

Blessed Sacrament School

Student-Parent Handbook

2016 - 2017



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MISSION STATEMENT

Blessed Sacrament School is dedicated to enhancing the image of God, in a shared environment with parents, teachers, and caregivers. We provide quality Catholic Education, encouragement, support, community awareness and opportunities for every child.

As a Christian Community, our students not only learn to know and love Christ but to live Christ and be Christ to all.

Dear Parents,

Parents are the first educators of their children. The school assists the parents and works together with them for the good of the children. Therefore, one of the most important decisions in your life and in the lives of your children is that of choosing the school that will most benefit them. Choosing a Catholic education for your child means that you are choosing to be financially responsible for your commitment to your child's education and to your child's school.

Catholic Schools have so much to offer! The majorities of Catholic School students score higher on national standardized tests for reading, science and math and are more likely to go on to college, thus demonstrating Catholic School's proven record of academic excellence.

Catholic Schools in America have been the most effective means of helping our youth grow in their Faith for over two hundred years. In partnership with our parents, Blessed Sacrament School continues this tradition of preparing our young people to live their Christian Faith and implement Christian Values in our changing world.

Sincerely in Christ,

Monsignor Daniel E. Magraw

Pastor, Blessed Sacrament Parish

**Blessed Sacrament School
Accredited by Middle States Association of Colleges and Schools
2016 Edition**

ADMINISTRATION AND STAFF

PASTOR

In the role as leader of the total educational program for the members of the Church entrusted to his care, the Pastor is the administrative head of the parish school. He consults and cooperates with the School Principal and sees that an effective program of religious education is maintained in the school under the direction and supervision of the Vicar for Education.

PRINCIPAL

The Principal is the delegated administrative officer of the school and, as such, is responsible for its organization, supervision, and discipline according to the terms of the contract with the Pastor and the Vicar for Education. His/her further duty is to cooperate with the Pastor in fulfilling all his/her responsibilities in the school. The Principal works closely with the Vicar for Education to see that the mission statement and policies of the Catholic Schools Office are closely adhered to and supported. The Principal is the educational leader of the school.

ADVANCEMENT DIRECTOR

The Director of Advancement takes a leadership role at the school by implementing the advancement activities. This position oversees activities towards alumni, parents, parishioners, and friends of Blessed

Sacrament School. The Director of Advancement provides direction in the planning, coordination, and implementation of a comprehensive advancement program.

STAFF

The instructional staff consists of dedicated religious and lay teachers. The teachers are screened and approved by the Catholic Schools Office. All teachers, religious and lay, are qualified educators, who are working to meet the needs of their students. To achieve this, teachers participate in workshops, classes and inservice programs to keep themselves current in the field of education. Included in this staff are a guidance counselor, physical education instructor, music teacher, computer teacher, and a librarian. The office staff consists of one full-time secretary.

GUIDANCE COUNSELOR

The Guidance Counselor counsels individual students and refers students to school psychologists or other professional agencies when necessary. Testing data and interpretation of data is another function of this office. In addition, the Guidance Counselor is a member of the school's Building Level Support Team (BLeST).

SCHOOL ADVISORY COMMITTEE

The School Advisory Committee provides the leadership necessary to ensure the total Christian development of the students of Blessed Sacrament School. It accomplishes this through recommendations, which will assist the administration of the school and by acceptance of specified duties and responsibilities as set forth in their Constitution. The School Advisory Committee acts as an advisory body to the Pastor, the Principal, the faculty, the parents and all those committed to excellence in the education of our children. Members of the Blessed Sacrament School Advisory Committee are:

- ◆ The Pastor
- ◆ The Principal
- ◆ A School Faculty Representative (ex-officio)
- ◆ Two appointed members—one appointed from the Blessed Sacrament Parent-Teacher Council and one appointed from the Blessed Sacrament Ushers' Society (ex officio)
- ◆ Seven selected members from the Parish

Monthly meetings are held from August to June and are announced in the School and Parish bulletins.

STUDENT INFORMATION

UNIFORM

NOTE: School uniforms must be purchased at the Red Door or through Lands End.

Girls' Uniforms

The Blessed Sacrament School uniform for girls in Grades K-4 consists of:

- ◆ School plaid jumpers, navy slacks or shorts with navy, brown or black belt (required)
- ◆ Evergreen turtlenecks or short or long sleeve polo
- ◆ Navy or white knee-highs, tights or crew socks
- ◆ Skorts are not permitted in K-4

Girls in Grades 5-8 are required to wear:

- ◆ School plaid skirts or skorts —2" below finger tip or navy shorts or slacks with navy, brown or black belt (required)
- ◆ Evergreen turtlenecks or short or long sleeve polo or navy knit overblouses (polo shirts and turtlenecks are to be worn tucked in, overblouses are not tucked in)

- ◆ Navy or white knee-highs, tights or crew socks

Boys' Uniforms

Boys in Grades K-8 are required to wear:

- ◆ Navy pants or shorts with navy, brown or black belt (required)
- ◆ Evergreen turtlenecks, banded evergreen shirt, or short or long sleeve polo (polo shirts and turtlenecks are to be worn tucked in)
- ◆ Navy or white crew socks

Uniform Accessories

All students must wear appropriate dress shoes. School shoes should not be sneakers, athletic shoes or backless shoes, or boots. They should not have oversized heels (2 ½" or higher) or soles (platforms) and should not be clogs or sandals. Black-soled shoes are discouraged due to the marks caused on the tile floors. Only kindergarten students may wear sneakers instead of dress shoes. Both boys and girls are permitted to wear the standard navy cardigan sweater or the monogrammed school sweatshirt. Both the sweater and sweatshirt must be the proper size, not oversized. If a student chooses to wear a t-shirt it must be solid white.

Gym Uniform

The standard gym uniform for Grades 2 through 8 consists of black shorts and the gold Blessed Sacrament School gym shirt. Gym shirts can be purchased at the school store. White socks and sneakers are required during gym class. Kindergarten and 1st grade students will be required to wear sneakers on gym day but do not need to wear the Blessed Sacrament School gym uniform.

Casual Day

Throughout the year on designated days students are permitted to dress casually. Students are often asked to donate at least \$.50 for this privilege of dressing casually. The monies collected are donated to a local charity, mission, or other worthy causes.

The following are permissible on casual days: jeans, khakis, cargo pants, cords, Dickies, athletic pants (no tear-aways), sweatshirts, shorts and skirts must be finger tip length (athletic shorts may be worn, only if they are not see through). The following are not permissible on casual days: backless shoes, tank tops, tear-away pant, sweatpants, jeans with holes, pants or shorts with writing on the backside, yoga pants, stretch/lycra pants or tight fitting pants.

All shirts must be long enough so that the midriff is not showing when you raise your hands.

Notes

In winter weather, students will not be permitted to wear boots, shoe boots or wet shoes in school. Wet footwear must be removed upon entering the school building and school shoes must be worn. If students choose not to wear boots and wear shoes instead in snowy weather, they should bring dry shoes and/or socks to school and change when they enter the building.

Girls in Grades 7 and 8 may wear a small amount of make-up if their parents permit; make-up for seventh and eighth graders must be applied so as to look natural and tasteful. Girls who wear heavy or obvious make-up will be instructed to remove the make-up when they arrive at school. Artificial nails are not permitted.

Girl's hair should be kept neat and well groomed. Extreme hairstyles or color are not permitted. Long hair must be worn away from the face. Hair that naturally falls in front of the face is not permitted. Bangs must be kept at the brow or above. Hair that naturally falls in front of the face is not permitted and must be held back by a headband, ponytail or braids. Bangs must be kept at the brow or above.

Boys must be clean-shaven and hair must be neat and well groomed. Hair must be worn away from the face. Bangs must be kept at the brow or above. Hair that naturally falls in front of the face is not permitted and must be held back by a headband, ponytail or braids. Bangs must be kept at the brow or above.

Generally, jewelry is not considered to be part of the school uniform. However, a small chain or necklace is permitted; hemp and other fad jewelry may not be worn. Girls may wear one pair of small earrings. (Boys are not permitted to wear earrings.) No visible tattoos or body piercing are permitted
Students are permitted to dress up on their birthday.

Dress Code Violation Discipline

Compliance with this policy is mandatory. Blessed Sacrament School strives to achieve full compliance with this policy through the use of positive reinforcement. A student in violation of the school uniform dress code may be subject to various disciplinary measures. For initial or minor violations, simply notifying the student and parent of the violation and immediately correcting the problem should be sufficient. For repeated or offensive violations or those that demonstrate a conscious decision not to adhere to the school uniform dress code requirements, the student may be subject to more severe discipline, up to and including an after-school detention. The school administration shall employ a “progressive discipline” approach, with notification to the parents in order to encourage full compliance with no more discipline than is reasonably necessary

**** Consequences for Breaking Dress Code Policies ****

1st violation: The student will be asked by the teacher to correct the uniform infraction and have two (2) days to do so or will be asked to call their parent to bring a change of clothing before they can return to class that day. The consequence will be contingent on the infraction.

2nd violation: A dress code violation form is sent home. This form must be signed by a parent/guardian and returned the next day. The uniform infraction must be corrected.

3rd violation: The parent will be notified of the violation and the student will receive one (1) hour detention afterschool. A parent will be required to meet with the principal and the classroom teacher. The uniform infraction will be corrected.

This policy applies to all students K-8.

SCHOOL HOURS

Daily Schedule - Grades K-8:

- ◆ 8:00 – First bell
- ◆ 8:10 - Second Bell
- ◆ 8:10 - Announcements are made and classes begin
- ◆ 2:40 - Bus Riders
- ◆ 2:45 - Dismissal, Grades K-4
- ◆ 2:50 - Dismissal, Grades 5-8
- ◆

Arrival of Students

Students should arrive no earlier than 7:45 a.m. unless they are enrolled in the Before-School Program. Students will be allowed to enter the building at 7:45 a.m. Students who arrive early or are not picked up on time will be sent to the Extended Care Programs and parents will be billed for this service.

Parents who transport children to school are asked to use the 26th Street entrance to the Geiger Hall parking lot. Students should get out of the car in the Geiger Hall lot and walk to the gymnasium entrance. Parents should then pull out of the lot through the Haybarger exit. Students should not be dropped off on Greengarden or in the parking lots of local businesses due to heavy traffic. Traffic in this busy neighborhood presents a danger to our students and Blessed Sacrament School wants to keep students as safe as possible. Only students arriving before 7:45 a.m. for the Before-School Program should be dropped off in the Office parking lot.

Dismissal

Students who go home by car are dismissed from the Geiger Hall exit. All bus riders are dismissed from the main office entrance. Students who walk home are dismissed from the 26th Street exit.

Students who are enrolled in the After-School Program (Extended Care) meet in the cafeteria with the After-School Program Staff. Students who are staying for special help are dismissed from the main office entrance. If these children do not walk home, parents should meet them in the parking lot outside the office at the time specified by the teacher.

LUNCH PERIODS

All students are required to eat lunch in the cafeteria during scheduled lunch periods.

Lunches are scheduled as follows:

Grade 1	11:30-12:00	Grade 4	11:50 - 12:20	Grade 6	12:10-12:40
Grade 2	11:35-12:05	Grade 5	12:05 - 12:35	Grade 7	12:20-12:50
Grade 3	11:45-12:15	Kindergarten	11:15 –11:45	Grade 8	12:30 - 1:00

Birthday Treats/other: K-Grade 4 only may bring a healthy treat for a snack or at lunchtime. Other treats (Halloween, Valentine, Christmas, etc.) should be done at a grade level. The principal must approve parties or treats in Grades 5-8. Invitations to private parties may be distributed at school as long as every boy or girl in the homeroom receives one, and no one is excluded. All students may dress up for their birthday.

ATTENDANCE – A copy of the Diocesan Attendance Policy can be found on the Blessed Sacrament website.

Absence

It is very important that each student is here every school day, unless the student is ill or there is a family emergency. In the case of absence, please call the school office between 7:30 am and 8:15 am to report your child's absence. This is a security check for your child; if the school is not contacted regarding your child's absence, you will receive a phone call requesting the reason for absence. Students who are not here during the school day are not permitted to participate in after school activities.

The day the child returns to class, they must have a note stating the reason for the absence.

You may request homework be sent to the office before 9 AM when your child is absent. Homework requests after that time are not guaranteed. It is suggested that you do not request homework on the first day of absence. Homework should be picked up from the homework pick up table (outside the school office) prior to 5:15pm.

Tardiness

Students who arrive after 8:10 are considered tardy and must report to the School Office for an admit slip before being admitted to class. Please make every effort to ensure your child arrives on time every day to help him/her have a smooth transition into the school day.

Any student that exceeds ten tardies in any one school year will be carefully scrutinized by the principal. Unacceptable tardies due to oversleeping, running late or excessive traffic excuses, will result in disciplinary action to be determined by the principal. For example, but not limited to, morning school detention, in-school suspension or in some cases, dismissal of a student.

Early Dismissals

The Principal is authorized to grant early dismissal to a student provided the request is made in writing by the parent/guardian. Generally, these requests are made for medical or dental appointments. Please attempt to make the written request the day before the appointment. The student will be dismissed from the School Office, and parents are required to come to the office to sign out the student.

Faculty meetings are scheduled on the second Wednesday of each month and there will be an early dismissal on that day. Dismissal will be at 1:30 pm. Students who are usually bus riders will need to arrange for

other transportation on early dismissal days. Students who are not picked up at the 1:30 dismissal will go to the After School Program and will be charged accordingly. On early dismissal days, the After-School Program is available beginning at 1:30 pm and closing as usual.

Please note that a student will never be released without the explicit knowledge of the parent or guardian, and the adult who is picking up the child must stop in the office and sign the Student Sign-Out Sheet. Students will be released only to adults listed on the Emergency Data Form, unless the School Office has been specifically notified by the parent that an exception is to be made.

Emergency Data Forms

Each student must have a completed Emergency Data Form on file in the office at the beginning of each school year. Parents are asked to notify the school immediately if there is any change in this information. Parents may be asked to submit updated forms periodically during the school year.

Vacations

Whenever possible, parents should consult the school calendar and attempt to plan vacations around free days. Parents may ask for homework prior to vacation; however, teachers may choose, instead, to assign work when the student returns since changes in the daily schedule may make changes in assignments necessary.

INSURANCE

Student insurance is not available through the school. Students should be covered by the parent or guardian's insurance. In the event the parent or guardian cannot provide insurance, the school can provide information on the CHIPS program, sponsored through Highmark Blue Cross/Blue Shield and the Caring Foundation.

DRUG AND ALCOHOL POLICY

A student who is on the school grounds or at any school-sponsored activity and is under the influence of drugs or alcohol, or possesses, uses, dispenses, sells or aids in the procurement of alcohol, narcotics, restricted drugs or any substance purported to be a restricted substance, or abuses any such drugs shall be subject to discipline outlined in the provisions and procedures of the School Drug and Alcohol Policy. Disciplinary measures may include expulsion. A copy of this Policy is included in this handbook.

WEAPONS POLICY

It is forbidden for anyone to possess a weapon of any sort, or an item, which is intended to be used as a weapon in the buildings, on the premises, or within the geographic boundaries of Blessed Sacrament School. A weapon brought to school by a student, for example a gun, or ammunition for a gun, or anything of a defensive nature such as, but not limited to, knives, clubs, mace, etc., will be considered a very serious offense. A student found in violation of this Policy will be dealt with as follows:

- ◆ Parents will be notified immediately and be required to come to the school immediately.
- ◆ In accordance with the Pennsylvania Crimes Code, Section 912, the local police will be notified and the student suspended into the custody of a parent or guardian. The Diocesan Vicar for Education and other members of the Diocesan Crisis Team will also be notified.
- ◆ As a result of the investigation following the incident, the student is liable to further disciplinary action up to and including expulsion.

SCHOOL MANAGEMENT

Enrollment Procedures

Registration for Grades Kindergarten through Eight is held in late January or early February. Notification of the date will appear in the School and Parish bulletins. When registering students for admission to Blessed Sacrament School, the following original documents are needed:

- ◆ Birth Certificate
- ◆ Baptismal Certificate, if not baptized at Blessed Sacrament Church
- ◆ Records of First Eucharist, if applicable
- ◆ Health Records, particularly records of immunization

Diocesan schools should follow the policy of the local public school districts for admitting students in pre-school, kindergarten and first grade. Testing for early admission is not an accepted practice in the diocese.

REGISTRATION POLICY

The admission policy for Kindergarten is as follows:

1. Families that already have children attending Blessed Sacrament School
2. Children who attended Blessed Sacrament Preschool
3. Open registration

The admission policy for Grade 1 through Grade 8 is as follows:

1. Children currently attending Blessed Sacrament School
2. Families that have children attending Blessed Sacrament School
3. Open registration

Blessed Sacrament School does not discriminate on the basis of race, sex, religion, national origin, age or disability if with reasonable accommodations the disabled student can function in our facility.

WITHDRAWAL

Parents are asked to give notice in writing if a child is to be transferred to another school, stating the name of the school the student will be attending. An exit interview form will be completed at this time.

SCHOOL CALENDAR

Blessed Sacrament School follows the official school calendar determined by the Catholic Schools Office of the Diocese of Erie, providing a minimum of 180 days of instruction. A detailed school calendar is included in this handbook.

SCHOOL CLOSINGS

Throughout the school year, there may be various reasons for school closings, delays or early dismissals. Inclement weather, icy roads or breakdown in heating or electrical systems, may be causes for this action. Parents are asked to listen to the local radio and TV stations for pertinent announcements. The decision to close or delay the opening of school will be made by 6:00 am and will be announced at intervals on local radio or television stations. Parents will be notified through SchoolMessenger. Since Blessed Sacrament School is located within the Erie School District, the announcement will be made that all Erie City Schools and Erie Catholic or Parochial Schools will be closed or delayed.

Please do not call the school or faculty members at home to ask about closings or delays. It is particularly important that school telephone lines be kept open in these circumstances. In the event of severe weather, and especially with young students, parents may use their own discretion in these matters.

EMERGENCY CLOSINGS

Emergency closings of schools are extremely rare. However, in this event, the same information as listed above applies. A form with information concerning each student's plan of action in the event of an emergency closing or dismissal is kept on file in school. This form is sent home to be filled out at the beginning of the

school year; please update the form immediately if there is a change in the student's emergency information. You may be asked to fill out updated forms at intervals during the school year. Please advise your child of the procedure he/she is to follow in the event of an emergency closing.

SCHOOL RECORDS

Permanent records are kept on file in the school office. Included in these files are educational, personal data necessary for the operation of the school system, and intelligence, achievement and aptitude scores.

PRIVACY ACT

The School Policies and Administrative Procedures for Elementary Schools, the handbook for Erie Diocesan Schools, has adopted guidelines based upon the Family Educational Rights and Privacy Act of 1974 to protect the rights of the students. The following is to inform you of the processes for maintaining your child's records. The principal supervises the records of the students and will assist you if you have any further questions.

COLLECTION AND MAINTENANCE

As long as the student is enrolled in the school, statistical information as seen on the registration form, academic records as seen on report cards and standardized tests will be kept in the student's file.

When a student leaves the school, the permanent folder, which contains minimum statistics and standardized achievement scores, with academic records, is maintained in the inactive file.

Each year, the students are evaluated not only by the teachers, but also through a Diocesan Testing Program, which uses standardized tests. Parents receive copies of the results of these evaluations through the report card, conferences and printouts.

DISSEMINATION OF RECORDS

Parents have the right of access to all educational records. This right can be exercised by appointment at a time mutually convenient to the parties concerned. If the child transfers to another school, public or private, Blessed Sacrament School will automatically send the records once the new school requests them.

CAFETERIA

The cafeteria serves a nutritionally balanced lunch every school day. It is affiliated with the National School Lunch Program and follows its guidelines. Applications for free and reduced lunches are distributed at the beginning of the school year.

The menu is published on the school website. Students who carry their lunch may purchase milk or juice daily. Students are not permitted to go home for lunch.

Students are to enter and leave the cafeteria in orderly lines. Proper table manners and respect for cafeteria workers, volunteers and other students are expected of all students. Supervision is provided during every lunch period for the safety of the students.

USE OF TELEPHONE

The school telephone is for business purposes only. In case of an emergency, the school secretary will contact the home. Requests to call parents for forgotten homework, gym clothes, etc., during the school day will not be honored. Teachers and students will not be called to the phone during class time except in case of emergency. The school secretary will relay important messages. Parent calls to teachers will be returned within 24 hours.

Cell phones and beepers are not permitted. The first time a student is caught with a cell phone a parent will be contacted to pick up the cell phone from the school office at the end of the school day. After the first offense, a green slip will be given to the student if he or she is caught with a cell phone.

All student cell phones will be collected by the homeroom teacher and kept in a safe location during the day. Phones will be returned to students at the end of the school day.

SUPPLIES

In June, lists of school supplies that are required for the next school year are posted on the web site (bserie.org). Parents are responsible for these supplies.

Student assignment notebooks are required in Grades 2 through 8 and are sold at the beginning of each school year.

HEALTH AND SAFETY

PHYSICALS/DENTAL: The Pennsylvania School Health Law requires that students in grades K, 6 and 11 have a physical exam; and students in grades K, 3, and 7 have a dental examination. This also applies to students with no exam on file for the required grade level. Forms must be completed and returned to the school nurse by October 15th.

HEALTH SERVICES

The following services are provided by the School Nurse or visiting Doctor:

- Yearly Physicals - Grades 1 and 6 (If not completed by Family Physician)
- Yearly Hearing Screening - Kindergarten, Grades 1,2, 3 and 7
- Dental Screening - Grades 1,3 and 7 (If not completed by Family Dentist)
- Scoliosis Screening - Grades 6 and 7
- Vision Screening and Height and Weight Check - All Grades, every year

IMMUNIZATIONS

The Pennsylvania School Health Law requires these immunizations for all students entering school as follows:

- 4 DT – one dose after age 4
- 3 Polio Vaccines (injection or oral)
- 3 Hepatitis B – doses correctly spaced
- 2 Measles/Mumps Rubella
- 2 Varicella (Chicken Pox) given after age 1 OR mo./yr. of chicken pox signed by parent or doctor

COMMUNICABLE DISEASES

Students are to be kept home from school if any of the following symptoms are observed:

- ◆ An acute cold with temperature elevation over 100 degrees (sneezing, runny nose, coughing, headache, etc.).
- ◆ Swollen glands and sore throats. (Complaints of sore throat and elevated temperature for more than twenty-four hours need medical attention.)
- ◆ Skin rashes or sores.
- ◆ Flushed face or other signs of abnormal temperature.
- ◆ General signs of illness, such as vomiting, diarrhea, earache, listlessness, or weakness.

Good health is desired more than a perfect attendance record.

<u>DISEASE</u>	<u>INCUBATION PERIOD</u>	<u>PERIOD OF EXCLUSION FROM SCHOOL</u>
Chicken Pox	14- 18days	Must be no evidence of a new crop and the crust must be dried (6 or 7 days from the last crop of vesicles)
Measles	10 - 14 days	6 days from appearance of
Mumps	12 - 14 days	Rash; longer if not well 6 days minimum; may return when fever or swelling has

Whooping Cough	7-21 days	subsidied 4 weeks from onset
3-Day Measles	14-21 days	Until rash is gone
Scarlet Fever	2 - 5 days	48 hours after starting treatment
Strep Throat	2 - 5 days	24 hours after starting treatment
Lice		May return within 24 hours if all nits are removed and checked by the school nurse
Scabies	3 weeks (approx.)	Until given a certificate of treatment from a doctor
Conjunctivitis	1 - 3 days	Until given a certificate of recovery from a doctor
Impetigo	variable	Until given a certificate of recovery from a doctor
Fifth Disease	4 – 20 days	Before onset of rash

MEDICATIONS

In order for school authorities to be legally permitted to dispense medication, we must have the proper permission forms from doctor and parent.

Long-term medication (longer than 7-14 days) must have doctor's written order and be accompanied by a notarized parent form. Medication must come to school in the originally labeled bottle.

Medication for temporary use (less than 14 days) should have a signed parent consent form and come in the originally labeled bottle.

Forms are available in the office upon request. No medication will be given if these guidelines are not followed.

FIRE DRILLS

Students participate in fire drills ten times during the school year, per the requirements given us by the Fire Inspector and according to Diocesan Fire Regulations for the safety of our students.

EMERGENCY/SEVERE WEATHER DRILLS

Students participate in Emergency/Severe Weather Drills twice during the school year, and our procedures are based upon the recommendations of our school Crisis Management Team. During a drill of this type, or during a weather emergency, all students move to areas within our school building which have been determined to be the safest rooms available in the event of high winds, etc. During a drill or emergency of this type, school personnel have available first aid materials, a weather radio and other necessary items.

CRISIS MANAGEMENT

Blessed Sacrament School has in place a crisis management policy to be used in the event of natural disaster, school violence, the threat of violence, etc. This policy has been created specifically for our school by the school Crisis Management Team, based on the recommendations of the Catholic Schools Office. This policy is designed with the primary objective of keeping our students safe during a crisis situation. The policy is available in the School Office for review by parents upon their request.

INSTRUCTIONAL PROGRAM

STANDARDIZED TESTING

At this time, the elementary schools of the Diocese of Erie participate in Terra Nova Testing. Diagnostic testing in Grades 2 through 8 in the main subject areas of reading, language skills, mathematics, science, social studies and study skills are included in these testing programs. Students in Grades 3 and 6 are also given InView Testing. The InView measures the student's ability to perform schoolwork; this score is weighed against the

SAT to help determine whether the student is working to his/her potential. This testing program takes place in the fall.

Students in grades Kindergarten through 3 are given the DIBELS standardized test. The Dynamic Indicators of Basic Early Literacy Skills (DIBELS) are a set of standardized, individually administered measures of early literacy development. They are designed to be short fluency measures used to regularly monitor the development of pre-reading and early reading skills.

Students in Grades K through 8 also participate in the Writing Assessment Program as part of the Diocesan Student Writing Initiative. This is a performance-based assessment aligned with the Pennsylvania Department of Education writing program, and is designed to help students learn to organize their ideas logically and coherently in response to narrative, expository and persuasive prompts. These prompts are administered in the fall, winter and spring.

Students in Grades K-8 participate in a diocesan mathematics assessment. Exemplars Math Performance Tasks serve as the assessment tool. Exemplars are classroom tested real-world problems that assess student's problem solving and communication skills. Exemplars Tasks are aligned with national mathematics standards.

Test results become part of the student's permanent record and parents receive copies of their child's test results.

PROGRESS REPORTS

Progress reports are sent to the grade 3-6 parents midway through the quarter to assist in keeping them informed of their child's progress. Students in grades 1-2 may receive progress reports as needed. In Grades 7 and 8, all students receive the Middle School Interim Report midway through each trimester.

REPORT CARDS

The student's progress is evaluated through report cards, which are administered four times a year in Grades 1 through 8. At the end of the first report period, the parents of students in Grades K through 8 are asked to return the report card to school and discuss the grades at a Parent-Teacher Conference.

◆ Students in Kindergarten receive a standards based report card on a trimester schedule. The marking system consists of two grades: an achievement grade and an effort grade.

Achievement Key

A- 93-100

B - 85-92

C - 76-84

D - 69-75

E - 68-Below

HONOR ROLL

After each report card period, students in Grades 4 through 8 are recognized for their academic achievement. The criteria for eligibility are:

First Honors

All achievement grades must be "A"

No "1's" in conduct

Handwriting is not included

Second Honors

All achievement grades must be "B" or a combination of "A's" and "B's"

No "1's" in conduct

Handwriting is not included

PARENT-TEACHER CONFERENCES

Parent-Teacher Conferences will be held at the end of the first grading period. In Grades 7 and 8, the student must accompany the parent(s) to the conference. A private discussion is held to acquaint parents with the progress of their children and to provide recommendations for the child's continuing progress throughout the year. Parents are asked to return the report card at this time.

Parents desiring to confer with faculty members and other school personnel at any other time of the year are requested to call the School Office to arrange an appointment. Parents are asked to call the school directly; do NOT call teachers at home. Teachers will return phone calls within 24 hours.

TEXTBOOKS

All books used by the students must be covered at the beginning of the school year. Keeping books in good condition is the responsibility of each student. Adhesive book covers may not be used as they damage the textbooks.

HOMEWORK

Teachers assign homework to foster independent study and to provide an extension of the skill taught in school. Parents are asked to provide a place conducive to studying and to check that homework assignments are completed. Students in Grades 2 through 8 have assignment notebooks (that are purchased at the beginning of every school year) in which they should list homework assignments. Students who experience difficulty in organization or in completing homework may be required to have the teacher and/or parents sign the assignment pad.

Homework in the primary grades should not exceed 30 minutes, in Grades 3 through 6 should not exceed one hour and in Grades 7 and 8 should not exceed one and one-half hours per night.

Generally, homework will not be assigned on weekends. Students in upper grades, however, may be given long-term assignments, which may require some work on weekends to complete.

EXTRA HELP

Teachers are available and willing to give individualized help when and where needed. Many teachers may choose to schedule a specific day, either before or after school, to provide special help on a weekly basis. Other teachers will schedule special help weekly based on the needs of the students or prior to giving a test.

If children are experiencing difficulties in any subject area, parents should contact the teacher for advice. Parents may also contact the teacher to schedule special help for their child or to inquire about special help. Students in Middle School (Grades 7 and 8) are encouraged to contact the teacher for special help on their own.

LIBRARY

The library has an extensive collection of fiction, non-fiction, reference and easy-reading/picture books available for student use. The school library is open to Blessed Sacrament students, faculty and staff for reference and audio-visual materials and book exchange. The library also contains magazines and audio-visual materials for educational use and educational periodicals for the faculty.

A library program is provided for grades K-6 to develop basic library skills and activities are done to stimulate research by using the encyclopedias, atlas, maps and dictionary.

Books are circulated on a week-to-week basis, with the option of renewal. Encyclopedias may be borrowed overnight only. Fines for overdue library books are 5 cents per day, excluding weekends, holidays and excused absences. Students should return books the day they return from absence. There will be a charge for lost books. If the book is not found one month from the date it was borrowed, a note will be sent to the parents requesting payment. If the book is found, the money will be returned minus a \$1.00 late fee.

COMPUTER

Blessed Sacrament School has a complete Computer Lab equipped with Apple computers sufficient to accommodate an entire class and with printers, a scanner, a digital camera and restricted Internet access. A portable computer lab is available for each floor to use in the classroom. Students in Grades K through 8 receive instruction in basic computer literacy, as well as keyboarding, word processing, databases, spreadsheets and the use of educational and reference software.

FIELD TRIPS

Field trips supplement the academic curriculum by providing enrichment activities for the students. Parental approval is necessary for a student to participate in a field trip. Parents must sign the Blessed Sacrament Field Trip permission slip. Information will be sent home prior to the field trip.

SPIRITUAL ACTIVITIES

In addition to the formal classroom instruction that provides the fundamental principles of our faith, the Religious Education Program at Blessed Sacrament School allows the students to participate in various liturgical experiences, which help them grow spiritually:

- ◆ Rite of Reconciliation is provided.
- ◆ Students attend liturgy weekly and on Holy Days of Obligation.
- ◆ Students participate in special Advent and Lenten services.
- ◆ Liturgies and Para liturgies are prepared by each class.
- ◆ Students participate in activities for the missions and service projects.
- ◆ Sacramental preparation for Reconciliation and Holy Eucharist is provided for parents.
- ◆ Annual retreats are conducted for each grade level.
- ◆ The school celebrates Mary's Day each year.
- ◆ Students may be part of the Blessed Sacrament Children's Choir for grades 4-8.
- ◆ Students in Grades 5 through 8 may become altar servers.
- ◆ Opportunities for private conferences with the parish priests are available.

Both Catholic and non-Catholic students are included in all Religious Celebrations and Religion Class.

PUBLIC RELATIONS

SCHOOL COMMUNICATIONS

A weekly bulletin is emailed and posted on the website (bserie.org) every Friday. Reminders about early dismissals, inservice days, casual days, etc., are included in the weekly school bulletin, so parents are asked to read the bulletin carefully every week and check the school website often.

WEB SITE www.bserie.org

Our website is updated on a weekly basis. Some items posted on the website are the weekly bulletin, lunch menu, faculty list, links to class websites, student activities, school advisory committee, facilities, enrollment and alumni.

PROGRAMS

Parent Information Night (P.I.N.)

Before school begins in August, the school sponsors Parent Information Night. Parents are encouraged to attend this event. Parents meet with the teachers on each grade level. The teachers explain the curriculum and classroom goals and expectations. A time for questions and answers is provided.

CATHOLIC SCHOOLS WEEK

Catholic Schools Week is celebrated each year near the end of January to promote an appreciation of Catholic values and the academic excellence provided in the Catholic Schools. The week begins with the

Catholic Schools Week Mass. Committees of Blessed Sacrament teachers plan a number of exciting events for our school during this week. The PTC offers opportunities for school families to meet socially.

VOLUNTEERS

The school utilizes volunteer help in the following areas: library, cafeteria, advancement office, and the primary grades. In addition, teachers may request volunteers to assist in special events or projects. Parents, or other interested adults who have a talent to share or who wish to offer their services as volunteers, should call the School Office and schedule an appointment to meet with the Principal. All volunteers need proper clearances before scheduling time to come into school. More information about clearance can be found at the Diocesan website <http://www.eriecd.org/protectyouth.htm>

P.T.C.

The Parent-Teacher Council is established to promote a closer relationship between school and the home. General meetings are held at designated times during the school year.

The PTC volunteers for many school events and sponsors many student activities, frequently providing financial support. Volunteers are essential to the vitality of this organization and to the continued support offered by the PTC. Parents interested in assisting with PTC activities should contact the PTC president or a board member.

Membership in the PTC program is open to all parents, faculty and staff of Blessed Sacrament School; membership is encouraged so that students may benefit from this cooperation between school and home. The PTC membership drive is held in September of each school year.

MISSIONS

Students are involved in several mission activities during the school year, which foster love of neighbor. Students, with faculty supervision, organize clothing and/or food collections at Thanksgiving and Christmas for the benefit of charitable groups in the Erie area. During Lent, students participate in the Rice Bowl campaign in which they save money through personal sacrifices to be used for the needy. School-sponsored casual days raise funds, which are donated to local charitable organizations. During the year, students also participate in many other activities of service through the school or on their grade level.

EXTENDED CARE PROGRAMS

Blessed Sacrament School provides extended care programs during each school day for a reasonable fee. These programs provide professional care and a safe environment, as well as an opportunity for recreation and quiet study. They serve working families who desire both parochial school education and high-quality care for their children. These programs are designed for students enrolled at Blessed Sacrament School in Preschool through Grade 8.

The Before-School Program for all students operates from 7:00 am until 8:00 am, at which time students go to their classrooms.

The After-School Program for all students operates from 2:45 pm until 5:30 pm. Extended Care is not available on days when Blessed Sacrament School is closed.

For further information regarding enrollment fees and daily charges, please contact the School Office

EXTRA-CURRICULAR ACTIVITIES

ATHLETIC ELIGIBILITY POLICY

Blessed Sacrament Academic Eligibility

Academic standards are necessary for a student to participate in the athletic program to assure that athletic progress does not come at the expense of academic performance.

The school principal will review academic eligibility for all student athletes and discuss the policy with them at the beginning of the sport season. This policy will be in effect immediately following the principal's meeting with the athletes.

As a general rule, participating students must maintain a **76% or above** in all classes which receive a letter grade.

- The teacher(s) will record grades **weekly** on charts to be received by the principal on Wednesday afternoon.
- The principal will meet each Thursday morning with students and review the reasons for low grades.
- Athletic Eligibility Reports will be generated **every Thursday** for **only** those students that are ineligible or in danger of becoming ineligible.
- The parents, coaches, and athletic director will be notified on Thursday of any students that are ineligible or in danger of being ineligible.

If a student's grades are 75% or below and are based on:

- Missing, incomplete, or late assignments not due to absence or illness
- Lack of effort
- Unacceptable behavior in class
- Consistently low grades on assignments and tests
- The student is averaging a 75% or below in two or more classes

Then the student will receive a written warning the first time. A second time they may not participate in the sport or practices for one week. A third ineligibility report will result in dismissal from the team.

If the 75% or below is based on:

- All assignments have been turned in on time and complete
- Student demonstrates effort
- Student have demonstrated appropriate classroom behavior

Then the teacher(s) and principal will determine the student's eligibility.

Students absent during school may not participate in school activities that day. This includes practices and games. Non-participation in gym class necessitates non-participation in practice and games that night.

SPORTS

The following sports are offered at Blessed Sacrament School:

- ◆ Basketball - JV Boys and Girls Grades 5-6
- ◆ Basketball – Varsity Boys and Girls Grades 7-8
- ◆ Cheerleading - JV and Varsity Grades 5-8
- ◆ Cross Country - Boys and Girls Grades 1-8
- ◆ Football - JV Boys Grades 5-6
- ◆ Football - Varsity Boys Grades 7-8
- ◆ Soccer - JV Boys and Girls Grades 5-6
- ◆ Soccer - Varsity Boys and Girls Grades 7-8
- ◆ Swimming - Boys and Girls Grades 1-8
- ◆ Wrestling Grades K-8

CLUBS

- ◆ Bowling
- ◆ Golf
- ◆ Skiing
- ◆ Christian League of Athletic Youth

HAZING – ANTI-HAZING POLICY

Blessed Sacrament School prohibits any form of hazing of or by employees, volunteers, or students. Hazing is defined as: "Any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a person or which willfully destroys or removes public or private property for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership in, any organization. The term shall include, but not be limited to, any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, liquor, drug or other substance, or any other forced physical activity which could adversely affect the physical health and safety of the individual, and shall include any activity which would subject the individual to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual, or any willful destruction or removal of public or private property. For purposes of this definition, any activity as described in this definition upon which the initiation or admission into or affiliation with or continued membership in an organization is directly or indirectly conditioned shall be presumed to be "forced" activity, the willingness of an individual to participate in such activity notwithstanding.

(From Pennsylvania Act 2016-31).

Any student who experiences some form of hazing or staff member who becomes aware of hazing should report it immediately to the school administration. School Administration shall investigate the reported incident, and shall render disposition of the reported incident pursuant to this policy and/or any other relevant policy school administration deems appropriate. Any staff member who permits or encourages hazing will face disciplinary action up to and including dismissal. Any student who engages in hazing will face disciplinary action up to and including expulsion.

EARTH ACTION

Students in Grades 4-8 participate in the Earth Action Program. Earth Action is designed to help young people become informed, active stewards of the environment by engaging them in environmental action projects. Earth Force gives young people the opportunity to take action on a local environmental issue after careful, balanced research of public and private policy and community practice. Hands-on learning will generate excitement as students work together to make a difference in the life of their community

SCOUTING

Scouting is available for girls in Grades Kindergarten and up and for boys in Grades 1 and up. Scouting information and schedules are sent home by scout leaders and are announced in the parish and school bulletins each year.

SAFETY PATROLS

Under the direction of the Traffic Division of the Erie Police Department, seventh and eighth grade students can serve on the Safety Patrol. A representative of the Traffic Division instructs these students in good safety practices in September of each year.

Patrols are to be on duty at their assigned posts from 7:45 am to 8:05 am and again from 2:45 pm to 3:00 pm. Because we are concerned with the safety of our students, parents are urged to encourage their children to obey the safety patrols at street corners and on school property.

In appreciation for their service, students of the Safety Patrol take part in a picnic in May.

MEMORY BOOK

Students may purchase a school memory book in the spring of each year. This keepsake contains class pictures, faculty and staff pictures and group photos of various activities in which the students participate.

SCHOOL NEWSPAPER

Eighth graders publish a school newspaper in December. Contents include student compositions and editorials, reports of school news and events and entertainment features. The newspaper is not a fund-raising project, but a small cost is necessary to cover printing and other expenses.

ALTAR SERVERS

An opportunity for service to the Church Community is offered to students in Grades 5 through 8 as altar servers. With the help of parental encouragement, this ministry teaches the students a sense of responsibility, fidelity to obligations and an awareness of the membership in the community of worshippers-the Body of Christ.

Each altar server receives a schedule of his/her assignments. Parents should review these so that the server fulfills his/her responsibility.

CHOIR

Blessed Sacrament Church has a children's choir for students in Grades 4 through 8 and is under the direction of the school Music teacher. The choir usually sings once a month at a Sunday liturgy and at weekly school liturgies.

CONTESTS AND COMPETITIONS

Throughout the school year, the students are encouraged to enter various contests and competitions offered by area organizations and schools. These include: Spelling Bee, Pennsylvania Junior Academy of Science (PJAS), Challenge 24, Math Counts and other math competitions, Geography Bee, Stock Market Game, Performing Arts Competition and other essay, poetry and art competitions.

FINANCE Tuition & Fees **Tuition Policy**

1. Tuition Payments;

The three available tuition payment plans are:

A. **Full payment:** Under this plan the entire amount of tuition is paid directly to the Parish Office. Payment must be made by June 1st. A tuition discount of 1% will be deducted from the tuition cost.

B. FACTS Tuition Management Plan Options (The annual enrollment and processing fee for FACTS is \$38.00 on each contract.)

1. Quarterly Payment: These payments are due in June, September, December and March. This plan is an automatic payment plan made through your checking, savings account, or credit card. Those choosing this plan will authorize their bank to make automatic quarterly payments to FACTS on either the 5th or the 20th of the required month. *Any family using a credit card for payment will be charged a service fee of \$2.50 for every \$100.00 charged.

2. Monthly Payment: Under this plan, the tuition is paid monthly over a 10-month period beginning in June through the FACTS Tuition Management Plan. This plan is an automatic payment plan made through your checking, savings, or credit card. Those choosing this plan will authorize their bank to make automatic monthly payments to FACTS on either the 5th or 20th of each month. *Any family using a credit card for payment will be charged a service fee of \$2.50 for every \$100.00 charged.

2. **Registration Fee:** All new families registering at Blessed Sacrament School will be required to pay a \$50.00 non-refundable registration fee per family.
3. **Late Payment:** It shall be the responsibility of each school family to keep the Parish Finance Office informed of any changes in their financial situation, which could affect their payment of tuition. Without such information, the following policy will apply when tuition payments are received late.
 - A. **Full Payment:** If payment is not received on or before June 1st, the discounted rate of tuition will not apply. When full payment has not been made by June 1st, the family will be contacted by the Parish Finance Office concerning the missed payment date and alternative tuition payment options will be offered through the FACTS Tuition Management Plan.
 - B. **Quarterly or Monthly Payments:** School families who choose either the quarterly or 10 month payment plan and miss either a monthly or quarterly payment due to insufficient funds will be automatically charged a \$30.00 missed payment fee by FACTS and may incur a similar penalty from your banking institution. Additionally, the responsible party will be notified that the missed payment will be re-attempted on the next available date (either the 5th or the 20th). FACTS will send a letter to the responsible party prior to the re-attempt. If the second attempt is also returned for insufficient funds, the \$30.00 missed payment fee by FACTS will be imposed for a second time and again, may be accompanied by a similar penalty from your banking institution.
4. **Tuition Referral Program:** Any currently enrolled school family who refers a new family, which subsequently enrolls one or more students at Blessed Sacrament School, will receive a tuition reduction of \$200.00 per family for the current school year. (Pre-School Excluded)
5. **Mandatory Participation in All School Fundraiser:** Each school family is required to sell or purchase 35 tickets for this annual fundraiser. The amount of \$175.00 will be added to the annual school tuition. The 1% tuition discount for those who elect to pay in full applies only to the base tuition rate. This applies to all school families. Families withdrawing from the school after June 30th will not be refunded the \$175.00 fundraiser fee.
6. **Delinquent Tuition:** School families who have missed either one quarterly or 2 monthly payments without reimbursing the Parish Office for these deficiencies, will be informed that their case will be taken before the School Advisory Board for a decision as to their retention as a school family. This policy will not apply to those school families who propose suitable, alternative arrangements in writing to the Parish Finance Office within 14 days of the second missed monthly or first missed quarterly payment.
7. All unpaid tuition from the previous year must be paid by August 1st, if a student is to be re-admitted on the first day of class for a new school year. **NO CHILD/CHILDREN WILL BE ACCEPTED FOR THE FALL TERM IF THERE IS STILL AN OUTSTANDING BALANCE FROM THE PREVIOUS SCHOOL YEAR.**
8. **Tuition Refunds:**
 - A. New/current families who enroll but fail to start the year: All advance tuition will be refunded.
 - B. Should a family withdraw during the school year, tuition refunds shall be prorated over the number of school days each student was in attendance. If a family withdraws after March 1st there will be no refund.

MONSIGNOR CONNELLY EDUCATIONAL ENDOWMENT FUND (MCEEF)

To honor Monsignor Connelly for his many years of service as Pastor, the Monsignor Ennis A. Connelly Educational Endowment Fund was established in 1982. The intent of the endowment is to benefit children of the parish who attend Blessed Sacrament School and whose families may need some additional financial assistance toward their children's Catholic education. Application forms are available at the School Office and must be completed and returned by the deadline dates published each school year.

This fund continues to grow through yearly contributions, memorial contributions, living wills and contributions made to commemorate birthdays, anniversaries and special occasions.

STAR FOUNDATION

The STAR Foundation provides tuition assistance to financially needy students that choose a Catholic School in the Diocese of Erie. Established in 2002, the STAR Foundation is funded by donations and businesses that, in exchange, receive a business tax credit under PA Educational Improvement Tax Credit (EITC) Program.

The EITC Program was enacted in 2001 and allows businesses that donate funds to scholarship organizations to receive up to a 90% state tax credit for their donation. Statewide, \$54 million in tax credits are available every year to qualified businesses.

GOVERNMENT FUNDED PROGRAMS

Blessed Sacrament School is aided by several state and federally-funded programs, as follows:

State:

Act 90/195 provides for books, workbooks, periodicals, kits, equipment, dictionaries, learning and instructional materials for use by the students. Act 89 provides for testing, psychological services, home-school visitor services, remediation, and speech and hearing therapy.

Act 372 provides free busing by resident pupil's public school district to selected elementary schools in which he/she is lawfully enrolled within the district. Elementary pupils must reside at least one and one-half miles from the selected school.

Federal:

Title I provides for supplementary remedial services in the basic skills of reading, language arts and math.

Title VI provides for computers and other instructional materials and resources.

Code of Student Behavior

An important goal of Blessed Sacrament School is to encourage a positive and safe learning environment for all students. In order to accomplish this goal, we follow clearly defined guidelines for expected student behavior and disciplinary consequences for infractions. The cooperation of students, teachers, staff, and parents is essential to attain this goal.

1. Guidelines for Behavior

- a. Any organized activity that the student is involved in or on school property is an extension of school, and conduct is expected to be in keeping with school rules.
- b. Following are the rules to be observed when students are on school property or are involved in school-related activities, exclusive of class time:
 - On days when school is in session, students are to arrive no earlier than 7:50 am, and enter the cafeteria where they sit at assigned tables and are supervised by teachers. Eight students sit at each table. Books, pencils, pens, and toys should be left in the students' book bags. When the bell rings at 8:00 am, the students line up and proceed quietly to their classrooms.
 - Students will move in a single file line between classes. Each student will be quiet in the hallways to show respect for fellow classes.
 - Students are to greet priests, teachers, staff members, aides, and visitors courteously.
 - No pens, pencils, markers, crayons, or any sharp object that might mar the wall or doors of the facilities may be taken into the lavatories or cafeteria at any time. Students should demonstrate respect to the building facilities at all times.

- In the cafeteria students should behave in an orderly, courteous manner. Pushing, shoving, cutting the line, running, or throwing food is not permitted in the cafeteria. While the students are in the cafeteria, moderate talking should prevail. After purchasing lunch items, the students will take a seat in their classroom's designated area. Students sit eight to a table. Saving seats for others is not permitted. When a student has finished his/her lunch, he/she will get up once to return refuse and tray to the designated area. Each student is responsible for leaving his/her eating area clean. Students stay in their seats until dismissed and then line up to return to their classes. Once students leave the cafeteria, they should be quiet to respect other classes in session.
 - When attending special programs and assemblies, each student will enter and leave the designated area in an orderly manner. Moderate talking is permitted until signaled that the program will begin. Each student will show respect for the speaker/presentation and respond in an appropriate way. (For example, booing is not permitted)
 - When in church, whether for liturgies, par liturgies, or other celebrations, students should behave in a respectful, reverent manner.
 - During fire drills/emergency drills, students must be quiet and quickly follow directions in an orderly manner.
 - Each student will follow all guidelines for each field trip experience. Each student is expected to demonstrate courtesy and good manners to all persons involved.
 - If a student walks to/from school, he/she must obey safety rules and respect the crossing guard and patrols.
- c. Instructional areas include but are not limited to the following: classrooms, computer lab, music lab, science lab, gymnasium, library, etc.
- d. Students are expected to abide by the following rules in instructional areas:
- Students are expected to respect the teacher and other students.
 - All necessary assignments, materials, and supplies should be brought to each class.
 - Assigned work is expected to be made up in a timely manner following any absence.
 - Students are expected to remain in their seats unless otherwise directed.
 - Students will raise their hands to ask/answer questions.
 - Students will refrain from talking out of turn and/or inappropriate gestures/behaviors that disrupt the class.
 - Students should keep books and materials in their proper places.
 - Classroom equipment such as desk, tables, and chairs should be used in an appropriate manner and not be defaced in any way.
 - Throwing of any objects is prohibited.
 - Chewing gum or eating candy is not allowed.
 - Students are to do their own work. Copying another's work or permitting work to be copied will not be tolerated.
 - Students should use the computer facilities appropriately and abide by the school's code of Internet use.
 - Student will speak and write politely. (Abusive and obscene language in written or verbal form is prohibited.)
 - Students must follow the guidelines outlined by the school's uniform code.

In general, the goal of these guidelines is to encourage the students to develop self-discipline. They should base their actions or demonstrate respect for themselves as well as a sensitive regard for others.

II. Disciplinary Consequences

If a student chooses not to follow the behaviors outlined above, the following consequences will be imposed

1. Verbal Warning or Correction by Teacher*
2. Student Behavior Action Forms*
 - a. Green Student Behavior Action Form for minor offenses
 - b. Gold Student Behavior Action Form for serious offenses
 - c. Pink Student Behavior Action Form for critical offenses
3. Student Plan of Actions
 - In the case of certain serious or critical offenses, the consequences may jump immediately to step 3. In these instances, parents will be notified by the principal.

Teachers will handle minor disciplinary offenses (First offenses entail a variety of consequences including but not limited to verbal corrections, time outs, corrective assignments, and/or parent communication.)

If the behavior that is in violation of the rules continues, student will receive a student behavior action form (as described above), which mandates a detention. The detention will be served on the day and time specified by the teacher who issued the slip. Subsequent offenses from that point also merit gold slips.

- If a student accumulates three green slips from members of the school staff, the next offense, even if it's a minor offense, merits a gold slip.
- If a student receives a gold slip he/she must serve a one hour Saturday detention from 8:00-9:00 am. The student will be charged a fee of \$10.00, which must be paid the Friday before the assigned detention.
- When a student accumulates three gold slips from members of the school staff, the next consequence escalates to a pink slip, which mandates an in-school suspension.
- If a student continues to violate the rules and received three more gold slips (from any teachers) that merits another pink slip and another in-school suspension.
- After serving two in-school suspensions, if the student receives a seventh gold slip (from any teacher), the consequence escalates to a three day out of school suspension.
- During this time, a conference will be held with the student, teacher(s), parents, and school administration. At that conference, a "Plan of Action" will be formulated for the student, which must be followed in order for the student to return to school. Should a student not follow his/her "Plan of Action", he/she will be choosing to leave our school community.
- Critical infractions of the rules can result in immediate in-school/out of school suspension.
- The administration has the right to ask any student to leave the school in the event of a very critical infraction.
-

Example of discipline flow for minor infractions:

3 green slips~ 3 gold slips~ pink slip~ 2 gold slips~ pink slip ~ OSS-"Plan of Action" Conference

Examples of Infractions (not totally inclusive lists)

Minor Infraction:

Defiant uniform violation
Misbehavior
Pushing, shoving, poking, etc. without physical harm to another
Talking out in class
Chewing gum, eating candy
Passing notes that do not contain threats or obscene language
Teasing, name-calling

Serious Offense:

Three prior green forms for minor offense
Cheating
Spitting
Bullying
Defacing school's or another's property
Disrespectful or discourteous behavior
Lying
Throwing anything
Inappropriate language
Passing notes that contain inappropriate language
Pushing, shoving, poking, etc. that causes moderate injury

Critical Offense:

Two prior gold slips for serious offense
Destruction of school property
Pushing, shoving, poking, etc. that results in serious injury
Verbal threats, intimidating, or harassing students or teachers
Passing notes that contains threats or profane language
Stealing
Violation of the school's drug and alcohol policy
Violation of the school's rules for Internet safety

APPENDIX

The following items can be found on the Blessed Sacrament School website, www.bsschoolerie.org

Attendance Policy

FERPA

Acceptable Use and Internet Safety Policy

Student Wellness Policy

Calendar

Policy for the Protection of Children: <http://www.eriercd.org/pdf/protectionpolicy.pdf>