April 30th (worn all day) for Grades K-8. Leggings must be purchased at Blakes. Leggings are acceptable as part of the full dress uniform. (Leggings may be worn on cooler days past April 30th.)

Summer Options (Boys and Girls K-8): These items can be worn in addition to the regular uniform from the **First day of school through October 15 and May 1 through the last day of school** (Girls MUST wear their full dress uniform from April 1 until April 30 and then have the Summer Option)

- Khaki uniform shorts (no more than 2 inches above knee) purchased at Blakes
- Green polo with school logo (Girls K-4, worn with khaki shorts)
- Green gym shorts on P.E. days
- Solid white or black ankle socks with no brand logos (**No-show socks are acceptable**)

Physical Education Classes (K-8) All K-8 students must wear the official gym clothing on P.E. days. Students not dressed in their gym clothing on P.E. days will be marked down which may affect their grade for Physical Education. Gym clothing must be purchased from Blakes.

P.E. Uniform (boys and girls)

- Grey t-shirt with school logo (long or short sleeve)
- Grey sweatshirt (crew or hoodie) with school logo (P.E. uniform t-shirt must be worn under sweatshirt)
- Green sweatpants – (K-4 with logo) (5-8 with Blessed Sacrament down the side)
- Green shorts with logo-must be an appropriate length (not more than 2 inches above knee) **Gym shorts can only be worn from the first day of school through October 15 and May 1 through the last day of school.**
- Solid white or black ankle socks with no brand logos (**No-show socks are acceptable**)

P.E. Uniforms must be clean and fit appropriately. Torn P.E. sweatpants must be replaced and cannot be worn.

***Preschool students wear their regular uniforms on Phys. Ed days**

B. HAIR/JEWELRY

Hair styles are to be modest. Bangs must be cut no longer than the bottom of the eyebrows. Hair must be away from the face and not falling into their eyes. **Boys' hair must not be longer than the top of their collar and out of their eyes.** Girls' hair must be fashioned so it is out of their eyes. **Neither girls nor boys may have their hair chemically colored or treated.** Mohawks, stenciling/designs, hair beading, feathers, and other hair decorations are not allowed. **Haircuts that are extreme in style are not allowed. The Principal has final discretion to what is appropriate.**

- Boys may not have facial hair. Sideburns cannot go below the middle of the ear.

- Boys may not wear earrings to school or to school events. Girls may wear only stud earrings. Jewelry should not impede ability to write or be a distraction. Jewelry must not be excessive.

Hair clips, headbands, barrettes, and hair ties must be one single solid color or matching plaid of school uniform. They must be plain with no decorations or embellishments. Uniform alerts will be sent when a violation occurs for ALL STUDENTS PREK3 - 8.

C. MAKE-UP/ACCESSORIES

Students in grades preschool through sixth grade are not allowed to wear make-up of any kind. Girls in grades 7 & 8 may wear a **very modest** amount of **natural looking** make-up. Eye liner or dark colored make-up of any kind is not allowed. **Artificial and/or long nails are not allowed.** Boys may not wear colored nail polish or makeup of any kind. Only clear contact lenses are allowed at school. **The Principal has final discretion to what is appropriate.** These guidelines are for all school and school sponsored events.

D. DRESS DOWN/UP DAYS

Shorts may not be worn after Oct. 15th or before May 1st

Clothing **NOT** permitted:

- No spandex shorts (uniform bike shorts are worn under skirt/jumper only)
- No short shorts or miniskirts (no more than 2" above the top of the knee)
- No leggings with short tops. Must wear a top that covers to mid-thigh.
- No halter, spaghetti or strapless tops
- No bare midriff, crop tops, or low cut tops
- No see-through or revealing clothing
- No profanity, drug, alcohol or tobacco ads, or band names on clothing
- No torn or cut clothes or clothes with holes including jeans.
- No baggy or tight clothes
- No sandals, flip-flops or crocs
- No slip-on shoes for Preschool students
- No boots in school for Preschool & Kindergarten at any time
**Grades 1-8 may wear boots with a modest heel (1/2"-1") on designated dress down days only.*
- No slippers or moccasin style shoes including Ugg moccasins at any time

Dress down may not take place on a day when we are attending Mass or having special visitors, or assemblies. This includes birthday dress down days. Please check with your teacher BEFORE dressing down.

Students, who do not follow the guidelines on dress down/up days, will not be able to participate in the next dress down/up day.

When a donation is required for a dress down day, any student who does not bring in their charity donation on or before the dress down day, will not be able to participate in the next dress down day. Parents are not allowed to bring in a change of clothes if a student forgets that it is a dress down day this includes Preschool and Kindergarten. Students must be responsible for bringing in the donation and are encouraged to earn the donation.

E. FIELD TRIP ATTIRE

Not all field trips are dress down days. Appropriate attire will be based on the location and activities the students will be taking part in. If a field trip requires students to dress down for the day, all Student/Parent Handbook dress down rules apply. Families will be notified in advance as to the dress code for field trips.

F. SCHOOL FUNCTIONS

Appropriate dress is expected at all school functions regardless of time or place. This includes school dances and/or school sponsored dances. When in doubt of what is appropriate, please check with teachers or the Principal.

G. LOST AND FOUND

Please label all clothing so it can be reunited with its owner. Lost clothing and other items will be kept for a reasonable time. When not retrieved after this time, the clothing will be donated to charity or disposed of.

VIII. Dress Down Agreement

All students/families must read this dress down agreement and *sign & return the signature page at the end of this handbook by August 9, 2019* to be able to participate in dress down days (including birthday dress down, paid dress down, special event, and field trips, etc.) We realize how much the children enjoy these special days and we are happy to be able to provide this “out of uniform” day for them.

It is important that all students adhere to the proper dress code for dress down days. When students do not follow appropriate dress code on dress down days, it becomes a problem that cuts into our educational time to deal with such issues. If we find that students are not adhering to the dress code on dress down days, we will discontinue dress down days which would include birthday dress down.

PLEASE REFER TO PAGE 34-35 OF THE STUDENT/PARENT HANDBOOK FOR ALL DRESS DOWN DAY RULES AND PROPER ATTIRE.

DRESS DOWN MAY NOT TAKE PLACE ON A DAY WHEN WE ARE ATTENDING MASS, HAVING SPECIAL EVENTS/VISITORS, OR HAVING AN ASSEMBLY. PLEASE CHECK WITH HOMEROOM TEACHER BEFORE USING A DRESS DOWN COUPON OR BIRTHDAY DRESS DOWN.

On Charity Dress Down Days, it is the responsibility of the student to bring payment to school on or before the dress down day. Students are encouraged to earn their dress down donation. Failure to bring in payment on time will result in the loss of the next dress down day. Parents are not allowed to bring in a change of clothes if the student forgets it's a dress down day.

We are grateful to those of you that take our dress codes seriously and appreciate being able to have dress down days! However, if we find that our educational time is taken up with dealing with dress down dress code issues, we will have no choice but to discontinue dress down days.

DRESS DOWN AGREEMENT

By signing the last page of this handbook, I understand the dress code requirements for my child to participate in dress down days. If my child is NOT

appropriately dressed for a dress down day, my child may receive a detention for not adhering to the dress down dress code, and/or not be allowed to participate in the next dress down day.

Students WILL NOT be able to participate in any dress down days if the signature page is not signed and returned.

IX. Discipline

A. CONDUCT

Students should always be respectful and act like Christians. Students should exhibit seriousness of purpose at school: during classes, in the halls between classes, at recess, in church, at field trips, special events, on the bus, and all school sponsored activities and events.

1. Language will always be appropriate.
2. **Gum chewing is prohibited** in school buildings, on school property, on the bus, and on field trips.
3. Fighting/aggressive behaviors are not allowed.
4. Markings, scratches or any type of destructive act on the buildings, desks, equipment, books, etc. will not be tolerated.
5. Unsafe/illegal items such as weapons, drugs, and alcohol are forbidden. Possession of any of these will involve suspension and possible expulsion, as well as notification to the authorities.
6. Be cooperative and respectful to teachers, staff, volunteers and administrators.
7. Respect the rights and property of others.
8. Students must respect the rules established by each teacher in the classroom and at Blessed Sacrament School in general.
9. Students must walk quietly and orderly in the halls at all times.
10. Courtesy to fellow students, faculty, staff, and any visitors or volunteers to the school is expected at all times.
11. Students are expected to treat substitutes with courtesy and be helpful and cooperative.
12. Disrupting class or breaking the rules of the school is never acceptable.
13. Taking/removing/concealing of any item that does not personally belong to the student will be considered stealing. Stealing will not be tolerated.

Failure to meet the general conduct expectations of Blessed Sacrament School, as well as any disrespect shown towards a teacher, staff, administrator or Pastor including, but not limited to the above listed behaviors will result in detention, suspension or expulsion.

B. DETENTION

Detention slips must be taken home, signed by parent/guardian and returned to the issuing teacher on the next school day. Signing a detention form simply signifies that the parent/guardian is aware of the detention being given. Detentions are served on certain Wednesdays until 3:15pm. Students serving detention are **NOT** allowed to work on homework. All detention students **MUST** be picked up promptly at 3:15 at the office. If the students is not picked up on time, they will be sent to the ASEC program and the parent/guardian will be billed accordingly. Students must be signed out of detention by their parent/guardian. Students may walk home if they have a written note from a parent/guardian.

Detention takes precedence over appointments, clubs, practices, lessons, tutoring, ballgames, etc. and cannot be rescheduled. If a student is absent on the day of their assigned detention due to illness, the detention will be reassigned. A student will be considered as “failing to attend detention” if they have missed detention.

****FOUR (4) DETENTIONS (regardless of infraction) IN A SCHOOL YEAR WILL MAKE A STUDENT INELIGIBLE FOR ONE OR MORE EVENTS/ACTIVITIES. This may include but is not limited to field trips, dances, Carnival Day, Field Day, or other events/activities deemed appropriate by the Principal.****

C. SUSPENSION AND EXPULSION

Unfortunately, cases arise that are not conducive to an atmosphere of learning or growth and development of Christian values. Consequently, suspensions are called for. Suspension is the temporary prohibition of a student’s attendance at school. The Diocesan Schools Office in Springfield must be notified of more than a one day suspension. In some cases, depending upon the circumstances, a representative from the Diocesan Schools Office will meet with the student involved, parent, teachers and Principal. According to the seriousness of the offense, probation or other disciplinary action could result.

Students who are suspended from school or are unable to display proper behavior in school will not be able to attend school functions/events/activities for a given period of time. Parent, student and Principal will meet to discuss the length of time for loss of privileges. **Students who are suspended will receive a zero for class work, homework, tests, and quizzes on the days they are suspended.**

When all other corrective measures have failed, expulsion from school will be considered. Expulsion is the permanent termination of a student’s enrollment from Blessed Sacrament School. The parent or guardian will be made aware of the procedures under the guidelines of the Diocesan Office. These procedures will always be followed if expulsion is considered. Full accounts will be given of this serious situation to the Pupil Services Department of the Diocesan Office. *There is no tuition refund for suspensions or expulsions.*

D. PARENT/GUARDIAN BEHAVIOR

It is expected that parents/guardians and teachers work together by encouraging and supporting school programs, policies and personnel. Christian courtesy and respect is to be given to all school employees at all times. The Principal may recommend transfer of a student when parents/guardians manifest any behaviors including but not limited to:

- behavior towards school personnel that is not respectful or is viewed as intimidating or threatening
- non-cooperative or insufficiently cooperative regarding a reasonable request by the Principal in matters concerning the student
- persistently and/or overtly uncooperative with school staff, policies, regulations, or programs
- have interfered in matters of school administration or discipline to the detriment of the school's ability to serve their own or other children
- have represented themselves to the school in a manner that contradicts Catholic principles
- have not satisfied the requirements of their financial obligations with the school

In the event that any of these behaviors becomes a problem, the Principal may recommend the student be transferred to another school on the grounds of unacceptable parental/guardian behavior. If at any time any behaviors instill in any employee a lack of personal safety or jeopardizes the safety of any employee or student, local authorities will be called.

E. FIGHTING

Early Childhood Center Students - No fighting will be tolerated anywhere on school property. At the first serious offense, the matter will be referred to the Principal.

Main Building Students - The first time a student is involved in a fight, as well as any subsequent time, the student will be suspended for a minimum of the duration of the current day and the next day of school. He/she will be responsible for calling his/her parents, who must then come to school and take the child home immediately.

Students who are suspended will receive a zero (0) for class work, homework, tests, and quizzes on the days they are suspended.

F. HARASSMENT

Any type of harassment (verbal, physical, sexual, or emotional), in any form, will not be tolerated. Harassment can be defined as aggression in which one child, or a group of children, engages in unprovoked and repeated physical, verbal, social, or emotional harm against another. Harassment differs from other forms of conflict in that the aggressors seek to gain power over their victims.

Harassment is an intentional behavior intended to disturb, upset, or threaten. It is a continuum of behaviors that ranges from name-calling to assault. There are two main types of harassing behavior. Physical harassment includes such tactics as tripping, kicking, stealing, and shoving. Emotional/social harassment includes gossiping, name-calling, publicly humiliating the victim, or convincing others to reject or isolate the victim. Students involved in any of these types of incidents (**seriously or in jest or online**) face detention, suspension, and/or other disciplinary action.

Engagement in online blogs and/or social media sites such as, but not limited to, MySpace.com®, Xanga®, Friendster®, Facebook®, Twitter®, Snapchat, Instagram, etc. may result in disciplinary actions if the content of the student's blog includes defamatory comments regarding the School, Faculty, Students, Administration, Pastor, or Parish, or if the matter is discussed during school.

The Principal will investigate all complaints of harassment.

The Police and the Diocesan Superintendent's office will be notified as necessary or immediately if a threat of harm is made against any individual or establishment whether seriously or in jest.

BULLYING

Bullying is a serious allegation and the words "Bully" and "Bullying" should never be used lightly. **Teasing and occasional mean or cruel behavior between students is not bullying.** When an act or acts of harassment become repeated (three or more times repeated by the same person) they may be considered bullying.

The following is a guideline to aid in understanding when an act is considered "bullying" as defined by Massachusetts State Law. Also included are parent and school responsibilities when bullying is suspected.

All suspected acts of bullying are investigated by the Principal. The police and the Diocesan Superintendent's Office will be notified if necessary.

IS THIS BULLYING? A GUIDE FOR PARENTS

For a behavior to be deemed "bullying," it needs to include **ALL** of the following elements (defined by Massachusetts State Law):

- Must be **repeated** (three or more) actions by one or more Aggressors
- Must be a written, verbal or electronic expression or a physical act or gesture or any combination thereof
- Must be directed at a Target so that it causes one or more of the following:
 - Physical or emotional harm to the Target;
 - Damage to the Target's property;
 - Places the Target in reasonable fear of harm to him/herself or of damage to his/her property;
 - Creates a hostile environment at school for the Target;
 - Infringes on the rights of the Target at school, **OR**
 - Materially and substantially disrupts the education process or the orderly operation of a school.
 - ❖ **One-time incidents** may be deliberately mean or cruel, but they **ARE NOT** bullying. Still, one-time incidents may be subject to school discipline as per the school's policy.

Parental Bullying Information Sheet When Should You Contact The School?

You should contact the school to inform them of a situation when:

The Situation	Your Role	What the School Can Do	What the School Cannot Do
Your child is afraid to see another child at school, or generally afraid to go to school because of any incident	Get as many specific details as possible about why this is occurring	They can create a Safety Plan for your child.	They cannot discuss with you any discussions or actions taken with other children, including the child your child is afraid of.
Your child reports to you an incident that occurred at school.	Be sure to get very specific information from your child about the incident.	They can take steps to ensure the safety of the children involved.	They cannot discuss with you the steps they take that involve any other child.
Your child reports to you that they've heard a rumor about a future incident that may occur at school.	Get as many specific details as possible.	Investigate the plausibility of the future incident and take appropriate actions	They cannot discuss with you their discussions with other children.
Your child reports to you that another child is being bullied at school.	Get as many specific details as possible.	Investigate the situation	Report back to you any outcome of the investigation.
You hear about a school bullying incident from any other credible source (e.g., from other children, or reading about it on your child's Facebook page, etc.)	Get as many specific details as possible.	Investigate the situation	Report back to you any outcome of the investigation, except for your child's part, if any.
If you have a serious disagreement about a disciplinary action taken by the school	If this is the case, begin by pursuing a private conversation with the school administration. Challenging the school's authority publicly to make such decisions will only, in the long run, lead to more disciplinary problems among children who will perceive that the adult community does not respect the school administration.		Educators are bound by policy. They may not be able to change an action if doing so violates the policy set by the Diocese.

If you wish to review the law, it may be accessed through:

*Law Enforcement Dimensions – This is the clearest and easiest to read.

* The actual bill is listed as Senate #2313

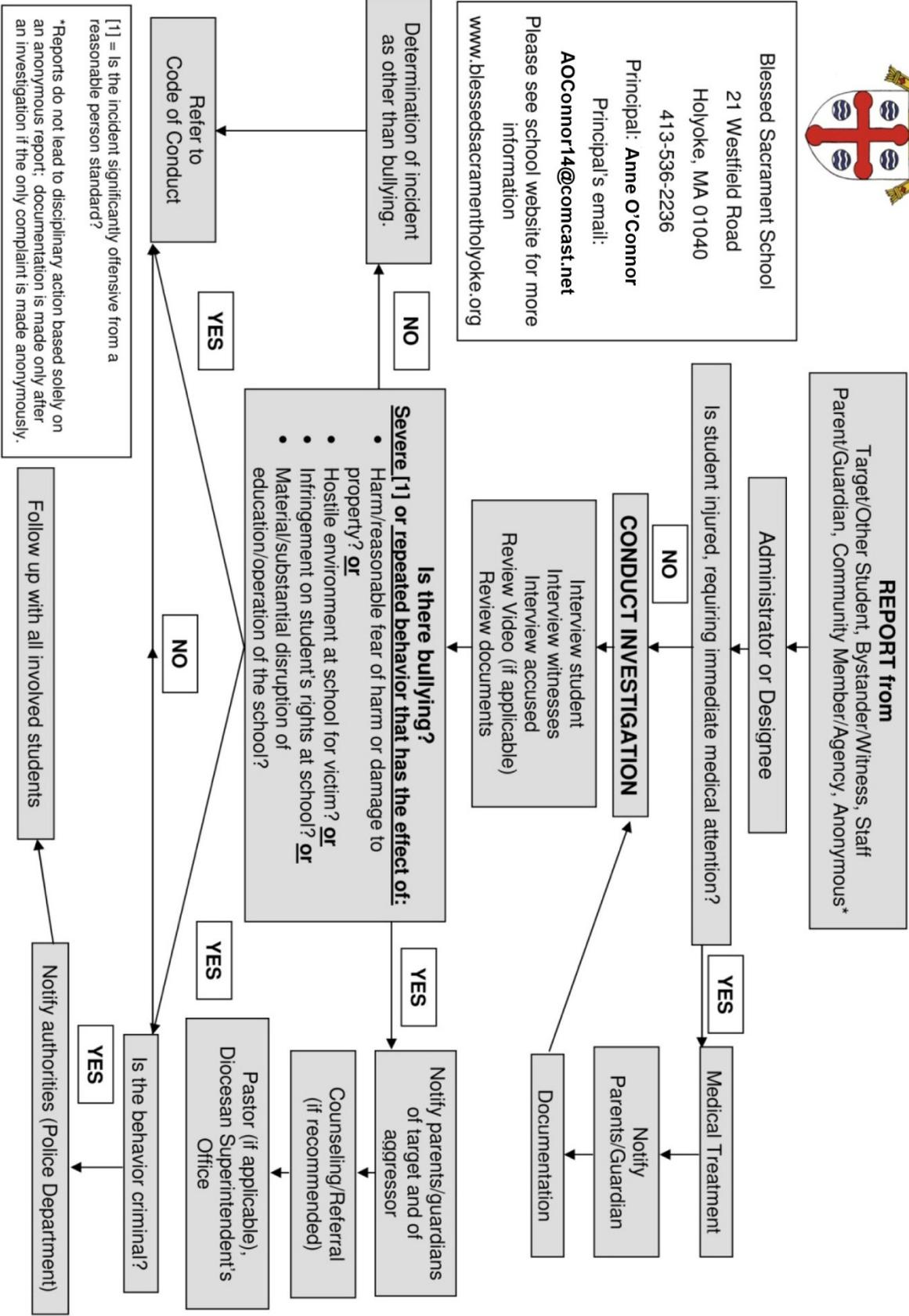
*Additional information concerning bullying and cyber bullying can be obtained through: Massachusetts Aggression Reduction Center at Bridgewater State College "MARC"

EXHIBIT A

**Catholic Schools – Diocese of Springfield
Bullying Incident Reporting Process**



Blessed Sacrament School
21 Westfield Road
Holyoke, MA 01040
413-536-2236
Principal: **Anne O'Connor**
Principal's email:
AOConnor14@comcast.net
Please see school website for more information
www.blessedsacramentholyoke.org



*Reports do not lead to disciplinary action based solely on an anonymous report; documentation is made only after an investigation if the only complaint is made anonymously.

G. SCHOOL AND THE LAW

Any unlawful act taking place on school grounds, busses or at school events not only makes a student subject to federal, state, and/or local laws, but may also result in dismissal from school. Students are warned against the possession of a weapon (i.e. knife, etc.) or any type of item which could be dangerous or injurious to students, staff, or property. Vandalism, theft, or the possession, sale or purchasing of drugs, alcohol and of illegal substances will not be tolerated.

Violation of any of the above laws will result in immediate suspension (in most cases a minimum of three (3) days) from Blessed Sacrament School and possible prosecution by the courts.

SEARCH POLICY

The Principal, in the exercise of the school's duty to enforce school discipline and protect the health and safety of the student body, has the right and duty to inspect and search school property and a student's possessions if there is a high degree of suspicion that drugs, weapons, other dangerous, illegal or prohibited items or stolen goods are likely to be found.

Ordinarily, inspection of personal property, (pockets, pocket books, backpacks, etc) is conducted with the student's knowledge, unless there is a compelling reason to believe that to delay the search would endanger the health and well being of the student, other students, or school staff.

When applicable, a witness may accompany the Principal or other school officials during a search of school property, and be present when it is necessary to search a student's property.

H. DRUGS, ALCOHOLIC BEVERAGES, SMOKING

Blessed Sacrament School is a SMOKE-FREE, DRUG-FREE, ALCOHOL-FREE environment. Drugs, alcoholic beverages, and smoking within the school, on the school bus, on school grounds, or at any school event or activities including field trips and off sight events are forbidden. Violators will be suspended from school until a conference with parents is held. Adults must also abide by the above mentioned regulations.

I. WEAPONS

Students are warned against the possession of weapons (knives, etc.) or any type of item which could be dangerous or injurious to students, staff, or property. Violation will result in immediate suspension from Blessed Sacrament School and possible prosecution by the courts.

J. VANDALISM/THEFT

Vandalism and theft/stealing will not be tolerated. A conference with student, parent, and Principal will be required as will the repair or replacement of the defaced or stolen item. Removal, concealing or taking of any item not belonging to an individual is considered theft/stealing. Suspension may also occur as well as possible prosecution by the courts.

K. GUM CHEWING

Gum chewing is not permitted anywhere in the school, on school property before, during, or after school, at the ASEC/BSC program, on the bus, or on field trips. Detention may be issued for gum chewing.

L. YARD RULES

1. Students are expected to remain on school property.
2. Students are expected to be courteous and polite to teachers, staff, members of the community, volunteers and fellow students.
3. Students must answer all bells/whistles promptly.
4. For reasons of personal safety and to prevent damage to the school, small balls, hard balls, Frisbees, and skateboards, etc., are not allowed.
5. Snowball throwing, kicking, or playing on snow/ice is absolutely forbidden before, during, and after school (including the ASEC/BSC programs).
6. Any toys or games that are brought to school for recess time are used at the discretion of the duty teacher and/or Principal. The student is responsible for any items brought to school.

*A student is a Blessed Sacrament School student at all times.
A student who engages in conduct, whether inside or outside the school,
that is detrimental to the reputation of the school,
may be disciplined by school officials.*

**In the absence of the Principal, designated staff members will assume the responsibility of
Acting Administrators.**

X. Computer, iPad and Internet Use Policy

All students/families must read this Computer, iPad and Internet Use Policy and sign & return the signature page at the end of this handbook by August 9, 2019.

Internet and computer access through Blessed Sacrament School is a **PRIVILEGE** offered to enhance your learning. It is not a right. Therefore, student access may be limited or revoked by school officials if this privilege is abused or violates acceptable use. Students engaged in unacceptable use of the Internet, computers and iPads will also be subject to disciplinary action.

All student use of computers, iPads, and the Internet is to be conducted under faculty supervision. Nevertheless, students are responsible for acceptable use of a computer network. The computer network is provided for students to conduct educational research and support educational endeavors.

Blessed Sacrament School believes that the benefits to students from access to information resources and opportunities for collaboration exceed any potential for abuse. Blessed Sacrament School maintains tools that are meant to block access to inappropriate sites. Ultimately, however, parent(s)/legal guardian(s) of minors are responsible for setting and conveying the standards that their children should follow when using computers, iPads, and the Internet.

Student Access

All students in Kindergarten through Grade 8 will take part in an annual grade-level appropriate discussion of Blessed Sacrament School policies and regulations with their teachers before being authorized to use the computers, iPads, and the Internet. Students are never allowed on Social Networks such as but not limited to Facebook, Twitter, Instagram, Snapchat, etc.

Access to Student Files

Students should have no expectation of privacy in the use of computers, iPads, and the Internet. Pursuant to local, state, and federal laws, administrators and staff may provide access to student files and records to law enforcement authorities. All files will be subject to the Blessed Sacrament School policies and regulations and local, state, and federal laws and regulations.

Personal Safety

Blessed Sacrament School in its commitment to promote a safe and secure learning environment, has filtering software that is designed to filter inappropriate sites. However, the filtering software cannot ensure that all inappropriate sites and images are blocked.

Students are expected to adhere to the Blessed Sacrament School policies and regulations. Any deliberate destruction, modification, and tampering of technology equipment will be subject to disciplinary action and/or referral to law enforcement authorities. Any activity which inhibits or interferes with the normal operation of the hardware and software which comprise the Blessed Sacrament Schools' computer network system is also subject to disciplinary action.

Acceptable Uses

1. Abiding by generally accepted rules of network etiquette including but not limited to; being polite, using appropriate language, respecting the privacy of other's work, and demonstrating courtesy toward others
2. Documenting and obeying the copyright laws
3. Reporting misuse of technology to appropriate school authorities
4. Using technology resources to ensure fair access to all students
5. Using computing and communications facilities in a manner consistent with local, state, and federal laws and policies
6. Notifying your teacher immediately if there is a problem with your computer or iPad, or if anything inappropriate appears on computers or iPads.

Unacceptable Uses

1. Providing private or personal information about yourself or others
2. Viewing or sending obscene or offensive material
3. Accessing another person's file or account, or opening another person's file without permission
4. Giving out your password to other students
5. Moving or unplugging other devices
6. Eating or drinking near or around the technology equipment
7. Violating the Blessed Sacrament School policies and regulations, engaging in racial or other forms of discrimination, including sexual harassment, hazing, plagiarism, cheating, or interfering with the rights of reproduction or transmission of material that is protected
8. Tampering with or accessing another person's flash drive
9. Accessing any social media sites, email accounts, or inappropriate material

Blessed Sacrament School makes every effort to ensure that inappropriate content is blocked on our school computers & iPads, but on rare instances, even our filters may not screen all items.

Students are expected to use best judgment at all times. Should a student come across inappropriate content, they are to alert the instructor immediately so the site may be blocked. Students should never share inappropriate information/materials with other students.

By signing the last page of this handbook, and as the parent/guardian, I (we) have read, discussed, and understand the Blessed Sacrament School Policy on Computer, iPad and Internet Use and we agree to abide by it. I grant permission for my child to access the network computer services and the Internet. I understand that individuals and families may be held liable for violations of the Computer, iPad and Internet Use Policy. I understand and agree that should my son/daughter fail to follow the rules as written, his/her privilege to use all technology may be taken away and I shall be jointly responsible for all repair and/or service cost incurred as a result of his/her intentional violation of this Acceptable Use Policy. I also understand that some materials on the Internet may be objectionable, but I accept responsibility for guidance of Internet use, settings and conveying standards for my daughter or son to follow when selection, sharing or exploring information and media.

XI. Library Use Policy

All students/families must read this Library Use Policy and sign & return the signature page at the end of this handbook by August 9, 2019.

Student: Please read with your parent/guardian.

1. First and Second Graders may borrow two books at a time from the library. Third and Fourth Graders may borrow three books at one time.
2. The class visits the library once a week. The student is responsible for returning the books he/she borrowed.
3. The due date can usually be found in/on the back cover of the book.
4. If the book is not returned within a few weeks, an overdue notice will be issued to the student through the library teacher.
5. The student will not be allowed to borrow any more books until the overdue books are returned.
6. Lost books should be paid for (replacement fee) or replaced with a new copy of the book

Parent/Guardian:

We recommend that:

- You develop a routine with your student to help them remember Library Day and bring their library books to school.
- The student make a special place to keep their library books at home (i.e., a basket by the bed).

If a book is significantly overdue or lost:

- Student check-out privileges will be temporarily suspended.
- The student should look in their backpack, in the classroom, in the car, and at home for overdue books.
- Notices about overdue items will be issued to the student through the library teacher.

If a book is not returned after an overdue notice has been sent home, we will presume the book is lost. At this point we will send a replacement notice home to the parent/guardian.

Options:

- Find the item quickly.
- Pay the replacement fee.
- Purchase a new replacement copy of the book for the library.

The cost of the book will be found on the replacement notice and can be paid in either cash or check. **Checks should be made payable to the Blessed Sacrament School. The fee or book should be given to the librarian.**



STUDENT/PARENT HANDBOOK SIGNATURE PAGE

The Principal retains the right to amend the handbook for just cause. Updates will be documented on the school website when made.

Please return this signed page to school by August 9, 2019.

Must be signed by all students in Preschool 3 - 8th grade

We have read this handbook and discussed its contents with my child/children. By signing below, we convey our understanding of its contents and our support of Blessed Sacramento School.

We agree to follow all the policies and guidelines of the Student /Parent handbook including the following pages and their content:

- ◆ Dress Down Agreement
- ◆ Computer & Internet Use Policy
- ◆ Library Use Policy

First Child's Own Signature Grade 2019-2020

Second Child's Own Signature Grade 2019-2020

Third Child's Own Signature Grade 2019-2020

Fourth Child's Own Signature Grade 2019-2020

Parent/Guardian Signature: _____ Date _____