

Blessed Sacrament School Administration

A. SUPERINTENDENT (Dr. Guadalupe Perez)

The Superintendent of Catholic Schools, appointed by the Bishop, is the chief executive officer of the Catholic Schools Office. The Superintendent represents the Bishop in preserving and promoting the teaching of Catholic doctrine in regards to faith, morals and liturgical policies.

B. PASTOR (Fr. Wojciech Przystasz, Administrator)

The Pastor is the person ultimately responsible for the successful operation of the school according to the stipulations of the Diocesan Office of Education and the Texas Catholic Conference Education Department. The Pastor is in a unique position to promote the parochial school and to influence the positive image of the school. Working with the Principal, he supports the school community of faith and helps implement the policies set forth by the local School Board and the accrediting agencies for the school.

C. PRINCIPAL (Mrs. Selma J. Santos)

The Principal is the chief executive officer of the School Board as well as the chief administrator of the school. Implementation of policies, supervision of instruction, curriculum development, the professional development of the staff through in-service programs, evaluation and hiring of staff members and the integration of the Catholic philosophy of education in the total operation of the school are among the most important duties of the Principal.

D. BLESSED SACRAMENT SCHOOL BOARD

Our school has a board which serves as the advisory-making body of the school. The school board consists of the Pastor, Principal and eight lay members nominated by the existing advisory council.

Dear Parents:

It is with great pleasure and enthusiasm that I welcome you to the 2020-2021 school years. We are building on last year's success while refining some of our programs. These days are filled with positive energy as we plan for the year ahead. We thank you for entrusting your child's education to us. We know that with your continued commitment will be able to provide the best possible Christian education.

The team effort of home and school truly impacts the child to realize his/her abilities gifts and talents. To aid keeping you informed of the policies, regulations and activities of our school, we offer this handbook.

Keeping in mind that home and school together must guide and direct our children spiritually, intellectually, and physically towards a successful, responsible Christian adulthood in this world and a happy eternity in the next, we would like to suggest that you reinforce our training by:

1. Impressing on your child the importance of always being honest, obedient, dependable and respectful towards God and others.
2. Becoming involved in school activities, becoming active PTO members and volunteering your service to the school whenever and however possible.
3. Establishing good rapport with your child's teachers. Should a difficulty occur, every effort will be made to resolve the situation.
4. Maintaining a home atmosphere conducive to study, providing a place, time and encouragement for your child to prepare his/her homework. Also ensuring his/her adequate rest at night so that he/she can receive full benefits from the daily instruction.

"In unity there is strength." With your cooperation and support, we ask God's blessing on this school term. May God Bless and keep each one of you in the palm of His hands.

Sincerely,

Mrs. Selma J. Santos,
Blessed Sacrament School Principal

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Mission Statement

The mission of Blessed Sacrament School is to build the kingdom of God through an educational environment where Christian truths, respect for life, and service to others are the foundation for spiritual and academic growth.

Philosophy

Blessed Sacrament School provides its students with opportunities for growth in the following aspects of human development. Its focus is on the individual person's spiritual, moral, intellectual, social, cultural, and physical development. In the Catholic School, students and teachers are drawn to proclaim the Gospel message to unite in worship, to respond to the needs of the community through fellowship and social justice, and to serve all people through the sharing of their spiritual gifts and temporal goods. The truly successful Catholic School student is not necessarily one who is successful in every endeavor, but one who accepts Christian responsibility for fulfillment of personal potential and shares these gifts with others. **The focus is:**

1. To develop the Christian personality by integrating Christian truths and values and instilling a respect for life and Christian living.
2. To develop a strong, religious education program reflective of Catholic Theology, Scripture, Liturgical experience and service in order to foster growth in the Christian way of life.
3. To facilitate intellectual, physical and social development of the child through a curriculum which will meet the needs and abilities of the child through a variety of instructional methods such as departmental classes and small/large and individualized instruction?

School Goals

- **Integrated Catholic values into the curriculum and expectations of the school community.**
- **Establish an educational environment that challenges each student to develop his/her intellectual powers to the greatest limits of their potential.**
- **Develop leadership qualities and an awareness of the needs of the culture of the school and community.**
- **Promote creativity in all areas of learning.**
- **Encourage trust and a spirit of Christian unity.**

History

Blessed Sacrament School opened on September 5, 1960. Msgr. George Gloeckner was pastor of the church and school from its inception until he passed away in 1979.

The school began with only grades kindergarten through third grade. Later, the fourth, fifth, sixth and seventh grades were added. The seventh grade was discontinued after five years.

In 1960, the Ursuline Sisters had the administration of the school. One year later, the Incarnate Word and Blessed Sacrament Sisters from Corpus Christi staffed the school. In 1975, the school came under the direction of the Salesians Sisters. Three years later, the school was under direction of lay personnel.

In 1992, the Incarnate Word sisters were asked to return under pastor, Msgr. Lucian Braseley. The school returned to the direction of lay personnel; however, in 1997 it, again, became administered

by an Incarnate Word Sister with two Ursuline Sisters as teachers. **Presently Fr. Wojciech Przystasz is the Administrator of Blessed Sacrament Church.** His guidance and the church's financial support continue to assist the school in meeting its mission of providing a faith-based academic program. The administration of the school is under lay personnel.

The school offers programs from Pre-K3 through the eighth grade. All faculty members are degreed and are certified or are seeking their certification through the State of Texas.

School Name and Logo

The school's name and logo belong to Blessed Sacrament School. No parent or student is allowed to use the school's name for any purpose (includes web sites, web pages, *FB page*, advertising, etc.) without written permission from the administration. In the same way, any pictures, videos, movies, etc. made at any school or school-related function may not be published or posted anywhere without the express written permission of the school administration.

I. GENERAL INFORMATION

A. Accreditation

Blessed Sacrament School is accredited by the Texas Catholic Conference Education Department in cooperation with the Texas Education Agency. We also hold membership in the National Catholic Education Association. **As an accredited institution, we are part of Advance ED, the parent organization of SACS-CASI, Southern Association of Colleges and School Council on Accreditation and School Improvement.**

B. Expectations

1. Students and parents are expected to support the school's philosophy of religion education, worship, service and justice.
2. Students are expected to be present on time for classes. Parents are to assist the school in maintaining a high level of attendance.
3. Parents are expected to meet their financial obligations on the due date.
4. Parents and students are expected to support the fundraising activities of the school.
5. Parents are expected to partner in the educational process by treating teachers and staff with respect and courtesy in discussing student problems.
6. Parents are expected to follow the rules and goals of this school.

C. Service Hours

Students in grades 7-8 are **encouraged** to perform 10 service hours for the community which supports them.

D. *General Courtesy*

All students should develop the practice of courtesy and respect. Off-campus behavior reflects the good reputation of students, parents and faculty. Students have the responsibility to maintain behavior exemplary to Blessed Sacrament School especially when wearing the school uniform.

E. *Title IX*

Blessed Sacrament School respects the tenets of Title IX: “No person in the United States shall, on the bases of sex be excluded from participating in, being denied benefits of or be subjected to discrimination under any education program or activity receiving financial assistance.

F. *Office Records*

Parents/Guardians are required to notify the school office in writing of any change of home telephone numbers, and/or addresses, business telephone numbers, and telephone number of emergency contacts so that records are current.

The designated custodial parent registered on file with the school has access to student records at any time. Any arrangement made for the pick-up of students by persons other than those designated must be provided in writing to the office. The school will not be held responsible for failing to honor arrangements unknown to the office staff or teacher.

This school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, a school will provide the non-custodial parent with access to academic records and other school information regarding his or her child. If there is a court order specifying that there is to be no information given, it is the custodial parent’s responsibility to provide the school with a court-certified copy of the court order.

Cumulative records are kept in the school office from date of entrance until date of withdrawal and/or upon completion of eighth grade.

When a student withdraws from the school, a copy of the record is forwarded to the next school upon written request from the school. Upon withdrawing their children from school, parents will be given the student’s report card to present to the next school.

G. *Non-Discrimination*

The schools of the diocese admit students of any race or national origin to programs and activities with all rights and privileges. Equal opportunity and access is provided to students without regard to race, national origin or gender.

H. Attire

A uniformed standard of student dress will be enforced to promote dignity, cleanliness, and good health.

II. Admissions

Catholic Schools of the Diocese are open to all students regardless of race or ethnic background, but preference must be given to the students of the Catholic faith.

Our mission in Catholic education is to make our schools accessible to all students and our challenge is to find way to do so within the constructs of laws in our limited resources.

In those cases in which physical space make it necessary to restrict the intake of students in a given school, priority must be given to students of Catholic parents residing in the parish and who have demonstrated support of Catholic education in the past. **Parents wishing to transfer their children from public school into a faith based school must provide a letter of recommendation from the teacher or principal indicating student is in good standing.**

Blessed Sacrament School admits students of any race, religion, color, national or ethnic origin. All students receive the full rights and privileges, and may participate in all activities for which they are eligible. Blessed Sacrament School is not able to accommodate students who demonstrate severe academic deficiencies and/or behavioral problems **that may requires the school spend substantial finances, fundamentally alter the curriculum, hire additional personnel or introduces other activities that would change the character of the school program.**

A. Admission Requirements

Parents who seek a Catholic education for their child enter into a contractual agreement between the parent/student and the school and the rules of the school governing all areas of the students' development as stated in the school's philosophy. As part of the contractual agreement there are explicit (expressed) and implicit (implied) expectations placed on both the parent/student and the school. Explicit rules and regulations are included in the parent/student handbook and various school communications.

Parents are expected to support and comply with all policies of the school in which the child(ren) is (are) enrolled. Parental cooperation is essential for the welfare of the student(s). Under normal circumstances, a student should not be deprived of a Catholic education on grounds relating to the attitude of the parents.

Nevertheless, a situation may arise in which the uncooperative or destructive attitude of the parent(s) so diminishes the effectiveness of the school that the family may be asked to withdraw from the school.

B. Criteria:

In order to enroll in Blessed Sacrament School, a student must meet the following criteria:

- Be three (PK3) or four (PK4) years old by September 1st of that year for Pre-Kindergarten.
- Be five years old by September 1st of that year for Kindergarten.
- Be six years old by September 1st of that year for first grade.

First year students at Blessed Sacrament School will not be allowed to participate in instruction if immunization records and required documents are not on file and complete.

Previously enrolled students must also have all records up-to-date in order to receive services. On the first day of classes, August 13, 2019 any student with incomplete immunizations **will not be allowed** to remain in school. When records **are up-to-date** student may return for instruction.

Parents will be notified to come for their child(ren) if not in compliance.

C. Documentation:

The following documentation must be provided upon registration.

- Immunization record; TB test required for first time student
- Baptism, First Communion, Confirmation (if applicable) Certificates
- Social Security Card
- Birth Certificate
- Report Card & standardized test results from previous school, if applicable

D. Release of Records

Permanent Record Cards and Health Records will be released to a receiving school when formally requested. A **copy** of the student's permanent record card and the **original** health records shall be transferred. These records will be released without an onsite parent's signature, since it is assumed that the receiving school has that signature on file. All special education or psychological test results, which are to be released to a receiving school, must include a parent's signed release of that information. Records will be released only when any outstanding financial debt owed to the sending school by the parent is liquidated. Such debt includes outstanding tuition and fees, as well as unreturned school property. Any student that is not clear of obligations to the sending school will

not be able to enroll in another Catholic School in the diocese until all debts are cleared at the sending school. In addition, no personal, official copy of either permanent record card or health record can be given to any individual except in the circumstance of individuals who will be moving out of the country and who must take these with them in a sealed envelope. An official copy is one that contains authorized signature.

For the purpose of record access, a “parent” includes both natural parents, a guardian, an individual acting as a parent of the student in the absence of a parent or guardian. The school presumes that either parent of the student has authority to inspect and review the educational records of the student unless the school has been provided with evidence that there is a legally binding instrument or a state law or court order governing the divorce, separation, or custody providing to the contrary. Only the minimum personal data, academic reports and attendance data will be retained in the inactive file one the student leaves the school. Should the student transfer to another school, the parent must sign a form at the new school for release of the student’s records. The parent may request a copy of the student’s record without the written permission of the parent or guardian or with the student’s permission when he/she is of legal age.

E. Transfers within the Diocese

The transfer of a student from on Catholic School to another within the diocese can be affected only after Principals of the schools involved in the transfer have agreed to the transfer.

Transfer Requirements:

- a. they are students in good standing in the areas of academics and conduct
- b. they have successfully completed the current academic year as indicated in the report card
- c. the family has cleared their account at the current school and present a statement that indicates that they have paid in full.

A student who is required to withdraw from a school under extenuating circumstances must be reviewed for possible acceptance before being considered at any other Catholic School.

F. Transfer from Foreign Schools

Placement of students transferring from foreign school must be determined by Principal of the school in which the student is enrolling.

****Students Seeking Admission to a Catholic School in the Diocese of Laredo:***

1. In addition to the documents that every entering student is required to present (birth Certificate, health record and previous year’s report card – if applicable) foreign students wishing to enroll in a Catholic school for the first time must be able to provide a Mexican passport, birth certificate, along with proof of physical home address, no postal box addresses will be accepted. Proof of residence is required annually and must be verified by a utilities bill/receipt that has the family’s name on it. Foreign immunization records must be transferred into a U.S. document.

2. Parents must provide proof of financial stability; a current bank statement is used to verify that the family has the means to maintain the enrollment of the student in a Catholic School. An employment letter is also required. Proof of financial stability is required annually and is good for one academic year.
3. The form I-20 must be updated with the Designated School Official's (DSO) signature every two months.
4. Please see attached form detailing the International Student Life Cycle.

****Transfer Students Interested in Maintaining I-20 at a New School:***

1. In addition to submitting all required documents for enrollment, students have 60 days to reach a decision that a transfer will be sought, and 30 days once the school begins processing the student for his/her SEVIS paperwork. Should his timeline not honored, the SEVIS process is then terminated.
2. Students must comply with providing a physical home address, as well as, proof of financial stability. Bank statements and employment letters are only good for the current year in which student is enrolled and students will be required to provide a physical address annually upon enrollment or reenrollment on an annual basis.
3. If the student is absent from school for more than 30 days and the student requests a medical leave with proof of illness by a licensed physician, the student must be reported to be on medical leave and reported on the SEVIS system.

****Things to Remember:***

1. The identification card is the property of Homeland Security if the card were to be confiscated; the family is required to go to a CPB Field Office in Laredo located at Bridges 1 or 2. The facility is open 24/7. The schools have no involvement in having the card returned.

G. Transferring from Public and other Non-Public Institutions

Placement of students transferring from public and other state approved nonpublic schools is the decision of the Principal based on testing, observation and other means such as behavior to indicate if it might be in the best interest of the student and the placement is agreeable to both parents and principal. Credits earned by students in school located in foreign countries, will be verified.

H. Custody Notification

In families where there are custody arrangements, **a copy of the court order is required by law to be kept in school.** If the court order changes or is updated, a copy of the new order must be sent by the parent/guardian to replace the prior order. Without an updated copy, the school will abide by the copy in the school files.

III. Financial Obligation

A. Registration Fee

Pre-registration:

February – April	\$125.00
May –July	\$150.00

B. Actual Tuition

- PK3 – PK4 \$335.00 monthly
- Kinder – 8th \$330.00 monthly
- \$35.00 discount for each additional student

Monthly tuition is paid August through May of each year. **A tuition payment plan needs to be in place by July 1st.**

Listed are the payment plans which will be available for the payment of tuition and book & fees for the 2020-2021 academic year.

C. ACH Debit

Tuition is debited (withdrawn) from your checking or savings account. The monthly tuition amount will be deducted on the 5th of each month with the very first payment being on August 6, 2018 and the last payment being on May 6, 2019 for a total of ten payments annually. If funds are not available, you will be assessed an insufficient funds fee of \$25.00. The school will also assess a late fee of \$20.00. This program is free of charge. Parents will need to provide the school with their checking or savings account number, bank's routing number and the name as it appears on their bank checking or savings account.

D. F.A.C.T.S.

Tuition is debited (withdrawn) from your checking or saving account. The fee is \$45.00 per year and is payable at time of setup to F.A.C.T.S. This program offers a choice of three dates for payment of tuition (10th, 15th or 20th of month without a late fee assessment. It offers the flexibility of dividing your monthly tuition in two monthly payments. *Please note that only one day can be selected for all monthly payments.* The only time a late fee of \$20.00 will be assessed is if the bank account debited has no funds available. F.A.C.T.S. will also charge the parent an insufficient funds fee. Setup is easy and can be done by clicking on the F.A.C.T.S. link on the school's website (www.bsacramentschool.com). Parents will have to set up an account with F.A.C.T.S. by creating a username and password. Parents will also have to provide their bank information.

NO PAYMENTS WILL BE ACCEPTED BY THE SCHOOL OFFICE FOR TUITION, AND BOOKS & FEES. ONLY PAYMENTS FOR LUNCH AND FUNDRAISERS WILL BE ACCEPTED BY THE SCHOOL OFFICE

No student will be issued a nine weeks' report card or any awards or recognitions if tuition or any other fees are outstanding at that time.

Be aware that if tuition is in arrears, your child(ren) will not be able to participate in instruction. Your child(ren) may return to school once the account is up to date. Also, if your account is not current (more than 30 days past due), the tuition assistance will be cancelled for the remainder of the school year.

E. Books & Fees: \$475.00 per child per grade

This fee is paid once a year, and is **due by the beginning of the academic year**. This fee will be paid electronically. Arrangements have to be made with the office regarding this payment. The following fees are included **in this amount**.

PRE-KINDER

Textbook/workbook fee
Building maintenance fee
Library fee
Activity fee
Student insurance
Diocesan assessment fee
Yearbook
Computer lab fee
Mat fee

KINDER

Textbook/Workbook fee
Building maintenance fee
Library fee
Activity fee
Student insurance
Diocesan assessment fee
Yearbook
Computer lab fee
ITBS

FIRST-8TH GRADE

Textbook/workbook fee
Building maintenance
Library fee
Activity fee
Student insurance
Diocesan assessment
Yearbook
Computer lab fee
ITBS

F. PTO Fundraiser:

All families must participate in the annual PTO Raffle Fundraiser. The **\$250.00** amount must be paid in full or in payments. Deadline will be determined by PTO Officers. Each family will receive 50 raffle tickets worth \$5.00 each and must sell tickets or purchase themselves. All families are expected to participate in all PTO events.

G. Chocolate Fundraiser:

Each family will be given **TWO** boxes of chocolates to sell. The total value is \$120.00.

H. Financial Assistance:

A limited amount of assistance is available for families experiencing difficulties.

In order to apply for financial assistance, a student must be pre-registered for the following school year. Applicants need to be registered at a parish within the Diocese of Laredo. Applications are available at the school's office. Applications must be submitted by the deadline stated along with:

1. copies of parents' most recent income tax report or W-2 Form
2. Three of the most recent check stubs of the parents/guardians.

Based on provided information, a determination will be made as to whom and how much financial assistance will be provided. Financial assistance will be determined on a yearly basis; receiving financial assistance one year does not ensure assistance the ensuing year.

I. Textbooks and School Property

Textbooks are provided by the school. Books purchased by the school remain the property of the school. Consumables (workbooks) are given to students at the end-of-the year. All lost, stolen or damaged books carry a minimum charge of \$40.00 or cost of the book.

Students are responsible for the care of furniture (desks and chairs); damaged furniture will carry a fee in accordance with purchase cost.

J. Student Insurance

Student insurance is provided by the school; this is in addition to the parents' own insurance. It provides coverage during school hours and during school sponsored events. The office must be notified immediately when a student is involved in any type of accident. **This school-time protection is secondary to all other valid coverage. You must fill a claim with your other coverage first.**

K. Library

If a book is lost, it must be replaced. The student will pay the purchase price which is determined by the Vendor or Librarian. Price will include a shipping fee if book must be reordered through a vendor.

IV. Academics

A. Curriculum

The Diocesan guidelines, consistent with the Texas Education Agency, are followed for the teaching of all secular subject areas. Students are required to take Religion as part of their daily schedule. Liturgical services are held once a week (Friday morning) for the school community. Parents, guardians, relatives are encouraged to attend. Prayer is an essential and daily part of each day. The day begins and ends with prayer and students pray frequently throughout the school day.

All students in grades are required to follow the Diocesan Curriculum Guides in the following subjects:

- Religion
- Language Arts
- Mathematics
- Science
- Social Studies
- Health & Physical Education
- Fine Arts
- Computer Literacy

Bell to Bell: A minimum of 7 hours

Instructional Time: A minimum of 6 hours

Minimum of 7 units per year for each year (6-7-8)

1 unit = 200 minutes per week for 1 year*

<u>Units</u>	<u>Academic Requirements</u>
1	Religion
1	Language Arts
1	Mathematic
1	Science
1	Social Studies (<i>World Cultures- Grade 6; Texas History-Grade 7; U.S History through Reconstruction – Grade 8</i>)
½	Physical Education
<u>1 ½</u>	Electives, such as Art, Band, Foreign Language,
7	Music, Theater, Technology Applications

B. *Grading System*

The grading system conforms with the Diocesan report card. Anything lower than 70 is marked with a D.

Grade 1ST – 8TH Marking Code:

- A = 90 – 100
- B = 80 – 89
- C = 70 – 79
- D = 69 and below, failing

Pre-Kinder and Kindergarten

- E = Excellent
- S = Satisfactory
- I = Improvement Needed
- U= Unsatisfactory/Failure

Nine Weeks grade will be calculated as follows:

Classwork	30%
Homework	10%
Tests	40%
Sp. Projects/ Quizzes	20%

C. End-of-Year final grade per subject will be calculated as follows:

1st – 5th Grades

**Semester Grade Ex. 1st 9 weeks + 1st 9 weeks + 2nd 9 weeks
+ 2nd 9 weeks + Exam ÷5**

6th – 8th Grades

**Semester grade: 1st 9 weeks + 1st 9 weeks + 2nd 9 weeks
+ 2nd 9 weeks + exam ÷5**

Final Grade

Semester 1 + Semester 2 ÷ Final Exam
(40%) (40%) (20%)

V. **Report Cards, Exams, Conferences**

A. Progress Reports

Progress Reports are issued mid-way through each nine-week grading period.

B. Report Cards

Report Cards will be issued four (4) times or every nine (9) weeks to parents/guardians. Parents/guardians of students who have received a failing grade should make it a point to meet with the teacher to determine how to ensure academic improvement. A \$1.00 fee will be assessed for duplicate report cards.

Progress reports and report cards are issued timely provided that our records indicate good financial standing.

C. Conferences

Parent-Teacher Conferences are conducted when progress reports and/or report cards are distributed or as needed. In order to maximize the instructional day, parents **MUST** refrain from attempting to hold a conference with the teacher when dropping off their child in the morning. Parents may communicate with teachers by logging into the school's web site. Teachers will check their e-mails at specified times: planning time and after school; he/she will reply as soon as possible.

In order to maintain privacy while discussing student issues, appointments must be made. It is important to adhere to set appointments so as not to interfere with the instructional day.

D. Homework

Homework is assigned to help students become self-reliant and self-directed. It is designed to reinforce daily lessons, to supplement class work and to prepare lessons through various experiences (projects). Supporting student efforts to complete assignments is one of the important opportunities that parents have to assist their children in getting the greatest benefit from their educational experiences.

E. Promotion

In order to be promoted, a student must have an overall average of 70 or above; especially in language arts and mathematics. No student will be retained in the same grade more than once, nor shall a student be retained more than twice in the elementary school.

F. Academic Retention

Any student who has not met standard requirements for promotion may attend summer school based on administration approval. Proof of attendance and all coordinating documentation must be turned in at the office. An exam will be administered by the summer school teacher, and the student must pass exam(s) in content area of deficiency in order to be promoted to the next grade level. **Students will not be allowed to consequently take summer sessions for promotion.**

VI. Student Honors/Recognition

A. Nine Weeks Awards will be sent home at the closing of the nine weeks.

Recognitions may include:

Principal's List: Students must maintain a **95 and above** on all subjects and the conduct grade must be an E (excellent) or S (satisfactory)

A Honor Roll: Students must maintain **grades at 90 and above**, and the conduct grade must be an E (excellent) or S (satisfactory).

A & B Honor Roll: Student must attain **not more than 3 B's** and the conduct grade must be an E (excellent) or S (satisfactory)

Perfect Attendance: No absences/3 Tardies will accumulate into an absence.

Students receiving a "U" in conduct who have accomplished Honor Roll will be disqualified for the nine weeks.

B. End-of-Year-Awards: All students are recognized for their academic or personal achievements.

- 1) Top Scholar (highest grade point average-two per class 1st-8th)
- 2) A Honor Roll (grade point average 90 and above)
- 3) B Honor Roll (grade point average 85-89)
- 4) Perfect Attendance

C. Other awards that may be presented are:

"Soaring to New Heights": Is awarded to students who have demonstrated a commitment to their studies and to self improvement.

Presidential Excellence Award (fifth and eighth grades)
Athletic certificates or medals
Choir Participation
Student Council
Other Participation event/extra curricular activities
Good Shepherd Award
PK 4- K5 – Academic Improvement
AR Recognition
Library Award

VII. Attendance

A student's absence from school affects his/her academic progress.

A. Daily Schedule

School begins at 8:00 a.m. and ends at 3:00 p.m. The year consists of 180 instructional days.

PK -3 – Kinder students arriving before 8:00 a.m. must report to their designated classrooms daily

1st – 8th students arriving before 8:00 a.m. must report to the cafeteria. All students must be picked up by 3:15 p.m.

Exceeding the Attendances Requirement

It is important for your child to attend school on a daily basis in order to receive the maximum benefits of the instructional program. Excused absences can also affect your child's grade retention or loss of credit.

- Texas Ed. Code 25.092 (a) states: "A student may not be given credit for a class unless the student is in attendance for at least 90 percent of the days the class is offered."
- Texas Ed Code 25.095 (b) (1a) "it is the parent's duty to monitor the student's school attendance and require the student to attend school."

Students who exceed the state attendance policy will be required to attend summer camp to make up for loss time documented during the year. Parents will incur the expense of the summer camp.

Tardiness:

Definition: Timelines are an important part of being a responsible member of any community. Tardy students are an unnecessary distraction to others, and miss out on important information. Arrival after 8:10 a.m. will be counted as a tardy. Students in grades Kinder – 8th need to obtain a tardy slip at the office. Tardy arrivals for PK3 and PK4 students will be marked by the classroom teacher. **(Reminder: 3 tardies equal 1 absence).**

Early Dismissal

The first Wednesday of each month, with the exception of **April**, is scheduled as early dismissal for faculty meetings. Dismissal is at **12:00 p.m.** on these days. Students should be picked up promptly. Children should not remain on school grounds, **since** there is **NO SUPERVISION**.

Bell	8:00 a.m.
Lunch for PK3, PK4, K	11:00-11:30 a.m.
Lunch for 1st, 2nd, 3rd 4th	11:45-12:15 p.m.
Lunch for 5th, 6th, 7th, 8th	12:30-1:00 p.m.
Dismissal	3:00 p.m.

B. Absences

Excused absences: an excused absence will be recorded as an absence.

Students may be excused for temporary absences resulting from: personal illness, sickness or death in the family, quarantine, attendance at an approved school function, a doctor's or dentist's appointment that is verified by a signed note, a natural disaster or any unusual case approved by the principal

- A student who leaves before **11:30 a.m.** will be counted as a full day's absence.
- A student who leaves between **11:30** and **2:30 p.m.** will be given credit for attending half of the day.
- On early release day if a student leaves before **10:00 a.m.**, it will be counted as a full absence: after **10:00 a.m.** it will be counted as a ½ day.

Unexcused absences: all other absences are considered unexcused and will be met with appropriate action.

School work missed during an absence: In all cases, student who are absent from school are responsible for all school work missed.

- Excused absence = student makes up work and receives full credit (ex. Illness, etc.)
- Unexcused absence = student makes up work and receives 80% credit (ex. Extended vacation)

Loss of Credit Due of Absences: A student who accumulates 18 or more absences in a year is ineligible to receive credit for the year as per Texas Law. In such a case, the student would be ineligible to receive credit for the school year. In such a case, the student would be ineligible to be promoted to the next grade level without summer recommendation in an approved program. Documentation must be provided.

In case of extenuating circumstances (illness for which there is medical documentation, accident requiring hospitalization family crisis) the office must be notified in writing. Assignments will be provided; it is the family's responsibility to arrange for and pick up the student's work.

After a student has been absent, he/she must bring a written explanation to the principal from the parents or doctor in order for the absence to be excused; **absence is excused, but is counted as an absence.**

The school discourages the removal of a student for vacations during days when school is in session. Teachers are **not** responsible for preparing work for students who go on trips or vacations during the regular scheduled school year. If a trip is necessary, all teachers must be notified by parental note **two weeks in advance.** Report cards will not be issued before scheduled date.

C. Medical and Dental Appointments

Students needing appointments during school hours require parent notification (**written**).

Parents are expected to sign out their child when leaving campus. Upon return to the school, the student must be signed in the office by the parent.

The following guidelines will be followed:

1. Student leaves **before 11:30 a.m.** will equal a full day absence.
2. Student leaves **between 11:30 a.m. and 2:30 p.m.** will equal a half day absence.
3. Student leaves **after 2:30 p.m.** will be counted as left early.
4. Student who **habitually leaves** between **2:30 p.m. and 3:00 p.m.** will accrue an absence (five days of leaving early will constitute a ½ day absence).
5. On early release day if a student leaves before **10:00 a.m.**, it will be counted as a full day absence; after **10:00 a.m.** it will be counted as a ½ day.

VIII. School Uniform

Students are required to be in uniform every day of the school year. The school uniform should always be worn with dignity and proper decorum in order to foster pride in being a student at Blessed Sacrament School. Students are required to wear the official school uniform for their gender and grade level. Students who are not wearing the proper school uniform will receive a uniform infraction notice (also applies to P.E. uniform).

Continuous disregard for uniform compliance will be reflected in the report card under Personal/Social Development Section.

Procedure:

1st infraction (Behavioral Report)

2nd infraction (Behavioral Report)

3rd infraction (Disciplinary Referral) – reflected on report card as unsatisfactory

The school reserves the right to monitor and establish rules regarding new fashions in dress during the school year.

Violation of the uniform dress code will require parent/guardian **to bring the** correct clothing.

Uniforms may be purchased from Uniform Society or LF Enterprise.

A. Girl's Uniform:

PK – 3rd: white short sleeve blouse, red and blue plaid split to waist jumper; black shoes or black tennis shoes; white **knee socks with Logo; No low-cut ankle socks, booties or boots**

4th – 5th: white middie blouse with plaid tie and plaid skirt; black shoes or black tennis shoes; white knee socks with Logo; **No ankle socks, booties or boots**

6th – 8th: white ¾ sleeve blouse, plaid skirt, navy tie, black shoes or tennies shoes; white or navy blue **knee socks with Logo; No ankle socks, booties or boots**

B. Boy's Uniform

PK – 5th: plaid short sleeved shirt, navy pleated twill pants, white or navy blue socks (no ankle socks, booties), black tennies or black shoes, black belt

6th – 8th: red polo, navy pleated twill pants, black shoes or black tennies, black belt

8th grade: white oxford shirt blue tie (Mass & special events)

C. Cold Weather Apparel

Winter Uniform: Jogging Suit (Jacket & Pant)

(Available at Uniform Society) (Brand: Monsters Uniform)

1. **Jackets** – navy blue school jacket or navy blue or black solid jacket **only**; camouflage, printed or character jackets are not permitted
2. **Sweaters** – navy blue with hood and school logo pullover or navy cardigan sweater
3. Long sleeve white or black turtleneck may be worn under jumper, white blouse, (PK3-8th), Plaid Shirt (PK3-5th), Polo Shirt (6th-8th)
4. Navy or white tights or leg warmers may be worn by girls
5. Boots due to cold weather will be allowed only during the cold/winter season; black or dark brown in color with no heels nor western boots will be permitted.

D. P.E. Uniform

All students must wear red T- shirts and shorts purchased at designated supplier. Students must have a written excuse if they cannot participate in physical education classes. Failure to use P.E. uniform will be reflected in report card grade. **For safety reasons a soft-soled athletic shoe with ties or velcro is recommended for Physical Education class.**

If a student has a medical excuse due to an illness, then a written excuse must be provided by the parent; if a student is unable to participate in any physical activities.

E. Other Uniform Requirements

1. Hair must be neatly groomed; no unusual hair-dos are allowed (this includes colored streaks – red, blue, purple, etc. and Mohawks faux hawks) **or unnatural color or designs.**
2. Hats, caps and other accessories are not allowed (exception is field day or designated special event).
3. Jewelry should be simple and appropriate for school; no big hoop or long dangling earrings.
NOTE: Blessed Sacrament School is not responsible for lost or stolen jewelry or other valuables.
4. No nail polish, gels, or hair sprays may be brought to school; artificial nails are not to be worn to school, only clear nail polish may be worn.
- *5. Shirts (boys) must be tucked in and properly buttoned; belts are required.**
6. No rolling backpacks.
7. No tattoos or markings.
- *8. Boys' hair may extend to mid-ear on sides, above the eyebrows, in front and neatly above the collar in back.**

IX. Wellness

A. Lunch Program

Blessed Sacrament School has contracted with the **Victoria's Catering** for the lunch program. A well-balanced, low fat, hot meal consisting of an entrée, vegetables, fruit and milk will be provided for a fee of **\$3.75** per meal. Special diet meal can be provided by the caterer (a doctor's prescription is required).

Lunch is ordered by 9:00 a.m. (as per caterer directive); if a student is arriving late, **parent must call in to order lunch.** Lunch orders **will not be taken** after 9:00 a.m.

Parents will be called to provide lunch if their child fails to order their lunch.

Lunch menus will be provided on a monthly basis via the web site. Meals may be purchased on a 5 days basis (\$18.75), 10 days (\$37.50), or for 20 days (\$75.00). Meals **will not** be available for purchase on a daily basis.

We encourage parents to either purchase the meal or pack a sack lunch which student must bring in the morning.

We discourage parents from bringing lunches from carry-out restaurants. Delivery of food to students is not allowed.

B. Accidents/Illness

Pupils and/or teachers must report accidents to the office. When an accident occurs or a child becomes seriously ill, parents are notified immediately. In case of a serious accident or illness where the parents cannot be reached, school personnel will call 911.

If a child comes to the office because he/she is not feeling well, he/she is checked for symptoms including fever. If there is any doubt concerning the child's health, the parents will be called. Minor cuts and scrapes are cleaned and covered with a band aide.

C. Medication Policy

The school follows the policies of the Diocesan School Policy Handbook in regards to the dispensing of all medicines to the students

The policies are:

1. Whenever possible, the administration of medicine to students should take place at home before or after school hours rather than at school.
2. Students are not permitted to have any medication (cough drops, inhalers, creams, Tylenol, etc) in their possession at school. These must be turned in at the office; the "In-School Administration of Medication to Student" must be completed.
3. General Requirements:
 - a. The medication must be current.
 - b. The medication must be accompanied by the name of the prescribing doctor; medication out of their prescribed container will not be accepted.
 - c. A Request and Consent for In-School Administration of Medication to Student Form must be completed by the parent/guardian. A copy will be forwarded to parent upon completion of administration of medication.
 - d. The request for administering medication will include:
 - student's name;
 - directions for administration
 - duration of time medication will need to be administered by school personnel
 - parent/guardian acknowledgement that medication will be administered by a person who is not medically trained.

- parent/guardian agreement to hold school harmless for the proper administration of medication provided by them, and for adverse drug reactions
 - parent/guardian agreement to maintain student's stock of medications.
4. Only school principal or a school employee designated by the principal may administer medication to students. School volunteers may not be designated to administer medication.
 5. Students requiring the use of inhalers (asthma) for emergencies must have one available in the office; doctor's order must be included. Non-prescribed medications (cough drops, lip balm, creams, etc.) should be taken to the Health Coordinator with the following information:
 - student's name
 - frequency
 - dose
 - date

D. Immunizations

- a. **Vaccines need to be up to date; a student may not attend school without the proper immunization requirements.**
- b. **TB is required for all new incoming students**

E. Screening:

- a. **Vision/Hearing- 4 years old by Sept. 1st, all student in grades K 5, 1st, 3rd, 5th, 7th and any other first time entrants.**
- b. **Spinal – all students in 6th grade unless screened on during 5th grade; all students in the 8th grade, and all incoming new students**
- c. **Acanthosis Nigricans – all students in grades 1st, 3rd, 5th, 7th**

F. Head Lice Policy

Pediculosis is very common among children and is spread very easily. Students will be examined as needed for the presence of head lice and/or nits. If they are found, the student will be sent home as soon as possible. A letter and information on treating lice infestation will be sent with the child. The student will not be allowed to return to school until all nits and/or lice are completely gone.

1. **A parent may bring the child back to school as soon as the child is free of lice and/or nits.**
2. **When a child returns to school after being out for an**

infestation, the parent must bring the child to the school and wait with the child until the child has been checked and found to be free of head lice and nits.

- 3. If a child is still infested after being rechecked, the child will be send home again, until they are completely free of nits and/or lice.**

This procedure is essential to protect all children.

G. Emergency Information

All parents are asked to complete an emergency information card (green); these are kept on file and are kept confidential. It is important to notify the office of any change in telephone number or address.

All medical information must be provided and should be up-dated as needed. **Allergies should be noted as follow:**

1. Allergy Action Card (yellow) – for example, if allergy to specific food, list it
2. Asthma Action Card (bright pink) – list management plan
3. Diabetic Care Plan for Students form

H. Accidents

The school does not have a nurse on staff. A member of the faculty or school personnel will administer first aid only in minor cases. Parents will be notified in all cases when medical treatment is required. If parents cannot be reached the Student Emergency Card will be used to contact the next emergency contact person listed. In any emergency, when time is important factor, the student may have to be transported to the hospital before parents can be notified.

I. Safety

1. Fire Drill/Tornado Drills

Every precaution is taken to insure the safety of your child during normal school hours. Periodic fire and tornado drills are executed to make certain students learn proper safety procedures and adhere to all safety guidelines.

2. Student Drop-Off /Pick-up

Only PK3, PK4, and Kinder may be dropped off on the south side of the School:

a.m. -gate opens at 7:30 a.m.; closes at 8:10; students arriving before 8:00 should be taken to the cafeteria supervision begins at 7:30 a.m.

p.m. - gate opens at 2:55 p.m.; closes at 3:15 p.m.; weather permitting, PK3 and PK4 students will be escorted to the gate for pick-up. Traffic flow is from east to west.

1st – 8th grade students **must be** dropped off and picked-up on the north side of the school. Students are escorted to the front gate by their teachers. Please park at the church parking lot; cross at designated area; a crossing guard is on duty.

It is essential for the proper supervision of all students that they be picked up promptly at the end of the school day. All students must be picked up within 15 minutes of the dismissal time. Students may not arrive earlier than 7:15 a.m. for the safety and proper supervision of all students. Students should not be left unattended; parents must be with their children at all times until school personnel arrive at their designated scheduled time.

Please **do not double park** or **park in front of the school**.

Remember: we are a “cell phone free zone” school

J. School Activities

We thank our parent volunteers and teachers for sponsoring the extra curricular activities.

●**Students must have:**

- acceptable conduct grades
- passing grades in all subjects
- attendance at all practices
- good sportsmanship

●**Altar Servers** – Students in grades **fourth** through eighth grades will be trained as an altar server, for our school and parish **Masses**.

●**Ball/Sports’ Team** – In conjunction with Laredo Boys’ Club and R.C. Cola Company, our school may participate in the following sports:

- Flag Football – boys and girls
- Basketball – boys and girls
- Volleyball – girls
- Golf- girls and boys

●**Field Trips** – (PK 3-8th)

●**Student Council** - (6th- 8th)

●**National Junior Honor Society (NJHS)** - (6th- 8th)

●**Service Club** - (5th – 8th)

●**Newsletter** - (7th- 8th)

X. Discipline

At Blessed Sacrament School, we believe that good discipline is a prerequisite for effective teaching and learning. No student has the right to interfere neither with the teacher’s ability to teach nor with the students’ ability to learn. Students live the school mission by being faithful to toward their classmates.

At the beginning of the school year, each teacher explains the kind of behavior which is expected of each student in the class and of the entire student body. In addition, all teachers explain what kinds of behavior are unacceptable and the negative consequences for misbehavior. Both positive and negative reinforcement is used for individual students, and the class as a whole. Parents can help maintain discipline by cooperating fully with the school policies and supporting the staff and administration in the education of their children.

Any student who shows defiance or disrespect to a school official, to a teacher, or student, injury to school property, to the property of another, or who leaves the school grounds without the principal's permission is liable for suspension. If there is no improvement, the student will be expelled; the Diocesan Superintendent of Schools is notified in writing and given an explanation of the circumstances.

NOTE:

Depending on the severity of the infraction, the teacher has the **authority** to circumvent the disciplinary procedure and proceed to implement the appropriate consequence as reviewed and approved by the principal.

A. Disciplinary Procedure:

Step 1: First Notice to Parent (Behavioral Report)

Step 2: Second Notice to Parent (Conduct/Disciplinary Referral)

Step 3: Parent Conference

If student(s) demonstrate **lack of improvement and behavior:**

Step 4: **Three day suspension;** classwork must be completed; unexcused absences

If student(s) demonstrate **lack of improvement after suspension:**

Step 5: Notice to Parent (Conduct/Disciplinary Referral)

Step 6: **Expulsion from school**

The school's rules of student conduct apply to all school sponsored and school related activities, including those off-campus. Students are expected to portray themselves in a manner appropriate for Catholic schools.

School principal has the right to question students, search their desks, property, or person, inspect the contents therein, and retain suspected material, providing the administration has reasonable suspicion.

B. Counseling Referrals Procedure:

Step 1: Issue of Concern identified by parent or teacher
(Behavioral Report sent by teacher)

Step 2: Parent and teacher conference is held to address issue

Step 3: Consensus is reached as to need for intervention

- Step 4: A list of experienced service providers is reviewed with parent
Step 5: Parent contacts provider
Step 6: Provider and school staff meet to discuss plan of action (evaluation, assessment and intervention steps)

C. School Rules

1. Campus and classroom areas are to be left clean.
2. Profane, obscene and racist language and profane or, obscene gestures, signs, clothing are not permitted.
3. Students receiving phone calls will have the message delivered by office staff.
4. Electronic devices such as, but not limited to: cameras, recorders, CD/DVD players, Cell phones, I Pods, phones are not permitted. Such equipment can be lost, stolen or damaged. **Cell phones and Smart watches must be turned off from 7:30 a.m. until dismissal time.** Any visible or ringing cellular phone will be removed from the student and held in the office. A \$25.00 fee will be charged for the return of the cell phone and a written referral will be given. Blessed Sacrament School will not be held responsible for any lost electronic device.

D. Substance Use and Weapons

Students who use possess, deliver, dispense or sell any prohibited substance or weapons at school are subject to dismissal from school. Proper authorities will be notified.

Prohibited substances may be defined as an alcoholic beverage, a dangerous drug or an intoxicant. Weapons may be defined as any firearms, knives, dagger or any dangerous piece of equipment.

E. Harassment

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

God's plan for resolving conflict is revealed in Matthew Chapter 18. Scripture instructs us to talk to people and about people.

F. Bullying and Cyber bullying

Blessed Sacrament School attempts to provide a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats (seriously, in jest or online) may face detention, suspension and/or expulsion. There is no tolerance for bullying teasing or picking on fellow students. Please report any incidents.

G. Academic Dishonesty

Cheating is a serious compromise of a student's integrity and will not be tolerated. If cheating is discovered, the work will be confiscated and a zero grade recorded with no possibility for make-up work and removal from class or

club office (for ex. Student Council). If the student is a member of the National Junior Honor Society, the Faculty Council will determine if he/she is removed from the organization.

H. Standardized Testing

Students in Kindergarten through 8th grade take the IOWA Test of Basic Skills (ITBS). Test results show your child's achievement with students across the nation. Students are expected to show level growth year to year. COGAT is administered to students in the 1st, 4th, & 7th grade. It is an ability test; not achievement test. It measures the student's general & specific reasoning ability. Reasoning ability reflects how well students can learn new tasks & resolve problems.

I. Care for Property

The school building and grounds belong to the Catholic Church, and are blessed and dedicated to God. They have been built and maintained by the generous contribution of numerous people.

Students are to demonstrate appreciation by helping keep the school campus, clean and free from damage of any kind. Damaging, destroying or defacing Vandalizing, destroying or defacing property belonging to the school or to any other person will result in a one to three day suspension. Monetary restitution will be made.

J. Grievance Procedure

Students, parents, and/or guardians who feel they have a legitimate grievance related to school practices or policies shall be expected to adhere to the following procedure. The purpose of this procedure is to reach a resolution at the lowest possible level and to provide equitable solutions to grievances in a spirit of justice and charity.

Parents who seek redress for their child(ren) in matters of policy, regulation, or discipline must first confer directly with the teacher or staff member complained against, for resolution of the situation. If there is not a satisfactory resolution of the complaint, the following procedure will be addressed:

- A written statement of the complaint is presented to the Principal. Student grievance shall be filed by their parents or guardians; at the hearing both student and parent or guardian will be present.

- The Principal will set a date for hearing the aggrieved party and provide a minimum of 48 hours notice.

- If the aggrieved party is not satisfied with the decision of the Principal and depending on the nature of the appeal, notification of intent to move to the next step shall be in writing to the Superintendent. The Superintendent will review all documentation of the grievance procedure and set a date for hearing the grievance with all parties of the initial grievance in attendance. The Superintendent will then render the decision within five (5) school days.

THE DECISION OF THE SUPERINTENDENT IS FINAL

K. Field Trips/Special Events

Field trips or school functions are a form of merit reward. Any student who receives a behavioral or academic referral will not be considered for participation.

Field Trips

A permission form signed by at least one parent must be in the school's possession before a child will be permitted to take part in activity that will take place off the school property. When a parent signs this form he/she acknowledges that accidents can happen, even when there is no negligence. The parent accepts that possibility and will not hold the school or the teacher liable in such a case.

XI. Parental Involvement

Parents are our children's primary teachers. Catholic school teachers assist parents in the education of their children. It is the responsibility of the parents to "entrust their child to those schools where Catholic education is provided." In addition, the "Christian faithful are to foster Catholic schools by supporting their establishment and maintenance according to their means." (Cannon Laws #798 and #800)

A. Organizations

1. The Blessed Sacrament Advisory Council is comprised of the following:

- **Pastor**
- **Principal**
- **8 lay members**
- **Six parents of Blessed Sacrament School**
- **PTO President (ex-officio)**

According to Diocesan regulations, meetings are held September, November, January, March and May at the school on the last Tuesday of the month at 6:00 p.m. The meetings are open to the public. Parents wishing to address the council must contact the pastor, the board president or the principal one week in advance in order to be placed on the agenda.

2. Parent/Teacher Organization

The Parent/Teacher Organization (PTO) is the prime fundraising organization of the school. Every family whose children attend Blessed Sacrament School automatically belongs to the organization. It is therefore, imperative that each family take an active part in every function and fundraiser sponsored by the organization. PTO meetings will be held on the third Tuesday of September, November, February and April at **6:00 p.m.** in the cafeteria. The organization will elect new officers at the May meeting. The officers to be elected are:

- President
- President Elect
- Secretary
- Treasure
- Historian
- Special Events Coordinator

B. School Visitors:

For the safety of the school and students, please do not go directly to the classroom. It is generally not a good idea for the parent(s) of the younger children to visit the classroom early in the school year. Please delay your visit until our students have made their adjustments to their school setting.

All parents and visitors must report to the school office upon arrival at the school. In order to avoid interrupting the instructional day, no one is permitted to visit the classrooms during school hours without the permission of the principal.

Items, brought to school for the student, after school has begun, must be brought to the school office.

C. Parent Volunteers:

In order to volunteer on our campus, parents must:

- comply with campus rule/policies
- complete a Volunteer Information Form
- complete a Volunteer Background Check
- view Safe Environment presentation and take written test
- clearance procedures must be complied with every three years.
The clearance fee will be paid by the school.

D. Parent Communications:

The school's website/FB page will provide the following information:

- monthly calendar
- lunch menu
- reminders/notices/upcoming events
- class weekly objectives
- Partners in Faith Newsletter
- school newsletter

It is the parents' responsibility to daily check website page for any school updates.

1. Forms of Communication
 - Monthly Calendar
 - Lunch Menus
 - Interim Progress Reports
 - Report Cards
 - Parent Conferences
 - Phone Calls
 - Weekly Objectives
 - Behavioral Report Form
 - Conduct/Disciplinary Referral
 - Partners in Faith
 - Financial Receipts

E. "Together Parents Can" Program

Parents are required to participate in campus activities through service or donations. Each family is expected to fulfill ten (10) hours. In the event ten (10) hours are not accrued per family, a \$10.00 fee will be assessed per hour not completed for the total of \$100.00.

PTO service hour cards will be issued out during orientation. Each family will be issued out 1 card; replacement cards will be sold in the office for \$3.00. Cards will be due at the beginning of April. It is the parent's responsibility to make sure that their service hours have been marked by the authorized personnel only. If service hours have not been accrued by the due date, a \$10.00 fee will be assessed per hour not completed; only parents/legal guardian may accrue hours.

<i>Activities</i>	<i>Hours</i>
• Parent Meetings (if present, both parents earn 1 hour)	1 hour
• Steak Plate Tickets (5 additional)	1 hour
• Box of chocolates (additional box)	3 hours
• Raffle Tickets (For each additional 5 tickets sold)	1 hour
• Christmas Project (as specified)	1 hour
• Food Drive: 10 cans	1 hour
• Open House	1 hour
• Classroom/Lunch Monitor	1 hour
• Octoberfest (donating items/volunteering)	1 hour
• Safe Environment Training	1 hour
• Timely return of PTO raffle stubs and money (by deadline)	1 hour
• Other: ex. parade; Alethea	Hrs. worked
• Parent Orientation (per parent/guardian)	1 hour
• Children's Mass Attendance (2 Masses)	1 hour
• Diocesan Activities	1 hour

- **General Donations** **1 hour**
- **Volunteers (must be cleared)** **1 hour**
 - **Volunteering for Coaching per sport** **25 hours max**
 - **Team Sponsors** **25 hours max**
- Hours may be accrued by parents and legal guardian, only
- All hours must be completed before the end-of-the-year.
- A reward system will be in place. For every hour of service over the required ten, a raffle ticket will be given. At the last PTO meeting of the year, a raffle will be held.

Prizes include:

For one returning student for the following academic year 2019-2020

- First prize: book fee
- Second prize: one (1) month's tuition
- Third prize: registration fee

F. Classroom Parties

Classroom parties may be held the last 60 minutes of the day; during the following Holidays:

- Halloween,
- Christmas
- Valentine's Day
- Easter (Egg Hunt for ECC **only**)

Birthdays may be celebrated only for ECC; parents must clear with the child's teacher. **Children having birthdays on the same month will celebrate as one (together). The principal must give prior approval to any food contribution during school hours. Mrs. Villa (Office) must be notified about any changes to the lunch menu. Birthday parties will be held the last 30 minutes of the day.**

Invitations: Please be very sensitive when distributing party invitations. Students should not be purposely excluded and made felt rejected. It is important to remember birthdays are a celebration of life and growth and an opportunity for children to develop vital social skills.

G. Lost and Found

Lost and found articles will be kept in the school office. If they are not claimed after reasonable time they will be given to the missions. If they are labeled with name tags, they will be returned to the students.

I. Homework

Homework is given as a strengthening measure, and as an extension of the learning experience that takes place in school. Parents are asked to cooperate in supervising home assignments, but **NOT** to do work for the students. The amount of homework will differ daily according to the grade level. All homework and class work must be submitted on time to earn the grade achieved.

When a student is absent from school and needs the homework assignment, the parent should call the office. The teacher will be notified to have the homework ready for the parent to pick up at the end of the day.

Homework may be assigned Monday through Friday including special projects over the weekend.

PK – K	15 min.
1 st – 2 nd	1 hr.
3 rd – 8 th	1 ½ hrs.

J. PROM:

The 8th grade prom/presentation is optional and maybe scheduled in the evening during the month of May. It's an opportunity for students to celebrate their accomplishments and socialize with their classmates. Parents are responsible for making arrangements and expenses necessary for this eventful night. Principal must be informed of any parent led event involving students.

K. 8th GRADE COMPLETION:

During the month of May, the students from the 8th grade class will be celebrated with a completion mass followed by a luncheon which will be hosted by the school. Participation in the completion mass does not guarantee nor suggests promotion to the next grade level.

L. 2ND GRADE COMMUNION:

Preparation for children receiving the sacrament of reconciliation and the First Holy Communion is provided through our Catholic education program. Children preparing for the First Holy Communion are to complete two years. Requirements also include proof of baptismal records which much be turned into the office. Parents must attend mandatory meetings scheduled by our pastor, Fr. Wojciech Przystasz. The First Holy Communion is schedule during the month of May and on a Sunday.

M. ROOM PARENTS:

With direction and guidance from teachers, room parents are assigned to each classroom to provide assistance in organizing grade parties, special classroom activities and field trips. Communication with assigned teacher is required before disseminating any information via electronically, verbal or in written form.

N. KINDER COMPLETION:

During the month of May, the kinder students are celebrated with a completion Mass. Students attire is Sunday's best. Any other type of celebration must receive approval from the principal.

O. LUNCH REQUESTS:

Any parent who wishes to bring lunch for their child's class (special occasion's only) must submit a verbal/written request to their child's teacher one week in advance in order to provide to caterer ample time to make adjustments. Short requests may not be considered due to the inconvenience it may cause the caterer.