

ACADEMIC EXPECTATIONS/GOALS

In order to achieve the mission of Blessed Sacrament Catholic School, students will:

- Model their lives on the teachings of Jesus through prayer, respect for life, practice of self-discipline, and responsible decision-making.
- Participate in the life of the Church, especially in the sacraments, liturgy, and service.
- Demonstrate knowledge of Catholic teachings, traditions, and Church history.
- Demonstrate effective communication skills through reading, writing, speaking, and listening.
- Demonstrate the effective use and application of computational skills and mathematical concepts.
- Demonstrate the effective use of scientific method and concepts.
- Exhibit the knowledge of our country's democratic process, history, and cultural diversity needed to become active citizens within our country and the global community.
- Exhibit the knowledge and working ability necessary to use current technological advances.
- Express themselves creatively through the fine arts.
- Work both independently and cooperatively.
- Demonstrate the personal and social skills needed for spiritual, physical, and emotional wellness.
- Demonstrate a respect for legitimate authority in the school and community.

MISSION STATEMENT of BLESSED SACRAMENT CATHOLIC SCHOOL

Providing a Christ centered environment that nourishes the spiritual, physical, and educational growth of every child.

PHILOSOPHY

Blessed Sacrament Catholic School provides for the physical, mental, emotional, and spiritual well being and formation of its students. We employ a highly motivated and dedicated staff that shares its growth in Christ with the students within a parish family setting that is mission-oriented. We offer a family-based faith approach that encourages strong staff/parent/student involvement so that students might develop to their fullest potential as individuals, parishioners, and citizens.

Besides a favorable student/teacher ratio, the school program includes strong instruction in the basic curriculum using up-to-date materials and opportunities for fine arts activities, community service projects, and leadership development. Our students are motivated towards a Christ-centered life rooted in Gospel values and formed in the faith to become responsible, mature, well-disciplined, and caring young adults willing to serve others.

PREFACE TO INSTUCTIONAL

ARE YOU GIVING YOUR CHILD A CHANCE TO BE HIS/HER BEST?

PROTECT HIM/HER PHYSICALLY BY:

1. At least 8-10 hours of restful sleep each night.
2. A well balanced diet; help your child get off to a good start each day with breakfast at home or at school.
3. Keeping your child home when ill; this protects your child as well as those at school.

PROTECT HIM/HER EMOTIONALLY AND SOCIALLY BY:

1. Expecting neither too little nor too much from him/her according to age and ability.
2. Providing guidance in the choice of reading, movies, TV programs, video games, etc.
3. Saving activities such as going to the movies, spending the night at a friend's for the weekend to promote adequate rest and energy for school.

CHAPTER I - INSTRUCTIONAL

A. ADMISSIONS

1. NON-DISCRIMINATORY POLICY

Following the lead and direction of the Diocese, we make this official statement: "Blessed Sacrament Catholic School admits students of any race, color, creed, gender, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, creed, gender, national or ethnic origin in the administration of its educational policies, admission policies, scholarships and loan programs, and athletic and school administered programs."

2. KINDERGARTEN

A student entering Kindergarten must be 5 (five) years of age before September 1st of that year. A certificate of birth and Baptismal record (unless baptized at Blessed Sacrament) must be presented at the time of registration.

3. FIRST GRADE

A student entering for the first time in First Grade must be 6 (six) years of age before September 1st of that year. A certificate of birth and record of Baptism (unless baptized at Blessed Sacrament) must be presented at the time of registration.

4. EARLY ADMISSION, IF APPLICABLE

Students not fulfilling the age requirement, but who after adequate examination are found to possess sufficient maturity to enter kindergarten or first grade, may be accepted. Likewise, with the consent of the pastor, the principal is authorized to exclude from admission to kindergarten or first grade students who, on the basis of testing conducted by the school, are definitely unprepared for regular classroom work.

5. REGISTRATION

Blessed Sacrament holds a Kindergarten Roundup/Registration in late winter/early spring. Information will be published in the parish bulletin and school Family News in advance.

In early spring, Blessed Sacrament has pre-registration for the remainder of the school. Advance notice will be provided in the parish bulletin and school Family News. Otherwise, new students may be registered as families move into the area and/or parish. In addition, a Registration Day is normally held approximately two weeks before school resumes.

6. STUDENTS WITH DISABILITIES

Blessed Sacrament Catholic School shall do in its power to provide Catholic education to students with disabilities. Those students who cannot be fully integrated into the total regular school program shall be encouraged to take advantage of dual enrollment. Present state statutes require that public school districts accept in part-time attendance, via dual enrollment procedures, students who are enrolled in non-public schools and who are in need of special education and related services not available in the non-public school. These students do not need to withdraw from the non-public school. Once enrolled part-time in the public school, they have all the rights, responsibilities, and privileges of special education and related services as any student in the public school.

B. ATTENDANCE AND ABSENTEES

Blessed Sacrament encourages parents and guardians to see that students attend school each day. Regular attendance contributes to academic success, as well as to the development of attitudes and habits of consistent performance that will carry over into adult life. Each class or day that a student misses is a class or day that cannot be fully made up. Make-up assignments cannot realistically recover what was experienced during class.

When it is necessary for a student to be absent, a parent needs to notify the school by 8:30 A.M. The school will contact parents of absent students who have not called the office to inquire about their absence. A student returning to school after an absence needs to bring a note to the classroom teacher signed by the parent stating the reason for the absence. If a student arrives late to school a parent must accompany the student to the office to sign him/her in. A student is marked tardy if not in the classroom by the 8:25 bell.

When it is unavoidable for a student to be absent from school during the day for an appointment, a note must be sent to the teacher. The teacher will send the note to the office. The parent must then come to the office to sign out the student. For our students' safety, NO student will be permitted to leave the building without a written note, knowledge of the Principal, and sign-out at the school office. If the student returns from an appointment during school hours, a parent must accompany the student to the office and sign the student in.

EXCUSED ABSENCES

Valid reasons for absence from school are:

- Personal illness
- Medical appointment
- Death in the immediate family
- Family emergency (determined by the school principal)
- Observance of religious holidays
- Civil court appearances

UNEXCUSED ABSENCES

All other reasons not listed above can be considered unexcused absences, including but not limited to:

- Parent or other family member ill
- Family vacation or out of town trip
- Missed bus
- No transportation/car trouble
- Hair appointment
- Resting/Oversleeping
- Medical appointments for other members of the family

All Absences and tardies are recorded on the report card and in the student's permanent record.

Students who develop a pattern of chronic tardiness or absenteeism may be referred to the Attendance Officer of the Regional Office of Education. The combination of unexcused absences and tardies constitutes the definition for truancy. If the number of absences/tardies equals or exceeds 10% of the school year (approximately 18 days), it is considered excessive by state standards. If truancy is chronic, the truancy team may be contacted according to state law. Students need to arrive by 8:25 a.m. each morning.

The following guidelines are used to determine absences, tardies, and students out for appointments:

- Full Day of Attendance: present for a minimum of 300 minutes (5 clock hours or more) of instructional time*
- Tardy: arrive after the morning bell but within the first 35 minutes of instructional time (8:25-9:00 a.m.)*
- ½ Day Absent: present between 150-299 minutes of instructional time*
- Checked Out: a student is checked out by a parent or guardian for an appointment for less than 35 minutes before 11:45 a.m. or less than 35 minutes after 12:40 P.M.*

*lunch/recess is not included as instructional time

Family Vacations:

Families are discouraged from planning vacations during school time; however, in the event that this is unavoidable, two weeks' prior notice shall be given to the Principal and the classroom teacher/s. If possible, the teacher may give a portion of the assignments in advance. The majority of the assignments, however, will be issued upon the return of the student so that the teacher is present to give the appropriate instruction and explanations. A determination will then be made concerning when schoolwork missed during the vacation needs to be completed

C. BUS POLICY

Eligible students are transported by the Quincy Public School buses. Students are expected to comply with regulations issued through the public schools.

Any problems concerning the buses should be directed to the transportation division at **224-5910**. Students riding the buses should be required to be courteous to the bus driver. If a disciplinary problem arises, drivers have the ability to refuse transportation to the offending student.

If, for some reason, a child is not to ride the bus on a particular day, a note **MUST** be sent to the teacher. If a teacher has not received written instructions for the student **not** to ride the bus, the teacher will send the student on the bus.

Students not riding the bus will be dismissed as walkers, five minutes after bus dismissal.

D. CAFETERIA

Blessed Sacrament Catholic School offers breakfast and lunch on a daily basis. These meals are served in the cafeteria. Those who choose to have breakfast and/or hot lunch may purchase it.

Each family will receive a monthly menu for breakfast and lunch. Payments for lunch should be made by the family on a weekly or monthly basis. We ask that you send it in a clearly marked envelope with family name, children’s names and grades, and number of hot lunches and milks being paid for. Breakfasts will be billed at the end of each month. You will receive a statement with the number of breakfasts your family had that month and the amount due. There will be a \$25 service charge if a check is returned, and the school will then only accept cash or money orders.

At lunchtime, the children are called to the cafeteria in an orderly fashion. Students in Kindergarten through Fourth are served first, while grades Fifth through Eighth have recess outside weather permitting. When the Kindergarten class through Fourth grade are finished eating, they go outside weather permitting to have recess while Fifth through Eighth grade go into the cafeteria to enjoy their lunch. Children may talk during lunch in conversational tones. No child eating in the cafeteria will be permitted to leave the school or playground during lunch.

Free and reduced breakfast and lunches are given to those who qualify. Forms are available in the school office throughout the year. If you think you may qualify, we encourage you to fill out an application. Results will be sent to you in the mail. **THESE MATTERS ARE KEPT IN THE STRICTEST OF CONFIDENCE.**

BREAKFAST AND LUNCH PRICES ARE VARIABLE AND DETERMINED BY MANY FACTORS.

BREAKFAST	\$1.50	Regular price
	.30	Reduced price
LUNCH	\$2.25	Regular price
	.40	Reduced price
	.35	Milk

E. COMMUNICATION

Communication between school and home is very important. We send home a weekly newsletter to keep parents informed of school news. This newsletter and every other flyers or information needing to be passed along are sent home with the oldest child of the family in an envelope on the last day of the school week.

Teachers communicate with parents through notes, newsletters, and phone calls. During the *Parents and Friends Meet the Teacher Night* in September, they share and explain classroom rules and procedures, the daily routine, student expectations, etc. They also meet with parents in October during *Parent/Teacher/Student Conferences*.

Parents are encouraged to communicate their ideas, concerns, and student grievances. **Concerns and grievances regarding a child’s progress, homework, or classroom situation should always be discussed with the child’s teacher first.** Other concerns or unanswered questions can be discussed with the principal. If a concern is still not resolved, the pastor can be contacted.

F. DAILY SCHEDULE

Blessed Sacrament Catholic School allows for five and one-half hours of instruction with one-hour lunch. The schedule is subject to change.

- 6:30 A.M. Daycare is open for students participating in this program.
Located in the cafeteria.
- 7:30 A.M School doors open, early students assemble in the cafeteria and may participate in the breakfast program.
Breakfast served from 7:30 to 8:15 a.m.
- 7:45 A.M Crossing Guard on duty.
- 8:15 A.M. Early students dismissed from cafeteria; students go directly to their classroom.
- 8:25 A.M. Classes begin after Morning Prayer and Announcement
- 11:45 A.M. Lunch
- 2:45 P.M. End of the Day Announcements
- 2:50 PM Grades K-8 - Bus Dismissal
- 2:55 PM Grades K-8 - General Dismissal
- 3:15 PM All students must be out of the building except those in After School Care or under teacher supervision and those approved for extracurricular activities.

G. FIELD TRIPS

Field trips may be planned during the course of the school year by the teacher. Field trips are a privilege and students can be denied participation due to lack of academic effort and improper behavior. Permission slips must be signed by parents or guardians for students to participate on the field trip. Children are expected to be on their best behavior when on field trips. Students are not allowed to call parents to ask for permission to go on the field trip. A verbal agreement that a child can go on a field trip is not allowed. The Diocese of Springfield requires written permission for any field trip.

“Field trips are an extension of the learning process. The principal will encourage only those field trips that are appropriate educational experiences. On field trips there will be at least one adult chaperone for every eight students. Permission, in writing, must be secured from parent(s) or guardian of students who go on scheduled trips. Information to the parent(s) or guardian will include the date, purpose, destination, expected student behavior, and the time of return.” (Diocesan Policy #5537)

A parent who would like to drive or help out on a field trip must have attended the workshop entitled “Protecting God’s Children”, completed appropriate paperwork and passed a background check. A record of the workshop attendance, paperwork, and background check must be on file within the school office.

H. GRADES

The grading scale at Blessed Sacrament Catholic School is as follows:

99 – 100 A+	88 – 91 B	75 – 76 D+
96 – 98 A	86 - 87 B-	72 – 74 D
94 – 95 A-	84 – 85 C+	70 – 71 D-
92 – 93 B+	79 – 83 C	0 – 69 F
	77 – 78 C-	

Students with special needs will be dealt with on an individual basis. A modified grading school may be used.

I. GRADUATION

Eighth grade students who satisfactorily complete the academic requirements and pass the Illinois and United States Constitution tests will graduate at the end of the school year. A graduation ceremony will be held and each graduate will receive a diploma as long as all expected criteria has been met.

J. HOMEWORK

To fulfill the mission of Blessed Sacrament Catholic School, it is our responsibility to foster the academic growth of all students. Research has shown that one means of fostering this growth is through homework. Each child is unique in his/her own way. As such, not only will each child perform differently in class, each will perform differently with regard to homework. With that in mind, we include general guidelines about homework time for each grade as follows:

Grade one, two, three - 30 minutes
Grade four, five - 45 to 60 minutes
Grades six, seven, eight - 60 to 90 minutes

Homework may be in the form of written work, reading, studying, research work, or watching a specific TV program. As a general rule students are not given assignments over the weekend. If a student has failed to do his/her homework during the week, however, such homework may well be assigned for completion over the weekend.

Should there be specific instances where the teacher needs to deviate from these general guidelines, this need will be communicated to the parents. Furthermore, should there be a specific instance where the parents observe that their child's work load exceeds these general guidelines, the parents should contact the teacher directly to work together as a team to resolve the matter.

Because Blessed Sacrament is a Catholic school, our primary concern is to foster the spiritual growth of all students. It is essential, therefore, that all students complete all assignments or projects in Religion.

Students who are absent are allowed one day for each day absent to complete school work. For example: 1 day absent = 1 extra day to get work completed, 2 days absent = 2 days to get work completed. A student may be given days in excess of the minimum provided that he/she communicates this need to the teacher and the teacher approves. Ordinarily all assigned work and tests announced prior to a student's absence are made up the day the student returns.

To assist their child/children with their homework, we suggest that parents establish a definite time and quiet place within the home to complete homework. It is essential for parents and teachers to communicate clearly and develop a working relationship in order to help students succeed in school. If parents find that they are in need of further assistance with homework, please contact your child's teacher.

Homework is expected to be completed within the time allotted by the teacher. Should a student not have an assignment on the day it is due, the student will be expected to complete the work assigned. Should the behavior persist with some frequency, then the teacher will contact the parents and the principal to schedule a conference to discuss how all can work together as a team to begin to remediate the situation.

For homework during vacations, please read "Family Vacations" in *Attendance and Absentees*.

I. HONOR ROLL/B.U.G. AWARD

The Academic Honor roll applies to those students in grades 5 – 8. The B Honor roll is achieved by having a “B” average in all subjects with no grade lower than a “C”. The “A” Honor roll is achieved by having all “A’s”.

In order to recognize improvement in grades, students in grades 1-8 earn a B.U.G. (Bringing Up Grades) Award when raising at least one grade without any falling grades.

J. LIBRARY

Although each class has at least a weekly library period, the library is open to all students to work independently when necessary.

Children are urged to use the library, take books from it, and return books on time. If books are overdue, there is a fine for each book of five (5) cents per day this will include weekends as well. Children are expected to handle books carefully. Lost or severely damaged books must be paid for in full. It is important that students return their book on time. Many classes are a part of the Accelerated Reading Program and these books need to be in circulation to allow all students the opportunity to read them.

1. Books are checked out for one week but may be renewed.
2. Late slips are handed to the student weekly when a book has not been returned.
3. If a student checks a book out from the school library and the book is lost or destroyed, the student must pay the replacement cost of the book.
4. Any student who owes such money will be denied the privilege of checking out any further books until the money owed is paid. If the book fee is not paid within two weeks, then the child will serve a detention each night until the fee is paid for.
5. Should money for lost/destroyed books remain unpaid at the time report cards are issued, each student who owes money will not be issued a report card until the full amount owed is paid.

The Quincy Public Library will be bringing books into the classroom at least once every two weeks. The classroom teacher will provide guidelines on how the books are to be used and checked out. Students who check out a book and remove it from the classroom are responsible for any late fees. If a book is damaged or lost, the student is responsible for the replacement cost of the book.

K. PARENT/TEACHER/STUDENT CONFERENCES

At the end of the first quarter of the school year, a Parent/Teacher/Student conference is set up with each family. This is for the purpose of discussing constructively the child’s rate of progress in school and other matters of mutual concern. Conferences will begin Wednesday evening and school will be dismissed early on Thursday (usually at 11:30), with conferences scheduled from 1 p.m. through the afternoon and evening. Conferences will be scheduled on Friday if needed. Parents are urged to compare a child’s achievement with previous records, rather than with the attainment of others, and to consider achievement in terms of ability.

In addition to the scheduled conferences, other conferences may be arranged if deemed necessary by either the parent or teacher. If parents wish to consult with a teacher, PLEASE CALL FOR AN APPOINTMENT

L. PHYSICAL EDUCATION

To promote the good health and mental alertness of our students, physical education is a part of the school program for all students. Each student must have a pair of gym shoes that are to be worn in the GYM ONLY. For health reasons we discourage the children from wearing each other's gym shoes.

M. PLAGIARISM

Students who choose to copy, cut or paste from a book or internet site are plagiarizing. This will result in a zero for the assignment. The student will be required to redo the assignment for no grade.

O. PROMOTION AND RETENTION

Proficiency in the subject areas of Religion, Reading, Math, English, Science, and Social Studies is considered to be necessary for the students to become a contributing member of society. The student must exhibit satisfactory growth and performance in the subjects in the grade in which he/she is presently enrolled in order to be considered for promotion to the next higher grade. Lack of satisfactory growth and performance in the mentioned subject may result in the student being retained and repeating a grade. Any score below 70% is considered unsatisfactory. Unsatisfactory growth and performance in two of the mentioned subject areas will necessitate a review by the teacher, parents, and the Principal to determine what would best benefit the student. Students with special needs will be dealt with on an individual basis. The Principal shall have the final decision of retention or promotion of any student. The parents have the right to appeal any such decision made by the Principal to the Pastor.

P. RECESS

Students in grades K-8 will have recess outside during good weather. If for certain reasons a child cannot go outside, a written note from the parents to this effect is required. Should the students be unable to go outside due to the weather, they will have organized activities in their classrooms and in the gym. For safety reasons, playground equipment will only be used if the surface is dry.

Unless otherwise directed by the Principal, each class plays in its assigned place on the playground. At lunchtime at least two (2) parents and the Principal supervise students both in the cafeteria and on the playground. Students are expected to give those supervising full respect and obedience, since they are vested with authority in place of the parents.

All parents are expected to participate in the cafeteria and playground supervision program. Parents are to sign up for 5 days of supervision. There is a fee of \$25.00 for those parents who are unable to do supervision. The fee is used to hire persons needed for any unfilled days/slots on the schedule.

Q. REPORT CARDS

FIRST QUARTER

Late October - report cards are distributed to students before Parent/Student/Teacher Conferences

SECOND QUARTER

Middle of January – report cards distributed to students.

THIRD QUARTER

Late March – report cards distributed to students

FOURTH QUARTER

Late May/Early June – report cards are handed to the student on the last day of school provided all bills are paid in full.

In addition, mid-quarter progress reports are distributed to students in grades 3-8.

R. STUDENT RECORDS

Blessed Sacrament Catholic School keeps permanent cumulative records of each student during his/her years at Blessed Sacrament. These records are kept on file for at least sixty-two (62) years once the student has left Blessed Sacrament. Parents shall have the right to inspect and review any and all official records, files, and data directly related to their children, and intended for school use. Written consent of the parents must be obtained before a student's records are to be made available to parties outside the school system. Parents shall also have an opportunity to be heard regarding the content of their child's school records to insure that the records are not inaccurate, misleading, or otherwise in violation of the privacy or rights of the students.

NON-CUSTODIAL PARENTS

"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 the academic records and to other school-related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order." (from School Handbooks: Some Legal Considerations, Mary Angela Shaughnessy, SCN, Ph.D.)

S. STUDENT SERVICE OPPORTUNITIES

ALTAR BOYS AND GIRLS: Boys and girls in grades 5-8 may become altar servers. Those interested receive training in the 5th grade. They serve for school masses as well as regular parish masses, weddings, and funerals.

CAFETERIA WORKERS: Students in grades 5, 6, 7, and 8 help in the cafeteria during lunch time by setting up tables, serving food, selling milk and juice, scraping trays, washing dishes, and wiping off and taking down tables and benches. Classes are scheduled on a rotation basis.

COMMUNITY OUTREACH: Throughout the year, all students have the opportunity to participate in activities that support our community. Some of those activities include *Jump Rope and Hoops For Heart* (for the American Heart Association), St. Jude Math-a-thon, collecting food and needed items for the Ladies of Charity, Madonna House, Quanada, Quincy Catholic Charities, and other organizations, and making cards for residents of local nursing homes.

MISSION SUPPORT: Each year our students help support children in Third World countries by becoming members of the Holy Childhood Association. Students raise funds through membership fees and through special activities.

KIWANIS BUILDER'S CLUB: Students in grades 6, 7, and 8 may join this service organization that is sponsored by the Quincy Golden Kiwanis. The students help the staff before school, work on parish projects, and support many community projects through special activities and fundraising.

T. STUDENT/STAFF SUPPORT SERVICES

Through a Federal grant program, Blessed Sacrament Catholic School is able to provide the services of a resource person from Quincy Catholic Charities to assist in the development and maintenance of a safe and healthy school environment. The resource person may present whole-group lessons in various life skills areas, may meet with students and/or staff individually to assess or instruct in these areas, and may serve as a resource for students and staff to give healthy alternatives to problems in learning and behavior and to strengthen working relationships between educators, students, parents, and community.

U. TESTING PROGRAM

The Springfield Diocese has adopted the Terra Nova Test of Skills for grades 2 through 8. The tests are generally given in the fall. Results will be discussed at the First Quarter Parent/Student/Teacher Conferences. Students exhibiting signs of learning difficulties may be referred for testing by the Quincy Public School District Counselors. Parent permission is required.

The purpose of these tests is to measure each skill development of individual students, as well as the performance of the classes and the school as a whole. The results are in no way definitive or final, but the data they provide serve as a means to improve instruction, to diagnose areas of weakness and to help place students in remedial programs.

The NCEA Acre Religion Assessment test will also be given to all students in grades 5, & 8 between February 1 –15. This tool assesses each student's understanding of faith knowledge, Catholic values and religious practices based on the Catechism of the Catholic Church.

V. TRANSFER OF STUDENT RECORDS

When a new student enrolls in Blessed Sacrament, the parents will complete a request form to send to the former school asking for the release of records. When a student leaves Blessed Sacrament to transfer to another school, copies of the student's records will be sent to the new school within 10 days of receiving the written release of records request from them.

CHAPTER II - FAITH DEVELOPMENT

A. NURSERY & PRESCHOOL – CHILDREN'S LITURGY OF THE WORD PROGRAMS

Blessed Sacrament Parish offers two programs for children during the 10:00 a.m. Sunday Mass. The Nursery and Preschool program is for children ages 1-5. It is held in the lower level of the school from August through June. The mission of the program is to provide families with a safe and appropriate environment for their younger children while affording parents and guardians the opportunity to participate in community worship. The 1-2 year olds participate in organized play; the 3-5 year olds have opportunities for prayer, songs, stories, activities and crafts related to the Scripture lessons heard each weekend. The programs are staffed by 2 volunteer adults and teenaged helpers. Parents are invited to participate in a rotating schedule as teachers or assistants. Children must be registered for the program; forms are made available each August during an Open House and anytime through the year through the Parish Office, 222-2759.

Kindergarten through 4th graders may participate in Children's Liturgy of the Word at the 10:00 a.m. Mass each Sunday throughout the year. The program allows the children to experience the readings and lesson at their own level. The children are invited forward after the Opening Prayer each week to be dismissed with a leader/catechist to go to the Gathering space for the reading, Psalm response and Gospel from the Children's Lectionary, as well as a reflection, the Creed, and intercessions at their level. The children then rejoin their families at the beginning of the Liturgy of the Eucharist, usually while the collection is being taken. No sign-up or cost is involved. Parents are welcome to volunteer as catechists on the rotating schedule. Call the Parish Office at 222-2759 for more information.

B. MASS

The home is the 'domestic church'. It is the place where faith is first born and shared. It is in the home that faith can grow under the careful watch of a loving family. The Rite of Baptism of Infants says, "Parents and godparents, it will be your duty to bring this child up in the practice of the faith, by loving God and neighbor." Immediately before Baptism the priest instructs the parents, "On your part, you must make it your constant care to bring your child up in the practice of the faith. See that the Divine life which God gives him/her is kept safe from the poison of sin, to grow always strong in his/her heart." At the blessing concluding the Rite of Baptism, the priest says, "...you will be the first teachers of your children in the ways of faith. May you also be the best teachers, bearing witness to the faith by what you say and do, in Christ the Lord."

Teaching in its truest sense is witnessing. Children learn best when appropriate behavior is modeled. That modeling is needed in all behavior, moral and religious. Children learn best from trusted adults as they watch us live out our faith and relate to family, neighbors, and God.

Parents have the first responsibility to teach. Essential to our faith is the obligation of SUNDAY worship. It expresses the communal nature of the Church as the family of God. It instructs in His wisdom with the Bread of his WORD and nourishes faith with the Bread of the EUCHARIST.

Children must be given the example of lively attendance, regular attendance, and active attendance at SUNDAY and HOLY DAY MASS in the Parish Church.

We expect parents to make sure their child is able to attend Sunday Mass on a regular basis and are provided the opportunity to attend Holy Day Masses as they occur throughout the year. We expect families to attend together Sunday Mass and Holy Day Mass in their Parish Church.

C. MISSION PROGRAM

We believe strongly in the mission Jesus gave the Church through his disciples. We believe that it is the moral obligation of each member of the Church to carry it out. Therefore, we teach within the school the importance and essential nature of the work of the missions.

One facet of our mission work is the support of the Office for the Propagation of the Faith. Other activities for the missions are held within the classroom through other schoolwide organized programs.

D. PRAYER

Catholic Christian formation and education at Blessed Sacrament also includes regular experiences of prayer. Jesus taught us to "pray always and never lose heart..." He himself, though the Son of God, made every effort to pray and taught his disciples how to pray with trust, faith and confidence.

We expect there will be the practice of daily prayer within the home. We expect that the values of our Catholic Christian faith will be lived and supported in the home, otherwise there results a counter-witness to our stated vision, goals, and objectives. We believe we are unique gifts to the community being a school, an institution, a community, and a family that lives, supports, witnesses, and teaches as Jesus taught.

The School offers regular opportunities for prayer within the classroom, informal settings, and planned liturgies in Church. It is here that the children take a step beyond the home setting and experience Church among their peers. Their faith can become more intentional, personally chosen, and lived with new conviction. They become active participants in the very prayer of the Church by being responsible for its planning and carrying it out.

Blessed Sacrament offers the child the experience of the differing Liturgical Ministries by actually doing them. They learn the ministries of music, lector, greeter, gift bearer, commentator, server, environment, etc. The children are encouraged to participate in every way that their ages and abilities allow. Their gifts are trained, affirmed, and directed toward the benefit of the whole school community.

We expect the parents and family to support these efforts. The welcome and enthusiasm, the understanding and support the child receives at home will be directly reflected in their performance and motivation for service in the church now and in the future. Some families feel it is so important to be present for sporting events, dance recitals, etc., but never make the connection with faith-related experiences. We at Blessed Sacrament know that parental involvement here is more valuable and long lasting than all the rest.

We expect family involvement and support of this faith development and the learning of the role of service in the Church.

E. SACRAMENTAL PREPARATION

Sacramental initiation within the community of the Catholic Church is a process, which we can call a spiritual journey. Begun at Baptism, it continues until death into eternity. But there are sacramental moments, celebrations that mark the way as milestones or steps. The order of these steps is most clearly seen in the Rite of Christian Initiation of Adults (R.C.I.A.) adapted to the level of learning and ability of children. The process is one of personal CONVERSION, the gradual changing, transforming, and growing under the influence of the Gospel teaching and lived Christian life. The proper order of this sacramental initiation is BAPTISM, CONFIRMATION and then deepest union with Christ in HOLY EUCHARIST.

The “restored” order of sacraments is normally used for those in the RCIA process; however, due to history and practice, it has become the custom for those baptized as infants to celebrate the sacraments of Reconciliation and Eucharist at the “age of reason” (typically 7 years old), with Confirmation being postponed until several years later.

Preparation for the sacraments of Reconciliation, First Eucharist, and Confirmation is parish based. Information about the specifics of the preparation programs and celebrations of sacraments is be communicated through the school.

F. STEWARDSHIP

Teaching children to be good stewards of all the gifts God blesses them with is an essential part of their formation. Traditionally these gifts have been grouped together under the titles of: Time, Talent, Faith, and Treasure.

TIME is a most precious gift. It is that in which we now live, preparing for eternity beyond all time. The use of time signals our appreciation of its value. Time may be spent in study, play, recreation, exercise, relationships, listening, personal formation, helping and loving others, and very importantly with God in worship and prayer.

TALENT is something with which we are gifted and which God helps us discover and develop throughout life. Our school, cooperating with God's grace, helps the child see how precious they are and that each person is not judged by what they are able to do or not do. The school community also helps the child see the gifts they have been given and encourages their development. We teach them how they are to use their gifts for the good of the whole community.

FAITH is another gift from God. It comes through the Holy Spirit ultimately and is encouraged through the family, friends, and in our Catholic Christian school environment. The children are taught to develop and grow in faith. Through ongoing conversion they are taught how important our Catholic Christian heritage is and how they can live it in our world today. They are taught to share their faith and witness it boldly.

TREASURE is a way of saying all the material resources we have been blessed with by God. The children are taught that all they have and are comes from God. They are taught that everything they have, including their own lives, are gifts with which they are entrusted as stewards. All their possessions are given in trust by God for their use and the good of others. They are taught to use their resources, things, money, etc., for the good of others and the whole community. They are taught to share what they have with others. They are taught to contribute to the support of the work of faith, church, and school.

We expect parents to help the children see the gifts with which God blesses them.

We expect parents to teach the children how to be good stewards by using all that they have and are for the good of the community.

We expect parents to teach their children how to support the work of the Church and school with their resources: TIME, TALENT, FAITH, AND TREASURE.

We expect parents to teach their children how to use their SUNDAY ENVELOPES as a means of sharing themselves with God and his people.

G. WHY CATHOLIC

Why Catholic is an adult faith formation opportunity available in Blessed Sacrament Parish. The Why Catholic process helps adults develop a deeper appreciation for and knowledge of their faith, along with a desire to pass it along to their children and others. Participants form or join small faith sharing groups that normally meet for six sessions in the Fall and again in the Spring. Sign-up opportunities are offered before each block of sessions on Sign-Up Sundays at church, which will be advertised through the parish bulletin and school Family News.

The program offers adults a comprehensive experience of faith formation based on Scripture and the Catechism of the Catholic Church. Sessions incorporate faith-sharing and prayer opportunities that allow participants to make connections between what we believe and how we live as Catholic Christians

CHAPTER III – DISCIPLINE

A. CONDUCT, WHETHER INSIDE OR OUTSIDE SCHOOL

The student is a Blessed Sacrament student at all times. A student who engages in conduct, whether inside or outside the school (off-campus), that is detrimental to the reputation of the school, may be disciplined by school officials. A student who is accused of a serious wrong may be placed on a home study program pending the outcome of adjudication or investigation.

NOTE: The administration reserves the right to wave and/or deviate from any and all disciplinary regulations for just cause at his or her discretion.

B. CONFLICT RESOLUTION

Conflict between people is normal. How we manage the conflict makes a difference. Students are encouraged to handle conflict with one another by working together to solve the problem. Faculty and staff members are also encouraged to handle conflicts with one another, with parents, and with students in the same way. Steps to take are as follows: 1. *Cool down.* 2. *Describe the conflict.* 3. *Describe what caused the conflict.* 4. *Describe the feelings raised by the conflict.* 5. *Listen carefully and respectfully while the other person is talking.* 6. *Brainstorm solutions to the conflict.* 7. *Try your solution.* 8. *If one solution doesn't get results, try another.* If the conflict cannot be resolved, agree to disagree. People can get along even when they disagree. Faculty members may be called upon to help mediate the conflict resolution between the students. The administrator may be called upon to mediate conflict resolution between faculty members or faculty members and parents.

C. DISCIPLINE POLICY

The essence of Christian discipline is self-discipline. All disciplinary action should be created to help the student grow in understanding of him/herself and of his/her Christian responsibilities to others. This is achieved best when principal, teachers, and parent(s) or guardian cooperate in guiding the student's growth in Christian attitudes, value, and behaviors. (Diocesan Policy #4610)

In order to encourage positive and productive behavior among our students, posters of behavior expectations and consequences (following) are displayed in every classroom, in both upper and lower floor hallways, in the gym, cafeteria, etc.

Corporal punishment is not used or allowed. Parents should be aware that their support and cooperation are important and necessary when their child is having behavior and academic problems at school.

K-8 BEHAVIOR EXPECTATIONS

1. Be prompt and prepared
 - A. Come on time
 - B. Come with needed materials
 - C. Come with assignments complete
 - D. Follow dress code.
2. Respect authority
 - A. Listen to authority
 - B. Follow directions promptly
 - C. Accept responsibility for your behavior
3. Respect the rights of others
 - A. Use appropriate voice and language
 - B. Listen to the speaker
 - C. Respect the opinions of others
 - D. Refrain from harassment
4. Respect property
 - A. Respect the property of others
 - B. Respect your own property
 - C. Use materials and equipment appropriately

5. Display a concern for learning
 - A. Remain on task
 - B. Allow others to remain on task
6. Display appropriate social skills
 - A. Cope (disagreement, teasing, failure)
 - B. Display courtesy and tact
 - C. Interact with others appropriately

Behavior skills are taught school wide as part of the curriculum to help students learn the skills necessary for a positive, productive learning environment.

PROGRESSIVE CONSEQUENCES

Inappropriate Behavioral Choices

1. Warning with an interaction
 - A. What student did wrong
 - B. What is expected
 - C. What is next consequence
 - D. Student commitment to improve behavior
2. Elementary: Time out for grades K-2
Grades 3-8: One minute interaction after class
3. Behavior Improvement Plan
 - A. Student describes inappropriate behavior
 - B. Student makes commitment to improve
4. Phone call to parents
 - A. Student must follow Parent Calling Form
 - B. Witness signs form
5. Detention
6. Meeting with principal
7. Meeting with parents
 - A. Parents, student, teacher, principal meet
 - B. Group behavior plan is developed
8. In-School Suspension
9. Out of School Suspension (1-5 days)
Any student who reaches Out of School Suspension will lose class trip
10. Expulsion

Severe Clause=Move to Steps 4, 5, or 6

Severe misbehavior includes dangerous behavior, immoral behavior, illegal behavior; examples include belligerence, profanity, possession/use of weapons, drugs, or alcohol, major harassment of others, etc. If a student receives four behavior plans in one quarter, then the parents are notified that the student will serve a one-hour detention with the principal. The student will work on late work and extra work that has been provided by teachers. All work will be turned in the following morning.

Detention

Detentions will be held after school for 45 minutes. A notice will be sent home with the student the day the detention is issued, and at least 24 hours prior to the date of detention, for the parents to sign. The student is expected to return the signed detention notice on the next school day. If the signed notice is not returned, the student will be required to phone the parent from the office to notify him or her of the detention. If a student is unable to stay for the detention on the assigned date, the office must be notified so an alternate date may be arranged. This should only occur in the event that a previous appointment (such as doctor or orthodontist) has been scheduled. Transportation home for students serving a detention is the responsibility of the parents.

A student may receive a detention for the following reasons:

- reaching that consequence on the Behavior Plan
- disrespect (not obeying those in authority)
- fighting/physical harm, improper use of hands, feet, and objects
- throwing snowballs or any object that can cause physical injury
- obscene or vulgar language or gestures toward other students or adults
- vandalism or willful destruction of school or personal property
(in addition to payment or repair)
- theft, including school or personal property
- continuous disruption in the classroom
- name calling
- threatening others
- forgery of parent's or guardian's signature
- serious acts that endanger the safety of others

Dress Code Violation

Dress code policies are created to help create a positive learning atmosphere within the school. Many days or events throughout the school year allow students to choose not to follow the dress code. When regular school days are in session, students are to make all efforts to follow the color code of the dress code as well as have shirts tucked in. Students will receive a dress code communication slip for an infraction which will require a parent's signature. Parents may also be called to bring in appropriate clothing for their child. If the form is not returned with a signature student will make a phone call. If the student receives five or more dress code violations, the student will serve a detention for each violation.

Incomplete Assignment

Students having an incomplete assignment due to not having the assignment completed or unable to produce the assignment will receive an incomplete assignment note. The note will indicate to the student what is missing and the date it is to be turned in by. Students are required to have the incomplete assignment note signed by a parent by the next day. If the note is returned with no signature, the student will have to call his/her parent that day. The assignment grade will be reduced by 20% for the first day late and if it is not turned in by the second day the assignment will be given a value of 0%. If the student does not have the assignment completed on the second day, they will finish the assignment in detention that evening.

SUSPENSION

A. In-School Suspension

A student who receives an In-School Suspension as a behavior consequence will attend school, but be placed in the classroom of a designated teacher, isolated from the rest of the students. The student's regular teacher will notify the school office, inform parents, using an In-school Suspension Form, prepare assignments and work for the student, and meet with the student concerning the suspension plan.

During the time of suspension, the student must complete assignments/work in the time frame given to the best of his/her ability, complete a behavior plan to discuss with the principal, and prepare a written presentation for his/her parents describing how they came to be in suspension and the effect of such behavior on their success in school.

After a second In-school suspension, a student will automatically receive an Out of School Suspension the next time he/she gets to the level of suspension on the list of Progressive Consequences.

The principal will make preliminary suspension decisions. Parents may appeal any suspension decisions to the pastor. Upon appeal, the pastor will have the final decision on suspension.

B. Out-of-School Suspension

A student shall not be suspended until there has been a conference with the parents. The time period of a suspension may not exceed five (5) school days. The date of the suspension and summation of the parent conference shall be kept on file. (from the Diocesan Handbook of Catholic Education Policies)

A student who receives an Out of School Suspension will remain at home for the duration of the suspension, which may range from 1-5 days. Parents are responsible for coming to school each morning to pick up assignments and materials, which the student's regular teacher will prepare for completion at home. At the end of each day, parents will return completed assignments/work to school.

The parents of any student who receives a second Out of School Suspension during the course of the school year will be required to set up a consultation with a counselor before the student may return to school.

C. Home Study

A student accused of a serious offense may be put on a home study program until the situation is resolved.

EXPULSION

The expulsion of a student from a Catholic school is so serious that it should be invoked rarely and then only as a last resort. The fact that a student presents serious problems to a school is not in itself sufficient reason for expelling him/her. The principal should use every means available to discover the cause of the problem and should exhaust all appropriate remedies such as conference with parents, referral to a guidance clinic, physician, or the pastor. The best environment for a student with a behavior problem is the Christian atmosphere of a Catholic school. (from the Diocesan Handbook of Catholic Education Policies)

The general situations which demand removal of a student from the school are:

- delinquency and immorality which warrant commitment to a correctional institution or which constitute a definite menace to other pupils

- chronic and incorrigible misbehavior which undermines classroom discipline and impedes the academic progress of the entire class

When an expulsion is being considered, the pastor, not the principal, makes the final decision and communicates this to the parents. He will help them make arrangements for the further education of their child. If expulsion is necessary, the date of the withdrawal and the word "withdrew" are sufficient for the permanent records.

GRIEVANCES

All matters pertaining to grievances shall be held confidential within the school administration and pastor. Complaints from parents or other legitimate sources about the operation of the Parish School should be treated courteously. Anonymous complaints or mere rumors, however, should be viewed in proper perspective. An established grievance procedure agreed upon beforehand by both the Pastor and the Principal will eliminate prior judgments and misconceptions arrived at without complete or accurate factual information. Mutual consultation in such matters is vitally important.

Blessed Sacrament School shall deal with **grievances** in this manner:

Anonymous complaints will not be dealt with.

Grievances and appeals must be brought in the following order:

- a. Parent or complainant shall contact the teacher.
- b. If not satisfactory, complainant shall contact the Principal, who shall call a grievance session.
- c. If not satisfactory, complainant shall contact the Pastor, who shall call a grievance session.

Grievance sessions shall be processed in this manner:

- a. In fairness to both parties in a dispute, a parish school representative will meet with all parties, that is, parent or complainant and the teacher or complaine.
- b. In the session, the parish school representative shall:
 - document the grievance/complaint
 - document the answer to the grievance/complaint
 - document the agreement reached or not reached
 - read the report to the complainant and the complaine

If not satisfactorily resolved, the complainant, or the complaine, may appeal to the next level of grievance (see #2).

D. PEER HARRASSMENT (SEXUAL, NON-SEXUAL, PHYSICAL, EMOTIONAL)

Discriminatory harassment or mistreatment of others based on race, ethnicity, religion, sex, creed, national origin, ancestry, age, handicap, disability or other improper consideration is not acceptable and will be subject to disciplinary or other appropriate action. Without limiting the scope of this policy, *sexual harassment* is any unwanted, unwelcome and uninvited sexual touch or behavior, including but not limited to, unwanted sexual pinching, patting, verbal comments of a sexual nature, sexual name calling, pressure to engage in sexual activity, repeated propositions, and unwanted body contact. *Non-sexual harassment* means unwelcome verbal, written, or physical conduct which is directed at an individual based on race, national origin, age, handicap, sex, or sexual orientation. Students, parents and staff are encouraged to bring to the attention of the Principal and/or

Pastor instances believed to involve discriminatory and/or sexual harassment for investigation. The administration and School Board will investigate complaints of harassment. .

Any student whose behavior raises concerns for their personal safety/emotional welfare or the safety/emotional welfare of others may be referred to the school counselor or an outside counselor/agency for evaluation. The student may be placed on a home study program until the situation is resolved.

D. SEARCH AND SEIZURE

School officials may properly conduct a search of a student's person and/or belongings if the official has a reasonable suspicion that a crime has been or is in the process of being committed, or reasonable cause to believe that the search is necessary to maintain school discipline or enforce school policies.

E. TEACHER AND STAFF RESPONSIBILITIES

Each teacher and other members of the staff, as well as volunteers, have the responsibility of:

1. Respecting each student and remembering each one's uniqueness, realizing individual learning differences and trying to provide for these differences.
2. Establishing and maintaining a Christian teaching atmosphere in the classroom and coming to class well prepared.
3. Developing ways of motivating students to do their best at all times and informing parents immediately if a student is not working up to his/her ability or shows disruptive behavior.

CHAPTER IV - HEALTH AND SAFETY

A. ACCIDENTS AND ILLNESS AT SCHOOL

Minor accidents are taken care of by the teacher or teacher assistant. If injury occurs, we will clean the wound and contact the parent. In case of a serious accident, the parents will be contacted. If the parents cannot be reached, the emergency procedure information on file will be followed. It is of absolute importance that we have an EMERGENCY CARD on file for each child. The emergency card is to be updated by the parents each August and must be returned to the office as soon as possible.

B. AIDS (ARC – AIDS related complex; HIV – Human Immunodeficiency virus, also known as HTL VIII or LAV)

“Students with AIDS who are enrolled or who are seeking enrollment shall be permitted to attend school and/or parish religious education programs. Students who are known to have AIDS should be individually evaluated by the pastor, appropriate administrator(s), physician(s), and other professional personnel in order to determine if their behavior or physical condition poses a high risk or spread of the disease. One of the purposes of the evaluation is to prepare a specific plan for the education and care of the student.

Persons seeking employment in parishes, schools, and other facets of the educational mission shall not be discriminated against on the basis of AIDS, unless the nature and extent of the illness reasonably precludes the performance of such employment or impairs any of the operations of the employing agency.

Employment by the parish, school, or other facet of the educational mission shall not be terminated unless the nature and extent of the illness reasonably precludes the performance of such employment or impairs any of the operations of the employing agency.

The parish/school should respect the right of privacy of the individual. Knowledge that a student or teacher has AIDS should be confined to those persons with a direct need to know. Those persons should be provided with appropriate information as well as procedures and precautions that may be necessary. Those persons should also be made aware of confidentiality requirements.” (Diocesan Policy #4715)

C. BLOODBORNE PATHOGENS CONTROL PLAN

In conformity with the Diocese of Springfield policy and O.S.H.A. regulations, Blessed Sacrament Catholic School has on file a “Bloodborne Pathogens Control Plan” which is available for inspection during school office hours.

C. BULLYING/CYBERBULLYING/HARRASSMENT

Conflict is an inevitable part of interaction. As children learn the give and take of friendship, group cooperation and social interaction develop. Conflict often occurs. Blessed Sacrament School strives to help our students gain greater capacity for empathy, for compromise, for Christian kindness and respect toward others and for learning the important skills of conflict resolution and problem solving. We are committed to providing a caring, friendly, and safe environment for all of our students so they can learn in a relaxed and secure atmosphere. Bullying, cyberbullying or harassment of any kind is unacceptable at our school.

Students at Blessed Sacrament are expected to:

- ◆ Treat others with respect.
- ◆ Refuse to bully anyone.
- ◆ Refuse to watch, laugh, or join in when someone is being bullied/harassed.
- ◆ Report bullying/harassment to an adult.

Bullying is defined as *repeated exposure*, over time, to negative actions on the part of one or more students, with the intention of hurting another student. Bullying results in pain and distress to the victim.

Some specific examples of bullying:

- ❖ Hurting someone physically by hitting, kicking, pushing, or any use of violence
- ❖ Stealing or damaging someone’s belongings
- ❖ Teasing, putting others down or ganging up on someone
- ❖ Spreading rumors about someone
- ❖ Leaving someone out on purpose or trying to get others not to play or associate with someone
- ❖ Verbal or written threats, name-calling, sarcasm
- ❖ Teasing others about their appearance, possessions, clothing, etc.
- ❖ Intimidating phone calls, e-mails, or notes
- ❖ Gestures or body language meant to put others down or exclude them from a group
- ❖ Racial taunts, racial graffiti or gestures

Bullying issues will be left up to the discretion of the Blessed Sacrament Catholic School Administration in the following ways:

- consultation with students
- parent notification by phone
- parent conference
- disciplinary action

Cyberbullying refers to bullying and harassment of others through the use of electronic devices. Cyberbullying involves sending or posting harmful material or engaging in other forms of social aggression using email, instant messaging, text messages, blogs (ex: MySpace, Bebo), cell phones, pagers, and websites. Cyberbullying is willful and recurring and may include anger, harassment, threats, sexual remarks, defamation of character, trickery, or impersonation, and can extend to cyberstalking or cyberthreats. The impact of cyberbullying on students can be severe, interfering with education and producing long-term psychological damage. Although cyberbullying may take place outside of the school, it may become a school issue when it affects the educational environment.

Cyberbullying issues will be left up to the discretion of the administration in the following ways: *consultation with students, parent notification by phone, parent conference, and disciplinary action.* Law enforcement will be contacted if there is an imminent threat of violence and danger to others.

HARRASSMENT: Discriminatory harassment or mistreatment of others based on race, ethnicity, sex, creed, national origin, ancestry, age, handicap, disability or other improper consideration is not acceptable and will be subject to disciplinary or other appropriate consideration. Without limiting the scope of this policy, sexual harassment is any unwanted, unwelcome and uninvited sexual touch or behavior, including but not limited to, unwanted sexual pinching, patting, verbal comments of a sexual nature, sexual name calling, pressure to engage in sexual activity, repeated propositions, and unwanted body contact. Non-sexual harassment means unwelcome verbal, written, or physical conduct which is directed at an individual based on race, national origin, age, handicap, or sexual orientation. Students, parents, and staff are encouraged to bring to the attention of the Principal, Assistant Principal and/or Pastor instances believed to involve discriminatory and/or sexual harassment for investigation. The administration will investigate complaints of harassment. If the investigation shows that the harassment did occur, the school's normal disciplinary procedure will be followed in determining the appropriate consequences for the harassment, up to and including termination.

E. COMMUNICABLE DISEASES

“The Principal shall notify the Department of Public Health when a student is sent home because of suspected communicable disease. In case of absence due to communicable disease, a release card from the Department of Public Health or a letter from the family physician indicating that the Department of Public Health regulations have been fulfilled must be presented when the student returns to school.” (Diocesan Policy #4714)

F. DRUGS/ALCOHOL/TOBACCO PRODUCTS

Students are prohibited from the illegal or unauthorized use of drugs. This includes possession, consumption, or being under the influence, as well as selling or attempting to sell, buying or attempting to buy, or providing drugs while on school premises, in school-owned or used vehicles, or at any school function, even those not on the school grounds.

Students are also prohibited from possessing drug paraphernalia.

Drugs are defined as any capsule, tablet, or liquid intended to be taken by mouth, items intended to be injected into the body, alcohol, tobacco products, items for inhalation, and any items represented as a drug.

Drug paraphernalia is defined as any item peculiar to the use of introducing a drug (as defined in the previous paragraph) into the human body.

A student who violates this policy may be suspended in or out of school for a period up to five days and/or expelled. Use of a drug authorized by a medical prescription from a physician possessed and used in accordance with school policy shall not be considered a violation of the above policy.

Notification will be made to parents and local authorities.

G. HEALTH POLICY

As a general principle, medications including cough drops and throat lozenges will not be given at school. Acutely ill students will be sent home. Students convalescing from an acute illness should remain at home until the need for medication no longer exists.

Students should not be allowed to have any drugs in their possession on the school grounds.

Special circumstances exist for a health problem that can be expected to be of a long duration. When such a condition exists, the policies listed below will apply.

1. PRESCRIPTION MEDICATION

To assure school attendance for students who must use medication in the treatment of chronic disabilities or illness:

Any student who is required to take oral medication during the regular school day must comply with school regulations. These regulations must include at least the following:

- a) Written orders from a physician detailing the name of drug, dosage, and time interval medication is to be taken.
- b) Written request and permission from the parent or guardian of the student requesting that the school comply with the physician's order.
- c) Medication must be brought to school in a container appropriately labeled by the pharmacy or physician.
- d) Every medication given must be recorded on a medication log which includes date, time, dosage, and signature of person giving medication.
- e) Only the person designated by the principal or registered nurse shall be allowed to dispense the oral medication pursuant to the physician's orders and then that person shall make the notations required in #4 above.

The use of intramuscular or intravenous medication must be cleared with the physician and administered by a registered nurse.

2. NON-PRESCRIPTION MEDICATION

- a) No non-prescription medication will be dispensed in our school without parent permission.
- b) The non-prescription medications include aspirin, Tylenol, antacid, and antihistamine, and any other medication.
- c) If a child needs medication, the parent must send a note to the office along with the medication.

3. COMMUNICATION

Opportunities must be provided for communication with the student, parent, and physician regarding the efficiency of the medication administered during school hours.

- a) Teachers observe, evaluate and report student health status and reaction at school to the medication(s) that has been prescribed by the physician. It is the parent's responsibility to inform the physician of any complications.
- b) Principal reports to the parents those factors in the school that might seriously impede the child's recovery.

I. HEALTH RECORDS

All children entering Kindergarten and entering 6th grade, as well as new students to Blessed Sacrament Catholic School MUST have a current completed health exam signed by a physician on file by October 15. All students must have received the proper immunization required by Illinois State law.

Any child not in compliance with health exam/immunization requirements by October 15 MUST remain at home until the requirements are met.

Kindergarten, Second, and Sixth graders are required to bring in a dental examination form by May 15th of the school year.

All students entering into our school for the first time (Kindergarteners and new students) must have a vision exam by a licensed optometrist by October 15th.

Vision & Hearing Screenings are conducted each school year by the Adams County Health Department Certified Technicians. Grades tested are Pre-K, Kindergarten, 1st, 2nd, 3rd, 5th, 8th and Special Education Students from all grades.

H. IMMUNIZATIONS

- 1. All students must be in compliance with Illinois State Law Regulations concerning immunizations.
- 2. Any child who is not in compliance by October 15 of the current year will be asked to remain at home until the child has the proper immunizations.
- 3. Immunizations are provided by the Adams County Health Department if parent desires.

**ILLINOIS REQUIRED SCHOOL IMMUNIZATIONS
For SCHOOL YEAR 2009-2010**

PreK

A lead screening

A **health exam*** documented on an Illinois Department of Public Health Child Health Exam form within 1 year of starting school

- Diphtheria, Tetanus, Pertussis (DTP) - 4 or more doses
- Polio (TOPV or IPV) - 3 or more doses
- Measles, Mumps, Rubella (MMR) - at least 1 dose
- Haemophilus Influenzae Type B (HIB) - at least 1 dose
- Hepatitis B (HBV) - 3 doses
- Varicella (Chickenpox) Vaccine - 1 dose (**OR PROOF** of prior chickenpox disease with date signed by physician)

KINDERGARTEN and 1st GRADE

At least one lead screening prior to starting school

An **eye exam** for all children enrolling in kindergarten or 1st time in school beyond kindergarten (i.e. grades 1-12)

A **health exam*** documented on an Illinois Department of Public Health Child Health Exam form within 1 year of starting school

Kindergarten needs a **dental exam** by May 15, 2009.

Diphtheria, Tetanus, Pertussis (DTP) - 4 or more doses with booster dose after 4 yrs old

Polio (TOPV or IPV) - 3 or more doses with booster dose after 4 yrs old

Measles, Mumps, Rubella (MMR) - 2 doses

Hepatitis B - 3 doses

Varicella (Chickenpox) Vaccine - at least 1 dose (**OR PROOF** of prior chickenpox disease

with

date signed by physician)

2nd – 8th GRADE

Immunizations as required for 1st grade except Varicella (**Varicella needed for grade 6 and below**)

An **eye exam** for all children enrolling for 1st time in school beyond kindergarten (i.e. grades 1-12)

Students entering 6th grade also need a health exam* documented on an Illinois Department of Public Health Child Health Exam form. (Note: This year's 6th graders will not need another exam since they had one before entering 5th grade. This new requirement will go into effect for the 2009-2010 school year.)

2nd & 6th graders need a dental exam by May 15, 2009

9th GRADE

In addition to the immunizations listed for 1st grade (No Varicella required), these students may need a Tetanus booster.

Students entering the 9th grade need a health exam* documented on an Illinois Department of Public Health Child Health Exam form.

*Reminder: Sports physicals ARE NOT ACCEPTABLE as required health exam for PreK, Kindergarten, 1st, 5th and 9th grade entry. However, the complete health exam needed to enter 6th grade will fulfill the requirement for a sports physical for that school year.

J. INSURANCE

Insurance envelopes are distributed to parents each August. Those interested in school insurance are to fill out the special forms and return them with either cash or check payable to the insurance company before September 11. If you do not want the school insurance, please return the envelope with the form left blank but signed. We are required to have on file your decision regarding school insurance. All athletic participants must have either family or school insurance.

Q. PREGNANCY/PARENTING POLICY

Blessed Sacrament School affirms the moral teaching of the Catholic Church including the teaching and holiness and the giftedness of life. Blessed Sacrament School equally asserts the values of forgiveness and compassion.

Believing that the truly Christian response to an adolescent boy/girl facing adult situations and decisions is focused on the person, the administration will deal with each boy/girl involved in pregnancy/parenting in a sensitive and Christian manner on an individual basis. A conference will be held with the student, his/her parent, the principal, the assistant principal, and the pastor, to determine arrangements for the student's completion of his/her education and maintenance of his/her health and well-being.

Married students will not be permitted to attend Blessed Sacrament Catholic School.

L. SAFETY

Patrol Guards are sacrificing their time and filling a position of service for the students and their parents. Students are expected to be respectful and follow the directions given by the patrol guards.

Students must always cross at corners. We ask that parents who drive the children to school or pick them up do not permit the children to cross in the middle of the street when going to and from the car. This is especially important in inclement weather when children are less likely to be aware of traffic.

M. SEX OFFENDER LIST

The Illinois Sex Offender Registry is available through a link on the Illinois State Police website at <http://www.isp.state.il.us/>. Individuals may search the database by name, zip code or county. Access is free.

N. THREATS

All threats are to be taken seriously and investigated. If after investigation the Principal deems it warranted, the School may require a student who threatens others through words or actions to be removed from school and not permitted to return until a psychologist or psychiatrist indicates in writing that it is safe for both the student and others in the school for the student to return to school. The student and parents must adhere to post-evaluation therapy strategies (meetings, additional counseling sessions, etc.). The student and parents are responsible for the cost of the evaluation and follow up sessions. A copy of the evaluation and schedule of follow up sessions must be given to the principal. If the student and his/her parents do not agree to the evaluation and subsequent sessions, the student will not be allowed to attend Blessed Sacrament School.

O. WEAPONS/FIREARMS

Students are prohibited from the possession of any weapons or ammunition while on school premises, in school owned or used vehicles, or at any school function, even those not on school grounds.

Weapons are defined as any device used in fighting or war to cause harm or damage: hand guns, rifles, bombs, knives, B.B. guns, sling shots, or any object meant to be used to inflict harm on a person or object.

Ammunition is defined as bullets, B.B.'s bombs, shells, charges, firecrackers, or other missiles, projectiles, or explosives.

A student who violates this policy may be suspended, in or out of school, for a period up to five days and/or expelled.

Notification will be made to parents and local authorities

P. WELLNESS POLICY

Blessed Sacrament School and the Diocese of Springfield in Illinois is committed to providing a learning environment that supports and promotes wellness, good nutrition, and an active lifestyle and recognizes the positive relationship between good nutrition, physical activity and the capacity of students to develop and learn. The entire school environment shall be aligned with healthy school goals to positively influence students' beliefs and habits and promote health and wellness, good nutrition and regular physical activity. In addition, school staff shall be encouraged to model healthy eating and physical activity as a valuable part of daily life.

The purpose of this policy is to ensure a total school environment that promotes and supports student health and wellness, helps to reduce childhood obesity and meets the requirements of the Child Nutrition and WIC Reauthorization Act of 2004, including goals for nutrition education, physical activity and other school based activities designed to promote students wellness; nutrition guidelines for all foods available during the school day; a plan for measuring implementation including designating one or more persons charged with operational responsibility; and involving parents, students, school food service providers, the school board, school administrators, and the public in developing this policy. (A copy of the entire wellness policy can be viewed, in full, in the school office.)

CHAPTER V – FINANCES

A. CONFIDENTIALITY

All matters pertaining to a particular compliance with this policy shall be held confidential.

Policy enacted effective 1994/95 school year.

B. DELINQUENT TUITION

It is the obligation of each family with a child/children enrolled in Blessed Sacrament Catholic School to pay tuition.

We know, however, that there are situations and circumstances which might make it very difficult at times to meet the expected tuition payment. **WE DO NOT WISH ANY FAMILY OR CHILD OF BLESSED SACRAMENT PARISH TO BE DEPRIVED OF A GOOD CATHOLIC/CHRISTIAN EDUCATION BECAUSE OF FINANCES.**

Therefore, Blessed Sacrament Catholic School is offering a tuition assistance program. There are forms and information available each spring in the school office.

1. The tuition records will be reviewed monthly. If a family falls behind in their tuition payment plan, they will receive notification.
2. If there is no response to said notification, a second will be sent. If there is still no response, the student/s will not be enrolled for the following quarter beyond the due date on the final notice.
3. There will be a \$25 service charge if a check is returned, and the school will then only accept cash or money orders.

4. If a family defaults on their loan or is late in paying their monthly payments, the family will receive notice from the bank and will be asked to make arrangements in paying off the balance. The following year, the family will be unable to secure a loan through the school bank loan program.

C. FINANCIAL AID ASSISTANCE

Blessed Sacrament Parish operates the school and greatly subsidizes its funding. There is an allotted Financial Aid amount determined each year according to the budget. Thus, the **first priority** for Financial Aid will be given to members of Blessed Sacrament Parish. In order to be considered a member of the parish, a family must:

1. Be a registered member of Blessed Sacrament Parish.
2. Regularly participate with the parish community at weekend Mass and other liturgies.
3. Regularly contribute to the support of their parish community in proportion to the individual or family resources.

The **second priority** for Financial Aid will be extended to members of any other Catholic parish. Those families must pay the non-parishioner rates.

The **third priority** for Financial Aid will be to families that are not Catholic. Non-parishioner tuition rates apply.

Financial Aid forms are available through the school office in early March and must be mailed by late March. Families are notified in early April about their Financial Aid status (exact dates to be determined each year and announcement made through the school's Family News).

D. FINANCIAL POLICY

Blessed Sacrament Parish Community has been committed to Catholic Christian education for more than one hundred years. Its present commitment needs to be strong or perhaps even stronger in the face of the climate of changing values in society and the Gospel challenge to share our Christian faith with all our brothers and sisters in an often-troubled world.

We believe it is important and necessary that each child of the parish family and others interested in Christian education receive the opportunity of attending our parish school and being formed in the faith which has been generously passed on to us by caring and faith-filled people. They gave of themselves and many continue to give even after their children have graduated from Blessed Sacrament Catholic School because they have seen the real investment they are making in the lives of the future parents and citizens of our parish, community, and the world.

Jesus taught and commands his disciples to go out and make disciples of all the nations, to baptize them, to teach them to carry out everything that he commanded, and He promised to be with them until the end of time. Our children and all those who seek to know God are those whom we wish to make disciples of the Lord and to teach all that Jesus revealed. Parents have been entrusted with this all-important mission, and, with the help of the faith community, it becomes a shared process in the parish school. We believe that the mission Jesus entrusted to us is broader and inclusive of more than our parish school, yet we believe Blessed Sacrament Catholic School is an important component of the mission Jesus entrusted to us though only one dimension of it. We believe it is the best instrument available to us to reach our youth with the whole message of the Gospel.

We believe it is essential that we work together as a parish family to support our parish school and our total parish mission with even more than financial resources to insure a future of faith for our world. We intend to keep all the work of Blessed Sacrament Parish continuing through the free-will offering of our parishioners and others friendly to our values and our mission.

In order to insure the continued growth in the equality of faith life in our parish and our parish school, the quality of education and its continued improvement, and the opportunity of passing on our Catholic heritage to future generations, we initiate and subscribe to the following Financial Policy for Blessed Sacrament Parish.

E. INSTRUCTIONAL FEE

A non-refundable Instructional fee of \$175 per student is to be made to the school by the school enrollment date that is established by the parish. If payment or an arrangement have not been made by July 1, the student(s) will not be considered registered for the following school year.

F. RELEASE OF RECORDS WHEN FEES OR TUITION ARE UNPAID

Grade cards and Official Records will only be released when all fees and bills (tuition, cafeteria supervision, breakfast/lunch, library, parent service assessment, etc.) are paid in full.

School Code 122-2.3.13 requires that the **unofficial record and health record** be sent within ten (10) days of notice of the student’s transfer to another school.

The **Unofficial record** consists of the following: Written information relative to the grade levels and subjects in which a student was enrolled and the record of academic grades achieved by that student prior to transfer. (A duplicate copy of the last report card comprises sufficient record of academic grades.) This includes the health record.

When outstanding fees are paid, the School Code requires that the **official record** be sent within ten (10) days.

The **official record** consists of the following: The formal record showing dates of enrollment, courses studied, grades, credits and awards received, bearing the signature and title of the certifying official, the seal of the school, if any, and the date of issue.

G. 2009-2010 TUITION SCHEDULE

PARISHIONERS		NON-PARISHIONER	
1 child:	\$1950.00	1 child:	\$2550.00
Family:	\$2750.00	Family:	\$3350.00

NEWLY ENROLLED NON-PARISHIONER: \$3900.00 per child

A tuition commitment is made in early spring on how the tuition for the student(s) will be made by the family. Parents may pay the tuition in full or take out a loan from an area bank. If a commitment has not been made by the spring enrollment date, a late fee of \$275.00 will be assessed to a family who enrolls after the spring date. All tuition is to be paid in full or covered by a loan by July 1st prior to the school year. A 10% late penalty will be assessed if the full amount is not taken care of by July 1st. Information goes home in early spring about registration dates for the upcoming school year and paying for the tuition of the student.

Refund Policy: Tuition refunds are based on a pro-rated formula (Total tuition divided by 10 months = cost per month). One month of attendance is counted even if the student only attends one day in that month. The business manager or principal will notify the parents of the departing student of the amount of tuition refund based on the months of attendance for the departing student(s).

Tuition and instructional fees are not tax deductible but are eligible for the Illinois Educational Tax Credit.

CHAPTER VI - EXTRACURRICULAR ACTIVITIES

A. DEFINITION OF EXTRA CURRICULUAR ACTIVITY:

1. any activity associated with the school that takes place outside the normal school day, or
2. any activity during the school day that interrupts or changes the student's regular schedule that is not associated with the basic academic or religion classes.

Examples of extracurricular activities include but are not limited to CYO sports, Scouts, PMO band, field/class trips, and assemblies.

B. CONDUCT AND EFFORT

In order to participate in any extracurricular activity, students must demonstrate a consistent effort to do their best academically and to display an appropriate attitude and conduct in school. Failure or inconsistencies in meeting these expectations, as determined by the Teacher and/or Principal, will result in a suspension from participation in extracurricular activities until academic effort or social conduct is satisfactory.

C. PMO BAND

Students in grades 5-8 are invited to join the Parochial Music Organization Band. The band consists of students from the parochial schools in Quincy. They meet at Quincy Notre Dame on Tuesdays after school or in the evening. Members in 5th and 6th grades also receive instruction once a week at school. The band performs two concerts each year.

D. SCHOOL ATTENDANCE

1. If a student is absent from school because of illness the day of an activity, he/she may not participate that day.
2. If a student leaves school because of illness, he/she may not participate that day.
3. A student arriving at school late due to illness must be checked in at the office by the parent(s) or guardian(s) by 10:00 a.m. in order to be eligible to participate that day.
4. If a student is absent from school for reasons other than an illness, the decision of his/her participation will be left up to the discretion of the administration (Principal and/or Pastor).

E. SCOUTS

Boys and girls in grades K-8 may join Blessed Sacrament Scout Troops, which are organized and led by parents who volunteer as scout leaders. Information about joining the programs is sent home early in the school year.

F. SPORTS

We follow article 6160 and 6161 from the Diocesan Handbook of School Policies and the Quincy Catholic Schools Athletic Policy. The Catholic Youth Organization (C.Y.O.) coordinates the sports program for the Catholic schools in Quincy. Participation in the C.Y.O. program can be a valuable extracurricular experience for those who are eligible

Physical examinations are required of each student desiring to participate in a C.Y.O sport. These physical examinations are to be within six months prior to the beginning of a particular athletic event. Such examinations must be turned in to the Principal before the student will be able to participate. Written permission of the parents/guardians and proof of medical insurance coverage must also be presented to the Principal prior to participation.

Boys and girls from 5th-8th grades may participate in the CYO Athletic Program, which consists of volleyball, basketball, and softball for the girls and flag football, basketball, and baseball for boys. Boys and girls from 1st -4th grade may participate in a fundamental basketball program in the winter months. These sports are conducted after school hours and are coached by volunteers.

Once a child has registered for a particular sport, has paid the playing fee, and played one or more games, that fee is not refundable.

Eligibility/ineligibility factors include:

- A. Conduct/effort/health are all considerations as to whether a student can participate in C.Y.O sports.
- B. A student can be suspended for any F or 2 D's in any core subjects on a report card. (Religion, Math, Science, Social Studies, English, Reading, Spelling).
- C. Any student getting a "4" or "5" in conduct or "5" in effort will be suspended.
- D. Students will be suspended on a one-week basis or until the conduct or grades in question are improved.
- E. If a student's best grades, based on effort, are not passing grades, his eligibility to play will be decided by the Principal.
- F. All final judgments concerning ineligibility rest with the Principal.
- G. Athletes who are reported by coaches for not following the rules of Christian behavior can be suspended.

CHAPTER VII - MISCELLANEOUS INFORMATION

A. ASBESTOS MANAGEMENT PLAN

Blessed Sacrament Catholic School has an Asbestos Management Plan, which is on file in the principal's office and is available during normal business hours in accord with federal regulations.

B. BICYCLES, SKATEBOARDS, AND SCOOTERS

Bicycles, skateboards, and scooters may be brought to school provided the owners obey the regulations governing the privilege. A Bike rack is available outside the South entrance to the school. Bike locks should be used. Bicycles and scooters must be walked when on the blacktop or the sidewalks bordering the school. Skateboards may not be used on school property and should be kept in the classroom. Scooters may be kept in the classroom. They may not be used during recess, only before and after school hours. The school accepts no responsibility if bicycles, skateboards, or scooters are taken from the premises.

C. CHILD ABUSE POLICY

All persons in the employ of Blessed Sacrament parish and those acting in behalf of the parish in its programs and activities are to respect the dignity of the persons entrusted to their care. They should avoid personal indignities such as sarcasm, ridicule, nagging calling names, and other public humiliation.

Such persons shall never employ corporal punishment nor inflict physical abuse with respect to those entrusted to their care.

Further, the Catholic Church is explicit in banning any form of sexual abuse, sexual exploitation or other similar acts. Persons in the employ of this parish or acting on behalf of the parish in its programs and activities are reminded of this prohibition and the parish affirms that conduct of this nature is absolutely forbidden and is cause for immediate dismissal.

SPECIAL NOTE: Blessed Sacrament Parish will not assume any responsibility or liability for any person who inflicts bodily injury consisting of or arising out of corporal punishment, sexual or physical abuse, sexual exploitation or any other similar act, harm, injury or damage to any person in the care of its employees or others acting in behalf of the parish in its programs or activities, whether or not committed by or with the knowledge or consent of any injured.

Following Diocesan instructions, the school shall distribute to each parent and volunteer a Statement of Certification and Authorization to Conduct a Background Check as well as the Pastoral Policy on Sexual Misconduct with Minors. In addition, the school will keep on file the statements signed by each parent and volunteer acknowledging receipt of and agreement with each form's content.

D. DRESS CODE

Blessed Sacrament Catholic School strives to create an atmosphere conducive to learning, appropriate behavior, neatness, orderliness, and good morals and values. The way one dresses is a direct reflection on the individual student and the school itself. Students are expected to dress neatly, modestly, and appropriately for school. At any time, the principal has the discretion to decide if an item of clothing or a child's personal appearance abides by the letter or spirit of the dress code and will take the proper steps to remedy the situation, as needed. **Full parent cooperation and assistance in monitoring their child's attire and compliance with this dress code is expected.**

GIRLS

1. Girls may wear **skirts, jumpers, slacks, Capri pants, skorts, or walking shorts in the solid colors of navy blue, black, or khaki tan.** They are to have no lettering, emblems, or designs, and are to be made of a "dress material" such as cotton twill, wool, corduroy, or polyester blend. Skirts, jumpers, skorts, and shorts must have a hemline no shorter than three inches above the knee. Sweatpants, bib overalls, jeans, denim, nylon sportswear, leggings, and spandex are not allowed.
2. Girls are to wear **blouses, shirts, or turtlenecks in the solid colors of red (not maroon), white, light blue, navy blue, black, forest green.** All tops must have turndown collars, and may have long or short sleeves. No lettering, contrasting colors, emblems, etc. are permitted except for a small logo (no larger than 2" x 2") original to the shirt. Shirts and blouses must be *tucked in* at all times. T-shirts and other shirts worn under regular school shirts must be white with no lettering or pictures to show through the school shirt. The sleeves must not be longer than those of the outer shirt.
3. Girls may wear **tights** in the solid colors of **red, white, blue, forest green, & black.**
4. No **make-up** may be worn to school. Clear fingernail polish is allowed. Artificial fingernails are not permitted.

BOYS

1. Boys are to wear **slacks or walking shorts in the solid colors of navy blue, black, or khaki tan.** They are to have no lettering, emblems, or designs and are to be made of a “dress material” such as cotton twill, wool, corduroy, or polyester blend. Shorts must have a hemline no shorter than three inches above the knee. Sweatpants, bib overalls, jeans, denim, nylon sportswear, leggings, and spandex are not allowed.
2. Boys are to wear **shirts in the solid colors of red (not maroon), white, light blue, navy blue, black, or forest green.** Shirts must have turn down collars and may have long or short sleeves. No lettering, contrasting colors, emblems, etc. are permitted except for a small logo (no larger than 2” x 2”) original to the shirt. Shirts must be *tucked in* at all times. T-shirts and other shirts worn under regular school shirts must be white with no lettering or pictures to show through the school shirt. The sleeves must not be longer than those of the outer shirt.

EVERYONE

1. **Neatness and cleanliness** are very important. Clothing must be **neat and clean, must fit appropriately**, and be **properly mended**, as needed.
2. **Sweaters, sweater vests, fleece tops, and sweatshirts** in the solid colors of **red (not maroon), white, light blue, navy blue, black, or forest green** may be worn over the regular school shirt, provided they are not hooded.
3. **Official Blessed Sacrament school and parish sweatshirts and sweaters** (of any color) may also be worn, provided they are worn over the regular school shirt.
4. **Scouting uniforms** may be worn on scout meetings days.
5. **Socks** are required. They are to be a solid color and must be visible above the shoe.
Shoes: Sandals, flip-flops, backless shoes, high-heeled shoes, and Crocs are not to be worn to school for safety reasons.
6. **Jewelry**, including watches, necklaces, bracelets, and earrings, should not be distracting to the student or to others. Necklaces are to be no longer than the opening of the collared shirt or they should be tucked inside the shirt. Due to safety reasons, only **small post-style earrings** are allowed.
7. **Hair cut, color, appearance, and accessories** should not be a distraction or disruption to the student or to others. Hats, scarves, etc. may not be worn in the classroom during the school day.
8. **Tattoos** (permanent and temporary) and visible body piercing other than ears are not allowed.

E. ELECTRONIC TOYS/DEVICES

All electronic toys/devices such as Walkmans, Gameboys, Ipods, etc. are not to be brought to school. Grades that bring items for show and tell must follow the teacher/classroom rules regarding acceptable items.

F. EMERGENCY CLOSINGS

During severe weather, when school cancellation or early closings are necessitated, the Quincy Public School closings which are announced on the radio and/or TV are followed.

G. EMERGENCY DISASTER DRILLS

Blessed Sacrament Catholic School will conduct emergency and disaster preparedness training and drills during the school year. Specific preparation for fire, tornado, and earthquake emergencies will be stressed.

H. FACULTY MEETINGS/INSERVICE DAYS

Faculty meetings will be held on a regular basis throughout the school year. Inservice days take place periodically during the school year. These days offer enrichment experiences to the teacher so they can better educate the students. On these days the children may be dismissed early. Parents will be notified in advance of the actual day and time of this early dismissal.

I. GYM USAGE AND SCHOOL GROUNDS

Blessed Sacrament Catholic School's Sports Committee sets the fee for the usage of the gym. Teams affiliated with the CYO program have first rights to use the gym at no cost. Persons interested in using the gym are to contact the principal and secretary to check for availability. The gym may be used from 4:00 p.m. until 10:00 p.m. on school nights. Rules posted outside the gym are to be strictly obeyed by everyone.

Students are not to arrive on school grounds before 7:30 a.m. unless they are enrolled in the Before School Program. At the end of the school day, students should not be on school grounds after 3:15 a.m. unless they are enrolled in the After School Program, are being tutored, are in detention, are at a scheduled after school practice, or are in the supervision of their parents. The school is not liable for unauthorized students on school grounds before 7:30 a.m. and after 3:15 a.m. on normal school days.

J. GUM CHEWING

Gum chewing is NOT tolerated on the premises-that is, in the buildings, gym, cafeteria, and on the playground. Gum can create many problems plus adding to the maintenance work. For this reason, gum should NOT be brought for treats

K. INTERNET USE POLICY

Internet access is now available to students, teachers, and staff at Blessed Sacrament Catholic School. To gain access to the Internet, all students must obtain parental permission and must sign and return the form provided to the school office through the classroom teacher.

Our goal in providing this access is to promote educational excellence by facilitating resource sharing, innovation, and communication. Access will enable students to explore sites, libraries, and databases throughout the world. Families should be warned that some material accessible via the Internet may contain items that are illegal, inaccurate, or offensive. Although our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. Computers with access are located in the Computer Lab as well as several individual classrooms and the school office, all of which are normally supervised by adults. Utilizing the Internet to its fullest positive value is the shared responsibility of students, parents, and staff of our school.

We believe that the benefits to the students from access to the Internet, in the form of information resources and opportunities for communication and collaboration, exceed any disadvantages. Ultimately, parents, guardians, teachers, and staff are responsible for setting and conveying the standards that children should follow when using any media or information sources. To that end, Blessed Sacrament Catholic School supports and respects each family's right to decide whether to grant permission for Internet access.

L. LEAVING SCHOOL PREMISES

Except as previously provided, no child may leave the premises without permission after he has once come to school. If the need arises, the student must come to the office to report. Parents will be notified and permission gained before allowing the student to leave.

Except for those children going home for lunch, all children eat lunch in the cafeteria. No permission is given to a child to go to another child's home, to a neighborhood-eating place, or to leave the school grounds without the knowledge and permission of the Principal.

M. LOST OR DAMAGED SCHOOL PROPERTY

Each child is responsible for keeping school property in good repair. Books are to be carried to and from school in some type of protective carrier. Lost or damaged property will be replaced or paid for. Failure to do so will result in withholding a child's report card.

N. NON-CUSTODIAL PARENTS

In the absence of a court order, what is said in this handbook of policies applies to any parent and legal guardian, whether or not the student lives with the parent.

O. PARENT INVOLVEMENT

Parental involvement is essential and displayed through:

- Attendance at Parents & Friends meetings and activities
- Attendance at Parent/Teacher/Student conferences
- Supporting activities and projects (music programs, reading nights, etc.)
- Supporting school fundraising projects
- Supporting student by helping with homework and preparing for tests

P. PARENT SERVICE HOURS

Parents are expected to give a minimum of ten (10) hours of service a year assisting with and participating in projects such as the dinners/breakfasts, candy sales, September Fest, Raffle, and other service opportunities. Parent service hours will be monitored throughout the year. Those not fulfilling the ten (10) hours of service will be assessed \$100 (prorated) at the end of the school year. The policy stating that all fees and bills (tuition, cafeteria supervision, breakfast/lunch, library etc.) are paid in full before grade cards and official records are released applies to this \$100 assessment.

Q.PARTICIPATION PARTIES

NO parties are to be held in the classrooms except on special holidays. Room Parents should consult with the classroom teacher when planning any treats, holiday activities, etc.

If students wish to give their classmates a treat on their birthdays, they may do so, but the treat must be simple and must be eaten within the classroom. Parents/guardians are encouraged to send healthy treats to help support our wellness policy. A suggestion sheet for healthy snacks is included in the last section of the handbook. However, no one is expected to do this. DO NOT send gum as a treat since gum chewing on premises is forbidden.

Parents should be discreet in organizing parties so that no child is excluded. Invitations to out-of-school parties are not to be delivered in the classroom unless all students are invited to the party.

R. PLANNED GIVING

Gifts made to the school through bequest, life insurance, and/or trust, which are otherwise unrestricted, will be restricted to the school endowment fund.

S. POLICE QUESTIONING AND APPREHENSION

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

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

- the officer shall properly identify him/herself
- the parent(s) or guardian shall be notified immediately and informed of the intent of the law enforcement authorities
- the student’s parent(s) or guardian(s) has(have) a right to be present if the conference is held in the parish/school
- if the student’s parent(s) or guardian cannot be located, authorities are not to confer with the student unless they produce a warrant
- if there is a warrant or if it is impossible for the parent(s) or guardian to be present and they request it, the administrator should be a witness to the conference held in the parish/school” (Diocesan Policy #4219)

T. POSSESSIONS BROUGHT TO SCHOOL

All items which students bring to school should be marked with their name (sweaters, jackets, boots, caps, gloves, lunchboxes, etc.)

If children misplace articles of clothing at school, they should check the office, where a Lost & Found area is located.

A student should never bring to school more money than is needed for lunch or fees.

U. PRINCIPAL’S RIGHT TO AMEND THE HANDBOOK

The principal retains the right to amend the handbook for just cause. Parents will be given prompt notification of any changes that are made.

V. SCHOOL PICTURES/PHOTOS

Each year we engage a photographer to take a picture of each child in school. The photographer will also take the pictures of pre-school children if parents so desire. One picture of each child is placed on the cumulative folder to identify the child and also to monitor the child’s physical maturation. All children have pictures taken but need not purchase them.

Pictures may be taken throughout the year of students during school activities. These photos may be used in the parish bulletin, quarterly newsletter, Quincy Herald Whig

W. STATEMENT OF NON-DISCRIMINATION

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

X. TELEPHONE/CELL PHONE/PAGER/ELECTRONIC DEVICES

If a parent needs to contact a child for an emergency during the school hours, please give the message to the one answering the phone and it will be delivered to the child.

Neither teachers nor students are called to the phone during classtime. All messages are written down and delivered.

Students may use the office phone if an emergency arises. Students are to keep cell phones and pagers turned off and in their book bag during school hours. They are only allowed to use them during an emergency.

Cell phones may be brought to school or a school activity under the following conditions:

1. Phones must be kept in the **OFF** position from the time they enter the school until the student is **OFF** school grounds. This includes during dismissal time as well as being picked up in front of the school building at the end of the day.
2. No cell phones may be used for picture taking unless authorized by the administrator and or designee.
3. No harassment or threatening of persons via the cell phone is permitted.
4. Game playing, Internet, or e-mail access, sending any electronic messages, gambling or making purchases of any kind using any electronic device are not permitted.
5. Violators of these rules regarding electronic devices may forfeit their privileges of bringing them to school or program.

Y. TEXTBOOKS AND SUPPLIES

Textbooks are issued to pupils on a RENTAL basis. All books issued to students through the rental system are to be checked in at the end of the school term. Any student who loses or damages a book shall replace the book at full cost. Books must be carried to and from school in a book bag of some type. Consumable books (Spelling, workbooks for Reading, Math, Social Studies, etc.) may be kept by the students at the end of the school year.

Each child is given a supply list each year. Parents should see that required supplies are replenished as needed throughout the year.

Z. VISITATION

No visitation or interruption of classes while in session. All visitors should report to the Principal's office.

AA. VOLUNTEER ASSISTANCE

The assistance of the parishioners is welcomed in our volunteer program. Volunteers may assist in the library, with individual tutoring, etc.

BEHAVIOR IMPROVEMENT PLAN

Student's Name _____ Class _____
Teacher's Name _____ Date _____
Reason for Behavioral Plan: _____

- | | |
|-----------------------------|---------------------------------------|
| A – Be prompt and prepared | E – Respect property |
| B – Follow direction | F – Display a concern for learning |
| C – Respect authority | G – Display appropriate social skills |
| D- Respect rights of others | H - Other |

1. What did I do wrong?

2. What should I have done?

3. Why is it important to do what I am supposed to do?

4. How am I going to behave in the future?

5. What will be the benefits of choosing proper behavior?

Student's Signature _____ Date _____
Teacher's Signature (for acceptance) _____

6. What will parents do to help their child succeed?

Parent's Signature _____ Date _____

PARENT CALLING FORM

1. Student's Name: _____ Date: _____
2. Teacher's Name: _____ Class: _____
3. Time student left room: _____ Time returned: _____
4. The reason I am calling is: "I
(Student reads teacher's comments and describes checks to parents.)

_____ Not prepared for class

_____ Did not show respect for authority

_____ Did not show respect for others

_____ Did not display a concern for learning

_____ Did not display appropriate social skills

_____ Did not display appropriate character

Because _____

5. If I break another rule I will have to meet with the principal to discuss behavior.
6. I intend to (state plan to improve behavior)

7. Witness

I testify that _____ (student's name) called his/her parents, told them the rules which had been broken and stated a plan for improving behavior in the future.

Call completed: _____

Witness' signature: _____

Additional time allowed and reason: _____

Call not completed- reason: _____

Parent Signature – if sent home: _____

Date to be returned: _____

Parent Comments: _____

Healthful Food and Beverage Options for School Functions *

At any school function (parties, celebrations, meetings, etc.) healthful food options should be made available to promote student, staff and community wellness. Examples of nutritious food and beverages that are consistent with the Dietary Guidelines for Americans listed below.

- Raw vegetable sticks/slices with low-fat dressing or yogurt dip
 - Fresh fruit wedges – cantaloupe, honey dew, watermelon, pineapple, oranges, tangelos, etc.
 - Sliced fruit – nectarines, peaches, kiwi, star fruit, plums, pears, mangos, apples, etc.
 - Fruit salad
 - Cereal and low-fat milk
 - 100% fruit or vegetable juice
 - Frozen fruit pops with fruit juice or fruit as the first ingredient
 - Dried fruits – raisins, cranberries, apples, apricots
 - Single serving applesauce or canned fruit in juice
 - Peanut butter with apple wedges or celery sticks
 - Fruit smoothies made with fat-free or low-fat milk
 - Trail mix (dried fruits and nuts)
 - Dry roasted peanuts, tree nuts and soy nuts (not coconut or palm nuts)
 - Lean meats and reduced fat cheese sandwiches (use light or reduced fat mayonnaise in chicken/tuna salads)
 - Party mix (variety of cereals, nuts, pretzels, etc.)
 - Pretzels or reduced fat crackers
 - Baked chips with salsa or low-fat dip (Ranch, onion, bean, etc.)
 - Low-fat muffins (small or mini), granola bars and cookies (graham crackers, fig bars)
 - Mini bagels with whipped light or fat-free cream cheese
 - Pasta salad
 - Bread sticks with marinara
 - Fat-free or low-fat flavored yogurt & fruit parfaits
 - Fat-free or low-fat pudding cups
 - Fat-free or low-fat milk and milk products (string cheese, single-serving cottage cheese, cheese cubes)
 - Flavored soy milk fortified with calcium
 - Pure ice cold water
- This list is not all-inclusive and is meant only to provide parents and school staff with guidance for healthier food and beverage choices.

QUINCY CATHOLIC SCHOOL'S ATHLETIC POLICY

The Quincy Catholic Schools Athletic Policy consists of the following:

- A. Before playing, students will have proper medical insurance coverage and the necessary physical exam.
- B. When a student becomes 15 years old, he or she will be ineligible to play on any team.
- C. Students will have competent supervision that is approved by the principal and/or sports director and equipment will be maintained with safety in mind.
- D. A student cannot be on more than one CYO team at a time and he or she will experience an equal amount of playing time despite his or her ability.
- E. The length of a season for all sports will not exceed fifteen games and two tournaments. All schedules must be approved by the principal.
- F. No cheerleading squads of any kind are permitted.
- G. Parents who attend games are expected to exhibit behavior that sets a good example to our children.
- H. Any child who is a member of any parish but is not enrolled in a Catholic school may participate on the school's CYO team for a particular sport PROVIDED the student regularly attends the parish PSR program.
- I. All students wishing to play CYO sports must play on their parish school's team unless the school does not have a CYO team for that sport. In that instance, the student will be free to play on any CYO team of his or her choosing.

INELIGIBILITY:

- A. Conduct, effort, and health are all considerations as to whether a student may participate in CYO sports.
- B. A student will be suspended for an "F" or two "D's" in any core subject. (English, Math, Reading, Religion, Science. Social Studies, and Spelling).
- C. Any student getting a "5" in conduct or effort will be suspended.
- D. During the sports season (when games begin), students will be suspended on a one week basis from games and practices. The suspension will begin on Monday and continue through the following Sunday. Grades will be reported to the principal weekly who will in turn contact the parents and coaches.
- E. If a student's best grades, based on effort, are not passing grades, his eligibility to play will be decided by the principal.
- F. All final judgments concerning eligibility rest with the principal.
- G. Athletes who are reported by a coach for not following the rules can be suspended.
- H. All students who play on CYO teams and who attend the public schools must bring their mid-quarter and quarter grades to their coach or to the principal. The same academic standards as mentioned above will apply to students who attend public schools.

** The Quincy Catholic Schools Policy is consistent with the Diocesan Athletic Policy #5560 and #5561 of the Handbook of the Catholic Education Policies.

Form 5

BLESSED SACRAMENT CATHOLIC SCHOOL FIELD TRIP PERMISSION FORM

Date _____

Dear Parents,

A group field trip has been scheduled as follows:

Grade: _____ Teacher(s): _____ Date: _____

Destination: _____

Address: _____

We will leave school at _____ a.m./p.m. and will return at _____ a.m./p.m.

Transportation by: _____ School Bus _____ Car (we will need drivers)

The cost per student is _____ for _____

Your child needs to bring _____

In order for your child to go on the trip, you must complete the permission slip below and return to school by _____.

Thank you for your cooperation.

Sincerely,

_____ Yes, I request that the school allow my child, _____, to go on the field trip to _____ on _____.

_____ No, _____ may not participate.

I have read the information and release Blessed Sacrament Catholic School and any and all of its employees from any and all liability and waive any claims against them.

Parent's Signature: _____ Date: _____

If drivers are needed and you would like to volunteer, please check below and fill out the needed information. You will be contacted. Drivers assume accident liability. **Please note: To be a volunteer driver parents must have attended "Protecting God's Children".**

_____ I will be able to drive and can transport _____ passengers with seat belts.

Automobile Insurance Company: _____

**RELEASE/REQUEST FORM
STANDARD ACTIVITY**

We request that our child _____ be allowed to go on the field trip to _____ with Blessed Sacrament School presently scheduled to depart on _____ and to return on _____ because we believe this trip will benefit our child both educationally and spiritually.

We understand that all rules of conduct and standards of behavior, as deemed by Blessed Sacrament School will apply to this trip and we have discussed these with our child. We further understand that we must assume all responsibility and liability for our child while traveling to, from, and during this trip. With this knowledge, we freely assume this responsibility and liability.

We also understand that it may not be financially feasible for Blessed Sacrament School to provide transportation for all those who are going on this trip. Therefore, we understand that some participants may be traveling by bus or by privately owned vehicles which may or may not be covered by insurance. With this knowledge, we hereby consent to our child traveling to, from, and during this trip in either of these manners.

We further understand that Blessed Sacrament School is not responsible for any damages or accidents that may result from our child's actions or the actions of the others. To the greatest extent possible, we release Blessed Sacrament School and the Diocese of Springfield in Illinois, and all those acting on their behalf, from all liability for damages to or caused by our child as a result of this trip and we agree to indemnify them for any such damages.

Emergency Contact/Medical Information: (Please Print)

Father/Guardian _____ Daytime Phone: (____) _____

Mother/Guardian _____ Daytime Phone: (____) _____

Address: _____ Home Phone: (____) _____

Other Contact Person: _____ Phone: (____) _____

Medical Insurance Company: _____

Company Address: _____ Policy # _____

Blood Type: _____ Medical Conditions/Allergies _____

We hereby give our consent for our child to receive emergency medical care during this trip.

Signature of parent/guardian: _____ Date: _____

We hereby also give our consent for photographs of our child to be taken and released.

Signature of parent/guardian: _____ Date: _____

**RELEASE/REQUEST FORM
HAZARDOUS ACTIVITY**

We request that our child _____ be allowed to go on the field trip to _____ with Blessed Sacrament School presently scheduled to depart on _____ and to return on _____ because we believe this trip will benefit our child both educationally and spiritually.

We understand that all rules of conduct and standards of behavior, as deemed by Blessed Sacrament School will apply to this trip and we have discussed these with our child. We further understand that we must assume all responsibility and liability for our child while traveling to, from, and during this trip. With this knowledge, we freely assume this responsibility and liability.

We also understand that it may not be financially feasible for Blessed Sacrament School to provide transportation for all those who are going on this trip. Therefore, we understand that some participants may be traveling by bus or by privately owned vehicles which may or may not be covered by insurance. With this knowledge, we hereby consent to our child traveling to, from, and during this trip in either of these manners.

We further understand that _____, and the activities related thereto are hazardous and we realize that injuries are a common occurrence. We freely accept and voluntarily assume all risks of personal injury or death, and property damage resulting from our child's participation in these activities. We fully understand that differences in height, weight, age, and skill, as well as the types of condition of any equipment used, also affect the dangerousness of these activities. We also acknowledge that we as parents/guardians are in the best position to know these things about our child. With this knowledge, we hereby consent to our child engaging in these activities.

We further understand that Blessed Sacrament School is not responsible for any damages or accidents that may result from our child's actions or the actions of the others. To the greatest extent possible, we release Blessed Sacrament School and the Diocese of Springfield in Illinois, and all those acting on their behalf, from all liability for damages to or caused by our child as a result of this trip and we agree to indemnify them for any such damages.

Emergency Contact/Medical Information: (Please Print)

Father/Guardian _____ Daytime Phone: (____) _____
Mother/Guardian _____ Daytime Phone: (____) _____
Address: _____ Home Phone: (____) _____
Other Contact Person: _____ Phone: (____) _____
Medical Insurance Company: _____
Company Address: _____ Policy # _____
Blood Type: _____ Medical Conditions/Allergies _____

We hereby give our consent for our child to receive emergency medical care during this trip.

Signature of parent/guardian: _____ Date: _____

We hereby also give our consent for photographs of our child to be taken and released.

Signature of parent/guardian: _____ Date: _____

Form 8

**AUTHORIZATION FOR THE ADMINISTRATION OF
MEDICATION**

Name of Student _____ Birthdate _____

Address _____ Phone _____

School _____

PART 1: Physician's Statement

1. Name/type of medication _____

2. Dosage/amount to be given _____

3. Frequency/times to be administered _____

4. Duration (week, month, indefinite, etc.) _____

5. Anticipated reaction to medication _____

6. Symptoms, side effects, etc. _____

Physician's Signature Address Phone Date Signed

Part II. Parent's Request/Approved

I hereby request and give my permission for the above named school to administer the medication prescribed on this form to my child.

Parent's Signature

Date Signed

Form 9

**REQUEST FOR ADMINISTRATING MEDICATION AT SCHOOL
AND RELEASE FROM LIABILITY**
(This must be returned to school with child's prescription medication.)

I/We, the undersigned parents/guardian of the minor child _____, a student at Blessed Sacrament Catholic School, hereby request Blessed Sacrament School to allow said child to attend school in spite of his/her special health problem and to be given medication prescribed by _____ from _____ to _____ under the supervision of school personnel.

The medicine is to be furnished by me and labeled by the physician or pharmacist with said child's name, doctor, drug store, name of durg, and the specific time it is to be given at school. I/We assume all responsibility for any mistake in furnishing an incorrect dosage.

For and in consideration of allowing said child to attend school in spite of his/her special problem, we hereby release and discharge Blessed Sacrament School and/or any of its agents or employees from any and all liability for any injury or damage to the health of said child arising out of or resulting from the necessity of said child having to take medication during school hours.

I/We have read, understand, and agree to the school's regulations concerning giving medication at school.

Signature _____ Date _____

Signature _____ Date _____

Signature _____ Date _____

**AUTHORIZATION for SELF-ADMINISTRATION of ASTHMA
MEDICINE**

I, _____ or we, _____ and
_____, parents or guardians of
_____ (hereinafter "Student"), a student at Blessed Sacrament
Catholic School (hereinafter School) hereby request and authorize School to permit Student
to self-administer asthma medication prescribed by the Student's physician assistant, or
advanced practice registered nurse, which is described more fully in a written statement
provided by the Student's physician, physician assistant, or advanced practice registered
nurse, which has been given or will be given shortly to the School. We (I) understand that
this authorization will not be effective and the School cannot act upon it until the School has
received the above-described written statement from the student's physician, physician
assistant, or advanced practice registered nurse.

We (I) understand and acknowledge that the School, the Parish of which it is a part, their
agents and employees, the Diocese of Springfield in Illinois, the Bishop of Springfield in
Illinois are to incur no liability, except for willful and wanton conduct, as a result of any
injury arising from self-administration of medication by Student.

We (I) hold harmless and indemnify the School, the Parish of which it is a part, their
agents and employees, the Diocese of Springfield in Illinois, the Bishop of Springfield in
Illinois against any and all claims, except based on willful and wanton conduct, arising out of
self-administration of medication by the Student.

We (I) understand that any abuse of this right by the Student or any endangerment of another
student or students by means of the Student's possession of this medication may result in
appropriate disciplinary action under our discipline policy.

This authorization is effective only for the School year 2006-2007.

Date _____

Parents or Guardians

Internet Use Policy

Internet access is available to students, teachers, and staff at Blessed Sacrament Catholic School. We are very pleased to bring this access to our school and believe the Internet offers vast, diverse, and unique resources to both students and staff. To gain access to the Internet, all students must obtain parental permission and must sign and return the attached form to the school office through the classroom teacher.

Our goal in providing this access is to promote educational excellence by facilitating resource sharing, innovation, and communication. Access will enable students to explore sites, libraries, and databases throughout the world. Families should be warned that some material accessible via the Internet may contain items that are illegal, inaccurate, or offensive. Although our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. Computers with Internet access are located in the Computer Lab as well as several individual classrooms and the school office, all of which are normally supervised by adults utilizing the Internet to its fullest positive value is the shared responsibility of students, parents, and staff of our school.

We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for communication and collaboration, exceed any disadvantages. Ultimately, parents, guardians, teachers, and staff are responsible for setting and conveying the standards that children should follow when using media and information sources. To that end, Blessed Sacrament Catholic School supports and respects each family's right to decide whether or not to grant permission for Internet access.

At this stage, students will not be accessing individual e-mail services; in other words, they will not be able to write and receive mail personally over the Internet at school unless individually supervised by a staff member.

Blessed Sacrament School Internet Rules

Students are responsible for appropriate behavior on school computer networks just as they are in the classrooms, hallways, cafeteria, and on the playground. Communications on the network are often public in nature. General school rules for behavior and communication apply.

Access to network services is given to students who agree to act in a considerate and responsible manner. Access is a privilege, not a right, and entails responsibility. Parent permission is required.

The following are not permitted by students using the computer network and the Internet

- Sending or displaying offensive messages or pictures
- Using inappropriate language in any communication
- Harassing, insulting, or attacking others
- Damaging computers, computer systems, or computer networks
- Violating copyright laws
- Downloading any files without adult permission
- Trespassing in another person's folder, work, or files
- Intentionally wasting limited resources
- Using the network for commercial purposes
- Revealing personal contact information, such as name, address, phone number, Social Security number, etc., of our own or that of others

VIOLATIONS WILL RESULT IN IMMEDIATE LOSS OF ACCESS PRIVILEGES AS WELL AS OTHER POSSIBLE DISCIPLINARY ACTION.

BLESSED SACRAMENT SCHOOL

Student Internet Permission Form

Your child is eligible for independent access to our school’s Internet network located in the Computer Lab and individual classrooms. This access includes connections to computers throughout the world. In accepting access to this privilege, your child accepts the responsibility of using the network in an appropriate manner. It is important that you understand his/her responsibilities as well.

Please read the Blessed Sacrament School Internet Use Policy with your child. After reading the policy, please complete this form to indicate that you agree to the terms and conditions outlined. The signatures of both parent/guardian and student indicating that you read and agree to the Blessed Sacrament School Internet use Policy are mandatory before independent student access may be granted.

As a user of the Blessed Sacrament School computer network, I have read and agree to comply with the Internet Use Policy. If I mistakenly access inappropriate information or material, I will immediately inform a teacher or staff person.

Name of Student _____

Student Signature _____

Class _____ Date _____

As the parent or legal guardian of the student signing above, I grant permission for my son or daughter to access the Internet. I have read and agree to comply with the Blessed Sacrament School Internet Use Policy. I understand that some materials on the Internet may be objectionable; therefore, I accept responsibility for guiding my child and setting and conveying standards for my son or daughter to follow when selecting or exploring information and media.

Name of Parent _____

Parent Signature _____

Date _____

Please complete this form and return it to the school office through the classroom teacher. If you have any questions or concerns, please contact Chris Reichert at 228-1477.

**Parent Approval Form
2009-2010 School Year**

Form 12

Name of Student _____ Grade _____

1. Please _____ **Include** _____ **Do NOT Include** my child's name on the Blessed Sacrament web page. Note – pictures of children will not appear on the web page.

If you checked "Include" please write how you would like for your child's name to appear on the web page. _____

(Please fill in your child's name the exact way you want it to appear if you checked "include my child's name on the web site".)

The following section allows our school to use federal funds to purchase textbooks for your child. It is a state requirement to let you know that we are a part of the Illinois Textbook Loan Program.

2. I request participation in the Textbook Loan Program in accordance with Section 18-17 of the School Code (Ill Rev. Stat., ch. 122, par18-17). I understand that this request will remain valid so long as my child is enrolled in Blessed Sacrament Catholic School and that I may at any time withdraw this request. This law provides funds that help supplement Blessed Sacrament Catholic School's textbook fund.

_____ Yes _____ No

The following section allows the school to take pictures of your child during school related activities. These pictures may be used for the school/parish bulletin, the quarterly newsletter, Quincy Herald Whig, and the Catholic Times.

3. I give permission for my child to have their picture taken during school events to be used for school purposes (ex. bulletin, newspaper, newsletter).

_____ Yes _____ No

Signature of Parent _____

Relationship _____

Date _____

Dress Code Communication

Date: _____

Student's Name: _____ Grade: _____

Notice given by: _____

___ Clothing is too short in length.

___ jumper ___ shorts ___ skirt ___ skort ___ top/blouse ___ other

___ Clothing is too tight in fit.

___ jumper ___ shorts ___ skirt ___ skort ___ top/blouse ___ other

___ Clothing is the wrong color.

___ jumper ___ shorts ___ skirt ___ skort ___ top/blouse ___ slacks
___ sweater/sweater vest ___ undershirt ___ other

___ Untucked shirt.

___ Other

Comments: _____

For questions regarding the school dress code, see the student handbook. Parents please sign and return this form by _____.

Parent Signature: _____ Date: _____

After three dress code violations within a month, a student will lose the next non-dress code day. If four or more violations occur within a month, a student will also serve a detention for each infraction.

INCOMPLETE HOMEWORK ASSIGNMENT

Date: _____

Student's Name: _____ Grade: _____

Date of Occurrence: _____ Notice given by: _____

Subject: _____

Assignment: _____

Due Date: _____

Other: _____

Parent Signature: _____ Date: _____

Parent Comments:

Students are required to have the incomplete assignment note signed by a parent by the next day. If the note is returned with no signature, the student will have to call his/her parent that day. The assignment grade will be reduced by 20% for the first day late and if it is not turned in by the second day the assignment will be given a value of 0%. If the student does not have the assignment completed on the second day, the student will finish the assignment in detention after school.

AGREEMENT TO ABIDE BY THE HANDBOOK

TO: Parents and Students

We, at Blessed Sacrament Catholic School, believe that we work in partnership with you, the parent as together we educate your children. We believe as the primary educator of your children, it is your responsibility to be the role model for the development of your child's life--physically, mentally, spiritually, emotionally, and psychologically.

We Believe:

- Your personal relationship with God, each other, and the Church community will affect the way that your child relates to God and to other people.
- Ideals taught in the school are rooted in the child when they are fostered by the example of good Catholic/Christian morals in your family life.
- During the formative years (Preschool-Grade 8), your child needs constant support from both parents and faculty to reach their potential.
- Parents and teachers must support each other as partners in the educational process. Allowing oneself to be caught between the students and the other partner will not have positive results. To divide authority between the school and home will only teach disrespect of all authority.
- At times students lose focus and when that occurs, students need understanding and discipline. Children may perceive this discipline as restrictive; however, it is this discipline that provides a young person with both security and guidance.
- It is essential that students take responsibility for their homework, long term assignments, major tests, and all other assignments as well as the grades he/she earned. This responsibility also extends to times of absence.

Let us begin this year with a commitment to a partnership as we support one another in helping your child become the best person he/she is capable of becoming.

The policies and guidelines of this handbook should be read and observed by parents and students. In addition, guidelines and/or new policies may be issued from time to time during the course of this school year.

We encourage both parents and students to review this handbook. We need your effort, cooperation, assistance, and participation in helping us make Blessed Sacrament Catholic School the best school possible.

After familiarizing yourself with this handbook, keep it somewhere safe for quick reference. Return this signed sheet to the classroom teacher.

Sincerely yours,

Chris Reichert
Principal

Msgr. Rev. Michael Kuse
Pastor

Parent Signature

Student Signature

