

TABLE OF CONTENTS

Introduction	3
Philosophy.....	3
Religious Practice	3
Mission Statement.....	4
Goals and Objectives	4
Role of Parents	5
Complaints	5
Entrance and Registration.....	5
Child Custody/Protection.....	6
Student Transfer	6
Learning Conflict.....	6
Admission Priorities.....	7
Book Fees, Activity Fees and Tuition	7
Tuition Payment	7
Hot Lunch Program	8
Attendance and Absenteeism	8
Tardiness	8
School Hours.....	9
Arrival and Dismissal.....	9
School Visitors.....	9
Curriculum.....	10
Emergency Closing	10
Dress Code Policies.....	11
Possessions Brought to School	12
Library	12
Grading	12
Grading Scale.....	13
Awards	13
Promotion.....	13
Homework Assignments.....	13
Parent Teacher Conferences	14
Educational Field Trips.....	14
Standardized Testing	14
Telephone	15
Parties	15
School Insurance	15
Home School Association (P.A.T.T.).....	15
School Board.....	15
Playground	16
Fire, Tornado and Earthquake Drills	16
Health Services	16
First Aid	16
Head Lice	16

Discipline..... 17
General Rules of Conduct..... 17
Major Offenses..... 17
Suspension/Expulsion..... 18
Anti-Bullying Policy.....18
Parent Agreement Signature Page.....19

BLESSED SACRAMENT SCHOOL HANDBOOK

REVISED 2010

INTRODUCTION:

Blessed Sacrament Catholic School was founded in 1886. Blessed Sacrament provides educational and spiritual instruction for approximately 100 students, grades K-6. The school presently employs seven full-time classroom teachers, a principal, secretary, librarian, teacher's aides and instructors in music, computer science, religion, Spanish and physical education. The school board functions as an advisory group on matters pertaining to policies, budget and the selection of the principal for the school. Each board member is elected to a three year term and is committed to long range planning for the school's future.

Each classroom is self-contained, allowing for intensive instruction in a variety of subjects. Classrooms are furnished with audiovisual and computer equipment. Students have access to a computer lab with CD ROM capability, a 4000 volume library, a full service cafeteria, and a playground area.

Blessed Sacrament School is accredited by the *Arkansas Nonpublic Schools Accrediting Association (ANSAA)*. ANSAA is affiliated with the National Federation of Nonpublic Schools in Washington, D.C. Blessed Sacrament School also holds membership in the National Catholic Education Association (NCEA). Blessed Sacrament School is located within the Diocese of Little Rock and is subject to the policies and regulations set forth in the *Manual of Policies and Regulations for Elementary and Secondary Catholic Schools of Arkansas*.

PHILOSOPHY

Blessed Sacrament School is a Catholic institution, staffed by persons of professional competence, whose lives model religious values. It is an integral part of the parish and an extension of the home. Christian values are interwoven throughout the curriculum.

We recognize the rights of individuals as children of God who deserve honor and respect. We serve children regardless of race, creed, sex, and national or ethnic origin.

Blessed Sacrament School seeks to maintain academic excellence and impart Christian attitudes and values.

RELIGIOUS PRACTICE

The great truths of the Catholic faith must be taught in the home by parents first through example and by precept. Family prayer at home and at church must be emphasized, for it is one of the surest ways to develop a consciousness in children of the abiding presence of God.

MISSION STATEMENT

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

the inspiration for its students.

The purpose of Blessed Sacrament Catholic School is to provide a quality education by promoting academic achievement, self-discipline, and a firm foundation of Catholic Christian ethics.

GOALS AND OBJECTIVES

GOALS:

Broad goals of Blessed Sacrament School are to teach the gospel message, to build community, and to be of Christian service. Specific goals flow from the fundamental understanding of the school as a Christian educational community. The goals are as follows:

1. To create a Christian educational community where human knowledge, enlightened and enlivened by faith, is shared by teachers, students, and parents in a spirit of freedom and love.
2. To foster a Christian understanding and provide opportunities for personal commitment to religious values.
3. To help each student develop a positive attitude toward life-long education, including the power to think constructively, to solve problems and to reason independently.
4. To facilitate and improve the student's opportunity to learn.
5. To guide the student toward the spirit of freedom which recognizes the need for self-discipline and personal responsibility.
6. To provide quality education for all those children in the parish who desire to take advantage of such an opportunity.
7. To play a significant role in raising national levels of knowledge, competence and experience.

OBJECTIVES:

The fundamental objective of Blessed Sacrament School is to provide an educational experience that enhances the development of the whole child, spiritually, mentally, emotionally, and physically. The program objectives are:

1. To assist parents in providing a Christian education for their children.
2. To teach Catholic principles and Christian values.
3. To offer personal experiences in Christian living through liturgy, sacramental life, prayer, guidance and example.
4. To instruct in knowledge and skills, thus enabling students to actively participate in the parish community and in society.
5. To teach the students the dignity of the person.
6. To encourage teachers to become committed Christians and develop professional competence.

ROLE OF PARENTS

"Since parents have conferred life on their children, they have a most solemn obligation to educate their offspring. Hence, parents must be acknowledged as the first and foremost educators of their children. Their role as educators is so decisive that scarcely

anything can compensate for their failure in it. It is particularly in the Christian family, enriched by the grace and Sacrament of Matrimony that from their earliest years children should be taught, according to the faith received in Baptism, to have a knowledge of God, to worship Him, and to love their neighbor. While belonging primarily to the family, the task of imparting education requires the help of society as a whole. As for Catholic parents, the council calls to mind their duty to entrust their children to Catholic schools, when and where this is possible, to support such schools to the extent of their ability, and to work along with them for the welfare of their children."

Declaration of Christian Education
VATICAN COUNCIL II

COMPLAINTS

Any person feeling aggrieved concerning any matter connected with the school will contact the individual concerned before discussing it with others.

1. If a person has a complaint about a teacher, the individual will go first to the teacher to seek a solution to the problem.
2. If the matter cannot be resolved satisfactorily, the person will contact the principal for an appointment.
3. If the problem is still not resolved, the person will contact the pastor to discuss the matter.
4. If no solution is found to the problem, the matter will be referred to the superintendent.
5. **School board members are not to attempt to solve school problems but are to refer the aggrieved person to the above procedure.**

ENTRANCE AND REGISTRATION

Blessed Sacrament School admits students of both sexes, of any race, nationality, ethnic origin, or religion.

AGE: In compliance with Diocesan regulations, "No child shall be admitted to kindergarten unless he/she has attained the age of five (5) years (for Pre-k four years) on or before September 1 of such school year. No child shall be admitted to first grade unless he has attained the age of six years on or before September 1 of such school year."

All students entering Blessed Sacrament School must present a birth certificate and current immunization records, as well as records from the previous school.

Appropriate paper work should be presented for all Catholic students enrolled in school. This includes proof of registration at Blessed Sacrament Church or another Catholic Church, a baptism certificate, and a record of First Communion after the second grade.

Immunization:

Vaccine	Minimum # of doses required
Polio	3
DTP	3

MMR	2
Hepatitis B	3
Varicella (chickenpox)	1

These records must be presented to the school office prior to the student's entrance into Blessed Sacrament School.

CHILD CUSTODY / PROTECTION

In a family situation in which there is a custody issue the school must be made aware of the situation and have a copy of the legal custody papers on file in the office. Without the proper documentation the school can not limit a parent’s access to a child. This should be provided at the time of registration or when the situation develops and is the responsibility of the parent.

STUDENT TRANSFER

Students transferring from another school within the state or out-of-state, after the beginning of the school term, may be conditionally admitted. A maximum of thirty (30) calendar days shall be given for the parent to produce required permanent record, transcript, and health records. If records are not received within thirty (30) days, the school may dismiss the student. All transfer students will be on probation for four (4) weeks. A letter from the child's previous teacher(s) may also be requested. The administration reserves the right to dismiss a student who does not conform to the standards of a Catholic School.

Pre-Registration is held in the spring of each year. New students may register by calling and making an appointment with the principal.

EACH CATHOLIC FAMILY MUST BE REGISTERED AND ACTIVE AT BLESSED SACRAMENT OR ANOTHER CATHOLIC CHURCH IN THE AREA.

LEARNING CONFLICTS

Blessed Sacrament School attempts to respond to the needs of students with learning difficulties. Since we cannot offer a continuum of services, as financed through the public system under PL 94-142, the individuals with Disabilities Education Act, or Section 504, admissions are limited to students who are able to manage in a mainstream setting with a minimum of strategy training and simple modifications as outlined and agreed upon by the student, teacher, and parent using the Subject Modification Form in the diocesan policy handbook.

ADMISSION PRIORITIES:

1. Students from Catholic families of Blessed Sacrament Church who already have brothers or sisters in the school.
2. Students from Catholic families without brothers or sisters in the school.
3. Catholics from surrounding parishes.
4. Students from non-Catholic families who already have brothers or sisters in the school.
5. Students from non-Catholic families who do not have siblings in the school.

6. All other admission priorities will comply with the Admission Policy of the Diocesan School Handbook.

*A family is considered a Blessed Sacrament Church member if they are registered in the church office and attend mass over 50% of the time at Blessed Sacrament Church. (See tuition schedule.)

BOOK FEES, ACTIVITY FEES AND TUITION:

Book and Supply fees are collected during spring pre-registration. These fees are applied to the fall semester following registration and are non-refundable.

All textbooks are owned by the school. Workbooks and some supplies are furnished under the fees portion of the charges. Students are required to have a back pack for carrying books. Any student who loses or damages a book shall replace it at full cost. All textbooks are to be checked in with the teacher at the end of the school year.

Tuition is payable in one of the following plans:

1. paid by bank draft in a 10 month arrangement.
2. payment in full for the school year - a five percent discount credited to tuition that is paid in advance for the year.
3. payment by semester – due in August and January

If a family is having financial difficulties and cannot pay their tuition, they should contact the principal before their account is past due.

Scholarship assistance is available for those Catholic families who are in need. Scholarship applications may be picked-up in the principal's office or pastor's office prior to the opening of the school year. Announcements for application will be posted in the church bulletin. This information is kept strictly confidential.

TUITION PAYMENT

If for some reason a family is unable to pay the school the amount of money owed, the principal must be contacted within 30 days of the scheduled date of payment. At this time a payment schedule will be set up or necessary arrangements made. If the agreed upon plan is not followed by the family the situation will be turned over to the priest and the finance committee for further action. If an account is not paid in full the family will not be allowed to register for the following school year and services for the present school year can be discontinued.

HOT LUNCH PROGRAM

The hot lunch program of Blessed Sacrament School is approved by the Arkansas Board of Health. The cafeteria manager is able to keep the cost of lunches to a minimum because the school qualifies for government assistance. The government provides a reduced or free lunch program for children whose families qualify for such aid. Application forms will be sent home the first week of school. This information is confidential and is used solely by the office.

A meal plan is available to students and can be purchased by the year or semester. Students not purchasing the meal plan who would like to eat in the cafeteria may do so at an increased price. Students who need to purchase milk or juice to have

with a home lunch may do so in the cafeteria as needed.

If a guest would like to order a tray lunch from the cafeteria please call 932-8853 before 9:00 a.m. to order lunch.

If lunch is delivered to the cafeteria or office for the child, the student's lunch must be free from any fast food logos or wrappings.

Sodas are not considered part of a nutritional lunch and are therefore not allowed in the cafeteria for consumption by students.

ATTENDANCE AND ABSENTEEISM

Pupils are expected to be in attendance at all times when school is in session unless illness or an emergency prevents it. Generally, a pupil who has accumulated 25 days of absences during the school year should repeat the grade, or will be required to attend summer school. Proof of attendance at summer school must be presented at the time of fall registration.

At times, absence due to illness or family emergency is unavoidable. If a child is absent, please call the school office before 9:00 a.m. or send a note to the office via a brother or sister. When calling to report the absence, you may also request homework to be left in the office or sent home with a sibling or friend. The work may not be picked up in the office until after 2:00.

When requesting students to be signed out, the parent or authorized person must come to the office to request students to be signed out. Parents must also check through the office for any messages, books or any other items to be delivered to their child. Office personnel will make these deliveries for you. Parents are not to disturb the learning process by going to the classroom unless scheduled to do so by the teacher.

When parents take children out of school for vacations or trips, please contact the principal and classroom teacher in advance.

TARDINESS

Tardiness interferes with progress in the classroom and constitutes a disturbance for all members of the class. Parents should go to the office and sign in students arriving after the 8:00 tardy bell. Students who are consistently tardy or absent will be reported to the county truancy department.

SCHOOL HOURS

The school building is unlocked at 7:30. Parents are responsible for supervision of their child until he/she may come into the building at 7:30. It is important that all students be at school by 7:45 in order to promptly begin the teaching process by 8:00.

Students enter the classroom at 7:45 to prepare for the day and begin independent work. The 8:00 bell is the tardy bell.

Kindergarten and first graders, as well as all older brothers and sisters are dismissed at 2:50. All other students will be dismissed at 3:00. All students not picked up by 3:15 will be taken to aftercare. The school assumes responsibility for supervision of the students no longer than fifteen minutes before and after the regularly scheduled school day. (7:30-3:15). The fees associated with aftercare are the responsibility of the person picking up the student and are due at the time the child is picked up.

Playground equipment may not be used between the hours of 2:45 and 3:15.

ARRIVAL AND DISMISSAL

Please refer to the traffic plan (appendix A).

MORNING ARRIVAL: In the morning, parents may park on the parking lot and walk their child into the school building. However, please be mindful that parents are also dropping off students at the rear door and they may not see you walking across the parking lot. Remember, all teachers are on duty at this time, so teachers will not have conference time in the morning.

AFTERNOON DISMISSAL: During the afternoon dismissal, **children (even with parent escort) will NOT be allowed to be walked to any car on or off the parking lot.** If you wish to walk to the building to pick up your child, before returning to your car, both parent and child will need to wait under the awning until the parking lot is clear of moving cars. Even holding your child's hand to walk between or in front of cars is dangerous. Moving cars have been known to roll forward while the driving parent is turned around to talk to a student entering the car. If a parent needs to see a teacher, questions should be addressed after 3:00, or as prearranged with the teacher. Again, please refer to the traffic plan map.

SCHOOL VISITORS

ANY PERSON VISITING THE SCHOOL BETWEEN THE HOURS OF 7:45 AND 3:00 MUST CHECK IN THE OFFICE. The purpose of this procedure is to prevent interruptions during classroom instruction, to ensure that the office is aware of any visitors in the building, and to make the school environment as safe as possible for our students.

CURRICULUM

Blessed Sacrament School follows the Diocesan and Arkansas Non-Public School Accrediting Association requirements regarding basic materials, specific courses, and time allotments.

1. A planned instructional program will lead to discovering and developing the abilities of each student.
2. Blessed Sacrament School offers a balanced curriculum including religion, language arts, science, math, social studies, computer science, music, art, Spanish, and physical education.
3. A variety of extended curricular activities are also incorporated into the daily curriculum.

EMERGENCY CLOSING

In case of bad weather during the winter months, a decision concerning the

opening of school will be released over the radio (KFIN 107.9) and television (KAIT TV 8) by 7:00 a.m., or earlier if possible. If at any time Blessed Sacrament School is in session and other area schools are closed, it is the decision of the parent as to the safety of their travel route to and from school. If the parent chooses for the child to not attend on a day of inclement weather, please notify the school office. The student will be allowed to make up any missed work on the following day.

If freezing rain or other such inclement weather begins during the school day, parents may pick up their children early if they so desire. School closings during the school day will also be announced on the radio and TV 8. The school will remain open and someone will be here until regular closing time or until all of the children are picked up.

Blessed Sacrament School does not follow the Jonesboro Public School closing. Look for Blessed Sacrament to be announced separately.

DRESS CODE POLICIES

Uniforms are required for the students in Kindergarten thru 6th grade. Order forms for uniforms can be picked up in the school office. The uniform company will be on campus three times per year with stock items. Uniforms may also be ordered on line and shipped to the school. The uniform company is: The Toggery – 11220 Rodney Parham, Little Rock, AR 72212 Toll free # 1-800-207-8691 web page: thetoggeryar.com

Policies for all students

1. All students are expected to come to school neat and clean.
2. Shorts may **not** be worn during the months of December, January, or February, no matter what the temperature is.
3. Socks of a coordinating color (white, red, navy) are required to be worn at all times. Socks should be plain, with no pictures or logos.
4. Shoes with laces must be tied properly.
5. No shoes with openings in the heel or toe. No shoes with wheels or other “attachments” that will be a distraction or hazard during the school day.
6. All earrings should be small loops or studs. No dangle earrings allowed. Jewelry should be simple and not distracting to the student or others in the classroom.
7. Boys are to maintain hair styles with hair above the collar (this refers to the collar on the polo style shirt) and out of the eyes. No radical hair styles allowed, i.e.: rat-tails, pony tails, Mohawks and faux hawks, racing stripes, artificial color or dye. Hairstyles should be appropriate for a learning environment.
8. Girls' hair styles should be arranged off the face and out of the eyes. No hair wraps, scarves or beads are not to be worn to school. Hair accessories must coordinate with the school uniform. Hairstyles should be appropriate for a learning environment.
9. No skin tight pants or shorts allowed. Shorts are considered too tight if a #2 pencil is halfway inserted under the hem of the leg and will not fall out freely.
10. **No nail polish, make-up, or tattoos** allowed.
11. No hats or sunglasses, unless for a special occasion, designated by the teacher.

13. Scouting uniforms can be worn in lieu of school uniforms on scout meeting days only. The scouting uniforms must be recognized scout clothing items, available for purchase from the scout office, and comply with dress code regulations such as length and fit.

Policies for uniforms

1. Shirts are to be tucked in neatly.
2. Skort, knee length jumper, skirts, red knit shirts, tie-dye shirts & red sweatshirts are to be ordered from the uniform company. Skorts, skirts and jumpers must be plaid.
3. Navy blue dress slacks or navy blue walking shorts which are consistent in style and fabric with the uniform company items. (Cargo pants, carpenter pants, wind pants, bell bottom pants, etc. are not acceptable.) Shorts and skorts must be no shorter than 4 in. above the knee, while kneeling.
4. If you wish to wear the school uniform sweater or fleece vest they are to be purchased from the uniform company.
5. Shorts are to be worn under the skirt or jumper for P.E.
6. All shoes, socks, belts and other accessories (bows, barrettes, etc.) must coordinate with the uniform colors. Socks and belts must be a solid, coordinating color (navy, white or red.)
7. White Blessed Sacrament t-shirts (both short and long sleeve) and red Blessed Sacrament sweat shirts can be worn with the navy blue shorts or pants only. T-shirts may not be worn with jumpers, skirts, or skorts.
8. Tie-dye shirts may only be worn on Fridays.
9. No open toed or open heeled shoes.

Dress code for special purposes:

P.E.

1. All students are required to wear tennis shoes.
2. Girls should wear shorts underneath any skirt or jumper.
Note: Students will be instructed in P.E. during the first week of school.

Field Trips

All children wishing to participate in a planned field trip are required to adhere to the following dress codes. They are listed in order of preference.

1. Blessed Sacrament School t-shirt or sweatshirt worn with navy slacks or shorts, which adhere to the dress code policy.
2. Blessed Sacrament uniform.

Violation of Dress Code Policy:

1. First violation is a note from the teacher.
2. Second violation is a note from the teacher, signed by the principal.
3. Third violation, the parents will be notified by phone to either bring proper attire for

the student or to pick the student up from school.

****All final decisions concerning dress code enforcement will be the responsibility of the principal.**

POSSESSIONS BROUGHT TO SCHOOL

All items which a student brings to school or to the after-school program shall be marked with his/her name. (sweaters, sweatshirt, jackets, raincoats, book bags, lunch boxes etc.) If a child misplaces an article at school, he should check the lost and found box in the office.

Electronics such as: radios, i-pods, video games, tape recorders, and CD players shall not be brought to school without special permission and the approval of the teacher or after-school personnel. No weapons, real or toy, shall be allowed on the school property.

Students are not allowed to have cell phones in their possession during the school day.

Personal toys or games are not to be brought to school unless permission has been obtained in advance from the teacher.

No gum is allowed on the school premises.

Students are discouraged from bringing more money than is needed for lunch or other fees.

LIBRARY

If a book is lost or destroyed, the student will be responsible for the replacement cost. A fine is charged per day for overdue books. All records will be held until the matter is resolved. Overdue books and fines will need to be cleared prior to receiving report cards.

GRADING

Grades are determined by a combination of daily work and test scores. Therefore, it is imperative that students do the assignments and take the tests. It is the responsibility of the student and or parent to ask for any make-up work incurred by absence.

Report cards are distributed at the end of each quarter. Mid-term grade reports will be issued following the 5th week of each term. When failure is inevitable, parents shall be properly notified in advance.

All report cards require the signature of a parent before they are returned to the teacher. Parents should be aware of the times when report cards are distributed. The school calendar lists the end of each quarter and distribution dates for report cards.

GRADING SCALE

A Superior Achievement	93%-100%
B Above Average	85%-92%
C Average	77%-84%
D Passing	70%-76%
F Failing	Below 70%

AWARDS

Citizenship Awards are presented on a monthly basis.

Principal's List are given at the end of each 9 week period to students with all A's in the core curriculum.

Honor Roll awards are given at the end of each 9 week period to students with A's and one B in the core curriculum.

Merit Roll awards will be presented to 4th - 6th grade students earning A's and two B's. These awards are presented during children's mass.

PROMOTION

Promotion will be based on the passing mark of seventy percent. Two major subject failures constitute a grade failure unless they are made up during summer classes approved by the principal. Proof of attendance at summer school and passing marks will be presented to the principal before the student is promoted.

HOMEWORK ASSIGNMENTS

Homework assignments, whether written or study work, are a necessary part of each student's educational program. One of the most important objectives of education is to teach the student how to study. Parents can do a lot to help their child attain this objective by:

- Providing an atmosphere conducive to study
 - Scheduling a definite time for study
 - Showing an interest in the child's work
 - Realizing that homework does not solely consist of written work, but that both written work, and study work are important.
 - Expecting the child to have his assignment for homework written down
 - Checking with the teacher if the student repeatedly says he has no homework.
- Study times vary according to the needs of the individual child.

PARENT TEACHER CONFERENCES

Parent-Teacher conferences are held two times during the year, once in the fall and once in the spring. Additional conferences for individual students may be arranged if the teacher or parent indicates a need. At other times, if parents wish to consult with a teacher, please call the school office for an appointment.

EDUCATIONAL FIELD TRIPS

When a teacher plans a field trip for a class, a permission slip will be sent home. The parents must sign this note giving their child permission to participate in the field trip. The parents are asked to help with transportation.

Each child must wear a seat belt while being transported to and from the field trip destination. It is the responsibility of the person providing the transportation to make

sure each child is buckled up. The parent who is driving must sign a "Drivers Liability Form", given by the classroom teacher, stating that they do have a liability insurance policy on their car. Copies of the liability form, drivers' license and proof of insurance should be made in the office and placed in files for field trips. No parent or other adult if he/she has not had VIRTUS training will be allowed to be a chaperone or driver unless always accompanied by someone who has been Virtus trained.

Parents attending field trips are not to bring siblings. As a chaperone, the students and the teacher will need 100% of your attention.

Field trip cancellations or postponements will be the responsibility of the principal.

VIRTUS training is provided free of charge by Blessed Sacrament Church and is a requirement for all adults driving for field trips or those helping supervise children in the school or on field trips.

STANDARDIZED TESTING

The aim and purpose of this program is self-acceptance and self-direction of the individual. Each teacher views guidance as an essential part of her role. To assist the teacher in this role the Stanford 10 Test is administered to all students, beginning in the first grade thru the sixth grade. Kindergarten is administered a checklist throughout the year to show growth. The tests are administered in the spring of the year. The results are sent to the Diocesan Superintendent of Schools.

TELEPHONE

If you need to contact your child during the school day please leave the message with the secretary or principal and it will be delivered. We cannot call children or teachers to the phone during class hours unless it is an emergency. Please let your child know where you expect to be during the day in case we need to contact you. Students may use the phone in the school office in an emergency. Students will not be allowed to use the phone to make arrangements for activities that will occur outside the time frame of the school day.

PARTIES

Each classroom has two parties per year. These include a Christmas and a Valentine's Day party. Plans for the parties are made by the room mothers with the final approval of the classroom teacher.

Invitations to "private" student parties may be delivered at school provided each student in the class receives an invitation, or each child of the same gender receives an invitation.

If you wish to bring a snack for your child's birthday, please contact the classroom teacher in advance. Cupcakes, cookies, or other individual items are encouraged to make serving easier. Birthday parties will not be held at school.

SCHOOL INSURANCE

Since medical bills resulting from accidents to students at school are the responsibility of the parent/guardian, all parents/guardians of students attending Blessed Sacrament Catholic School are given the opportunity to purchase student accident insurance through the school. Application forms are sent home at the beginning of the school term. This policy may be secured at any time during the school year. Forms and applications are available in the office.

HOME SCHOOL ASSOCIATION-P.A.T.T. (PARENTS AND TEACHERS TOGETHER)

P.A.T.T. meets regularly. A notice will be sent home to the parents to inform them of the dates and items of the meetings and the special topics to be discussed or the events scheduled. Parents of children in the school are automatically members.

Parents and teachers are strongly encouraged to attend the meetings as they are a means of keeping open lines of communication between the home and school.

SCHOOL BOARD

Any adult member of Blessed Sacrament Church or Blessed Sacrament School parent is eligible for membership on the school board.

Members are selected for a period of three years with terms expiring in June. School Board Meetings are held one time each month at 12:00pm. Members are selected in the late spring.

PLAYGROUND

Playground supervision is conducted according to safety and health regulations. Pupils shall go outside during recess period during good weather. Please send your child dressed appropriately for outdoor play. The temperature outdoors must be above 32 degrees for outdoor recess. Wind-chill factor is taken into consideration on extremely cold days. No pupil is to enter the building during recess period without permission from the duty teacher. If for health reasons a child cannot go outside, a written note (from the parents and or physician) to this effect is required.

FIRE, TORNADO AND EARTHQUAKE DRILLS

Fire drills will be conducted once a month. Students will be informed of the fire exit plans. Tornado drills are conducted several times during the school year. Earthquake drills are conducted at least twice a year.

HEALTH SERVICES

Vision and hearing tests are administered to all students. Scoliosis screening is conducted in grades 5 and 6 and is required by state law. Parents are notified prior to the screening process. Other screening tests needed for the well being of the students are set up through the County Health Department. Special screening tests are arranged according to the needs of the student with the assistance of the Craighead County Health Department, or other health professionals in the community.

If the teacher feels the student is in need of attention prior to the screening, she may require screening to be provided by the parents.

School personnel or administration will not be responsible for the administration of

medicine when a child is ill.

Please refrain from sending your child to school if they are running a fever or are ill. Children should be fever free for 24 hours before returning to school. Children showing signs of illness such as fever, vomiting, etc. will be sent home.

FIRST AID

Minor accidents are taken care of by the school staff. In case of serious accidents, when parents cannot be contacted immediately, the designated physician will be called, and the student will be taken to St. Bernard's Regional Medical Center.

HEAD LICE

Children will be checked as needed for head lice. If a student has head lice he/she will be sent home immediately for treatment. Upon return to school, he/she must present proof of treatment, such as a box top from a special anti-lice shampoo or a note from a doctor. Home remedies will not be accepted. The child will then be rechecked and if there are any remaining lice and or nits, he/she will not be readmitted to school until they have been retreated and the lice and or nits removed.

DISCIPLINE

The main purpose of effective discipline at Blessed Sacrament School is to train the pupils in self-discipline. Self-control on the part of the students is essential to good classroom order. To bring this about, the school has imposed regulations which every student is expected to follow.

Students are to be courteous at all times. Reasonable quiet, conducive to study and good order, is expected. A learning atmosphere and discipline are practically synonymous.

It is our desire to instill respect for authority and for the rights of others. Students must fully understand that any teacher has the authority to correct misconduct at any time.

One of the valuable assets of a Catholic education is to instill in our students self-discipline. Should corrective measures be needed, constructive and positive measures shall be used. A consultation with the parents shall be requested if a major problem arises. Parents, working as a team with the teacher and principal, are of vital importance.

GENERAL RULES OF CONDUCT

In order to foster a positive learning environment for our students, the following rules of conduct are established:

1. Students are to be respectful of others.
2. Students are to be respectful of authority.
3. After school hours, students are not permitted in the school building without adult supervision.
4. Students should show a respect for the church and school property.
5. Students must follow the rules set forth in their classrooms.

MAJOR OFFENSES

1. Defiance of school authority.
2. Profanity, verbal abuse, obscene gestures or conduct.
3. Willful destruction or defacing of school or church property.
4. Consistent lack of cooperation, either within or outside the classroom.
5. Bringing or using alcohol, tobacco in any form, and or illegal drugs on school property.
6. Bringing pocket knives, slingshots, firearms, or any type of weapon to school.
7. Fighting.
8. Cruelty to or bullying of other students.
9. Leaving campus or designated area without permission.

If a student commits a major offense, appropriate consequences will be given.

SUSPENSION/EXPULSION

Suspension is defined as the temporary exclusion of a student from a school for disciplinary reasons. Suspension from the school will be the decision of the principal in consultation with the Pastor. Students may be suspended for serious reasons by the principal for a period of time not to exceed ten days. The principal will notify the student and the student's parents or guardian of the reason for the suspension, the time of the suspension, and the requirements for reinstatement. (Diocesan Handbook) The student will receive 0's on all work conducted during their suspension. If for some reason "in school suspension" arrangements are made for a student, the student will be required to complete missed work during the "in school suspension" time. Grades shall be taken from all completed and non-completed work.

Expulsion is defined as the permanent dismissal of a student from school. Expulsion from school will be the decision of the principal in consultation with the Pastor. Notification of this expulsion will be sent to the school board president. A written report containing reasons for the expulsion will be sent to the student's parents or guardian and to the Diocesan Superintendent's Office. The written report to parents will contain the information concerning the process of appeal. If parents wish to appeal the decision, they may contact the local school board and request a hearing with the arbitration committee (Diocesan Handbook)

ANTI-BULLYING POLICY

Bullying is a destructive behavior, which can be written, verbal, or a physical act, which causes fear or distress to another. Blessed Sacrament School will not tolerate such behavior. Students who believe a bully has victimized them, or parents who believe their children have been victimized, should contact a school authority. (Teacher, Administrator, or Priest)

A student found in violation of this policy will be subject to disciplinary action that

is appropriate to the degree of seriousness of the bullying behavior. (These consequences range from a minimum of a conference to a maximum of expulsion, dependent on the severity of the act.)

BLESSED SACRAMENT SCHOOL
Parent Agreement - Handbook

As a parent/guardian I agree to abide by the procedures and regulations set forth in this handbook. I understand that both parents/guardians, as well as students, are responsible for an awareness of the information in this document and conformity to its guidelines.

All parties agree to support the policies of Blessed Sacrament School and this contract shall be declared void if there ceases to be support for the school in either words, deeds, or both.

Parent/guardian signature Date _____

Student's name(s) _____

*Please sign and return to homeroom teacher.

