

TABLE OF CONTENTS

I.	PHILOSOPHY OF EDUCATION	4
	General Objectives/Mission/Purpose	4
II.	GENERAL ADMINISTRATION AND SUPERVISORY POLICIES AND PROCEDURES	3-32
	Absence	5
	Academic Needs	5
	Admission	5
	Alcohol Use	6
	Anti Bullying	14
	Arrival/Dismissal	6
	Athletics	6
	Attendance	7
	Bicycles / Skateboards / Roller Blades	8
	Birthdays	8
	Cafeteria	8
	Cancellation of School	8
	Cell Phones	8
	Change of Address	8
	Child Protection Policy	8
	Code of Catholic/Christian Conduct	10
	Code of Conduct/Off-Campus Misconduct	11
	Communication	11
	Conclusion	32
	Conferences	11
	Discipline/Appeal Process	12
	Dress Code	16
	Driver's Policy	16
	Emergency Drills	19
	Extra Curricular Policy	19
	Faculty Meetings	33
	Faculty Members	33
	Field Trips	19
	First Aid-Administering Medicine	20
	Grading Scale	21
	Graduation	21
	Harassment	21
	Health Requirements	21
	Homework	22
	Honor Roll	22
	Illness of a Contagious Nature	22
	Illinois Dept. of Health	22
	Internet Access	22
	Leaving School Grounds	24
	Length of School Day	24
	Library	24

Mass Schedule	25
Medicine	20
Nondiscriminatory Policy	25
Parent Concerns (Line of Authority)	32
Parent Teacher Organization (PTO)	33
Physical Education	25
Playground	25
Pregnant Students	25
Recess	25
Refunds	25
Release of Records	26
Report Cards	26
Retention/Acceleration	26
School Board	27
School Board Members	33
School Board Philosophy	27
School Calendar	28
Search & Seizure	15
Security	28
Student Accident Insurance	28
Student Records	29
Student Transfers	29
Suspension/Expulsion	14
Tardiness	30
Telephone	30
Testing	30
Textbooks	31
Tuition / Book Fees / Tithing	31
Tuition Assistance	31
Tuition Reimbursement	31
Visitors / Volunteers	31
Asbestos Management Plan	36

BLESSED SACRAMENT SCHOOL

8809 West Main Street
Belleville, IL 62223
618-397-1111
Fax: 618-397-8431
e-mail: blsac@hotmail.com

PARENT - STUDENT HANDBOOK

The purpose of this handbook is to inform parents and students regarding the policies and regulations of Blessed Sacrament School. It is to serve as a reference tool and to facilitate communication between home and school. Students and families enrolling in Blessed Sacrament are welcomed into the school community where teachers and staff join in partnership with families to develop each child academically, spiritually, socially, emotionally, and physically.

Our philosophy is to provide a Catholic Christ-centered education for the whole child by fostering spiritual, intellectual, emotional, and physical growth through the Gospel's message.

A dedicated faculty works to assess and meet the individual educational needs of each child. The school provides the foundation and tools for each student to develop to his or her full potential.

The pastor and faculty of Blessed Sacrament School are happy to make this Handbook of School Policies available to you, the parents, to help you become better acquainted with your school, the personnel who staff it, and the aims and purposes for which it has been established.

Knowledge of these policies will help create good relations between home and school. Your cooperation will do much to strengthen and develop in the students the attitudes and habits expected of them.

MISSION STATEMENT

“Blessed Sacrament School is committed to the development of the whole child. We consider it the responsibility of the school to provide systematic training of the child through instruction, discipline, example, and development of all abilities: moral, intellectual, and physical. Our primary goal is to help our students internalize the message of Christ, to love God and to show this in their encounters with others.”

PHILOSOPHY OF EDUCATION

Since education provides the means whereby the ultimate aims of life may be realized, we consider it the responsibility of the school to provide systematic training of the child through instruction, discipline, example, and development of all his abilities: moral, intellectual, and physical.

Our primary goal is to help our students internalize the message of Christ, to love God and to show this in their encounters with others.

The School recognizes that education is a joint responsibility of teachers and parents and that the development of communication between the two is essential for effective education. We at Blessed Sacrament expect parental cooperation and support regarding all school policies and procedures as criteria for continued enrollment at Blessed Sacrament.

PURPOSE

The vision of Blessed Sacrament School is to continue to educate, inspire, and challenge our students to become life long learners and strong, faith-filled individuals. We strive to provide our students with the necessary knowledge and skills needed to be effective citizens and leaders in our future world. Our goal includes developing an environment where students, teachers, staff, parishioners, and school families work together toward the ultimate goal of knowing, loving, and serving God and others today and into the future.

GENERAL OBJECTIVES

Moral and Spiritual Growth

To develop Christ-centered persons who realize their own worth as God’s children – understanding God’s love for them and sharing His love with others.

Intellectual Growth

To help each child assimilate skills, knowledge and intellectual methods according to his own ability, aiming not merely at the attainment of knowledge, but at the acquisition of values and the discovery of truth.

Social Responsibility

To develop in the child a consciousness of God and humanity, and the importance of good citizenship by sacrificing self-interest and by stressing the need for personal responsibility in order to live in peace and unity with each other.

Cultural Development

To develop an awareness of and creative responses to beauty, art, literature, music, and other aspects of artistic expression.

Economic Competency

To encourage the child to develop: sound habits and to utilize his special aptitudes and interests; to foster a respect for the Christian dignity of labor and to promote zeal for social justice.

Physical Growth

To develop in the child sound habits and attitudes of physical and mental health pertaining to self and others, based on the laws of God and community.

GENERAL ADMINISTRATION AND SUPERVISORY POLICIES & PROCEDURES

ABSENCE

When a child is to be absent, a phone call to the office must be made by 8:00 AM. A written excuse stating the child's name, the date, and the REASON for the absence from school, signed by the parent or guardian, is required in the office.

When a student is absent, tardy or dismissed early from class, he/she is responsible for any work missed and is expected to make up any work missed in each respective class.

If a child is to be absent due to a family trip or emergency, a note explaining the circumstances should be sent to the principal PRIOR to the absence. A child absent due to truancy will be reported to a Juvenile Police Officer.

ACADEMIC NEEDS

Continued enrollment at Blessed Sacrament is dependant on the school's ability to provide for the academic needs of each student. The principal will provide recommendations for placement in an academic setting that best fits the needs of the child if the school believes it cannot adequately provide for the needs of the student.

ADMISSION

Blessed Sacrament School admits students of any race, color, sex, national and ethnic origin to all the rights, privileges, programs, and activities general accorded or made available to students at the school. We do not discriminate on the basis of race, color, sex, national, and ethnic origin in the administration or educational policies, admission policies, scholarship and local programs, athletic and other school administered programs.

(Diocesan Policy 5111.1)

Children enrolling in Kindergarten are to be age 5 by September 1. Diocesan Policy 5111 (Revised 3/16/10)

A physical, dental and eye examination are required when a student enters school for the first time. A copy of the child's birth certificate and immunization record must also be presented. A copy of the child's baptismal certificate is also required.

ALCOHOL USE/DRUG ABUSE BY STUDENTS
Diocesan Policy 5114.1 (Adopted 3/16/10)

The use, possession, distribution or sale of mood altering chemicals, including alcohol, by students is prohibited on school property or at school-sponsored activities or events. Disciplinary action will be taken in instances of violation of this policy. This includes the misuse of medications prescribed by the student's physician.

The Diocesan Board of Education recognizes the complexity of problems, which may be associated with alcohol and drug abuse. The primary concern is for the well-being and best interests of the students. At the same time the Board recognizes their obligation to the parents or guardians and to the community. As a part of this obligation, it is, at times, necessary that suspension and/or expulsion be recommended in a case of alcohol or drug abuse.

A student who is suspended or expelled under this policy may seek readmission. No such student will be readmitted, however, unless there is written evidence from a certified psychologist or psychiatrist to show that the student is engaged in a counseling program designed to rid self of the abusive behavior.

ARRIVAL/DISMISSAL

Upon arrival to school students should go directly to their classrooms. **In order to assure that your child will be adequately supervised, please do not send your child to school before 7:30 A.M.**

Students are dismissed at 3:00 P.M. A teacher will be on duty outside during dismissal. Students are dismissed from assigned doors. Please drive slowly when leaving the school grounds.

ATHLETICS

Students in Grades 5 – 8 may participate in the Athletic Program. (Grades 1-4 soccer only) A copy of the Diocesan Sports Policy is on the school web site. Any student participating on a school team **MUST** have on file in the school office the form indicating that the student is covered by family insurance if not, insurance must be obtained. All students participating in **ANY** sport **MUST** have on file in the school office a signed physical examination from a physician. Students in pre-school practices **MUST** have this physical or they may not attend practices or games. During the year, if a parent has a concern about athletics, the parent should first meet with the coach. Following this meeting if there is still a concern; the parent should consult the Athletic Director followed by the Principal, if necessary.

Interscholastic Athletics – Elementary Level School Athletic Program

Diocesan Regulation 6145.2 (Revised 5/14/12)

Elementary level school sponsored athletic programs should exist for the full participation and enjoyment of all students. School athletics should be enriching and foster Christian values in keeping with Christian principles of faith development. School athletic programs should be well organized, teach the skills of the games, foster healthy exercise and teach fair play. The non-discriminatory policy of the Diocese, Policy 5111.1 applies to all elementary level interscholastic athletics. All school sponsored athletic programs are to follow Diocesan athletic regulations. This policy is to be enforced by the local board of education, principal of the school, and the pastor.

ATTENDANCE

Regular attendance is essential to a student's success in school. Most subjects are taught in sequence, requiring the understanding of each concept in the order of its presentation. Persistent absenteeism creates genuine hardship for a student and is regarded as a very serious problem. The following list of circumstances are the only recognized excuses for school absence: 1) personal illness, 2) family illness, 3) death in the family.

Parents should give advance notice to the school in order to be excused for any other type of absence.

Parents may arrange for the child's assignments, books, and notes to be picked up at dismissal time or other arranged time.

When a child returns to school following an absence, it is important that a written note signed by the parent, indicating the reason for the child's absence, be brought back to school with the child.

Assignments and class work given during an absence will be the responsibility of the student to complete.

Repeated absenteeism is not conducive to effective learning.

The following is **Diocesan Policy 5113 (Adopted 4/16/10)**:

1. When a student arrives late but within 30 minutes of beginning of the school day, the students will be considered tardy.
2. When a student arrives at school after 10:00 A.M. of the start of the school day, the student will be considered as ½ day absent.
3. When a student arrives at school and leaves to go to the doctor or other appointment and returns within one hour, the student will not be considered as absent. If the student is gone for more than one hour, the student will be considered as ½ day absent. If a student leaves school within one hour of normal dismissal, the student will not be considered as absent.

Upon late arrival or early departure from school, a student must be signed in and out at the school office. An adult must sign the student out and in, if the student is leaving or returning to school. The date and time must also be recorded on the record sheet.

BICYCLES / SKATEBOARDS / ROLLER BLADES

All bicycles should be parked in the bicycle rack. Bicycles should not be ridden as you are leaving the school grounds. The school cannot assume responsibility for the safety of your bicycle. A lock is required for all bicycles brought to school.

Skateboards, roller blades, and gym shoes with wheels are NOT to be brought to school.

BIRTHDAY CELEBRATIONS

Students enjoy celebrating their special day with classmates and are welcome to bring in treats for their birthday. A note to the child's teacher arranging the treat day is appreciated.

CAFETERIA

The children have a choice of bringing their lunch from home, going home for lunch (a note is required), or eating in the cafeteria. The cost of a school lunch is \$2.95 /day or \$14.75 for 5 lunches. Milk is included with a hot lunch. A milk may be purchased for \$2.50 (good for 5 milks) for those students who bring their lunch from home. Students MAY NOT bring carbonated beverages or glass bottles from home. Due to lack of refrigerated facilities, bag lunches may NOT be put in the cafeteria refrigerator.

* We ask that you do not send peanut butter items to school because of allergies in some children.

** Having lunch brought from an outside source (i.e. Subway, McDonalds, etc.) is not permitted.

CANCELLATION OF SCHOOL

If school is called off due to inclement weather, parents will receive a call through our School Reach System. A message will also be on the local TV station Channels 2, 4, 5. If we are having a "Snow Schedule", school will begin at 9:45 A.M.

CELL PHONES

Student use of cell phones during the school day is prohibited. Students found using cell phones during the school day will have their phones confiscated and turned into the school office. Parents will be contacted before phones are returned.

CHANGE OF ADDRESS/TELEPHONE

It is very important that every student maintain an up-to-date address and telephone number on file in the school office. Please notify the school immediately if you have a change in either.

CHILD PROTECTION POLICY

The Diocese of Belleville implemented The Child Protection Policy in July, 2003. Blessed Sacrament School does require all faculty, personnel, coaches, and volunteers to participate in the Child Protection Training sessions. Our students also participate in an educational age-appropriate program each year. This, however, is not mandatory, but highly recommended.

Requirements of Child Protection Policy for all those working with children.

Volunteer Requirements:

Volunteer Application
CANTS Form (Child Abuse and Neglect Tracking System)
Initial Child Protection Training
Annual Refresher Course
Criminal Investigation (those in leadership positions)

Reporting Procedures (Regulation 5141.4)

If there is suspicion of child abuse concerning a student, DCFS (Department of Children & Family Services) must be notified along with the principal. The pastor should be notified if principal is one being reported.

All volunteers for field trips, classroom, etc. must be cleared under the Child Protection Policy by the Principal.

Abuse and Neglected Child Reporting Procedures (Regulation 5141.4)

When to Call DCFS?

The law states that a mandated reporter should call the child abuse hotline (1-800-25-ABUSE) when he/she has reasonable cause to believe that a child has been abused or neglected. Some examples of when to call are:

1. When a mandated reporter sees someone hitting a child with an object.
2. When a mandated reporter sees marks on a child's body which look like they were not sustained accidentally.
3. When a child tells you someone has harmed the child.
4. When a child appears to be undernourished, is dressed inappropriately for the weather, or is young and has been left alone.

These are only a few examples of situations when a mandated reporter should report.

Who is a Mandated Reporter?

The *Illinois Abused and Neglected Child Reporting Act*, requires or mandates the members of several professions to report child abuse. These include:

1. Physicians, surgeons, registered and practical nurses, hospital administrators and other staff involved in the examination or treatment of patients,
2. Dentists, osteopaths, psychologists, Christian Science practitioners, coroners, medical examiners, chiropractors and podiatrists,
3. **All parish and school personnel, including but not limited to teachers, PSR teachers, youth leaders and youth volunteers, coaches, and administrative staff, principals and DRE's, CRE's, directors and staff assistants of day care centers and nursery schools, child care workers and aides, foster parents, agency homemakers, registered psychologists and volunteers who work with children.**
4. Truant officers, probation officers, law enforcement officers, social workers and social service administrators and,

all field personnel of the state departments of Children and Family Services, Public Health, Public Aid, Corrections and Mental Health and Developmental Disabilities.

CODE OF CATHOLIC/CHRISTIAN CONDUCT – (Diocesan Policy 5131)

CODE OF CATHOLIC/CHRISTIAN CONDUCT COVERING STUDENTS

Attendance at Catholic elementary and secondary schools in the Diocese of Belleville is at the will and discretion of the particular school. As such, attendance and enrollment may be terminated at any time when the school determines that continued enrollment would not be in the best interest of the students, the school, or the educational purposes of the school.

All students who attend any Catholic elementary or secondary school in the Diocese of Belleville are expected, as a condition of continued enrollment, to conduct themselves in a manner consistent with the policies and principles of the school. These principles are set out in the student handbook and in the mission and purpose of the Catholic school, as determined by the school.

Conduct by a student that the school determines is contrary to, or inconsistent with, the Catholic/Christian principles of the school, is grounds for terminating the student's enrollment in the school. These principles and expectations apply to students both on campus and off campus during school-sponsored programs and events (e.g., extended care, athletics, field trips, etc.).

These principles and expectations apply during and after school hours, and during times when school is in session and when school is out of session.

The school, in its discretion, may determine how to deal with any particular conduct or pattern of conduct depending upon the nature and severity of the problem, surrounding circumstances, and prior record. In some instances, the conduct may be of such a nature that immediate withdrawal may be determined to be appropriate even if it is the first such instance. In cases where the conduct is not as severe or serious, the problem may be dealt with using other forms of corrective action, including but not limited to a written warning, suspension from the school, and not participating in or attending parish/school activities, volunteer work, etc.

The school's due process procedures for appeal shall be available to students and parents when this policy is implemented.

The students' interest in receiving a quality, morally-based education can best be served when students, teachers and school officials all work together and set a proper example.

Normally, differences between these individuals should be resolved as quickly as possible. In some instances, however, the school may find it necessary, in its discretion, to require parents/guardians to withdraw their child/children when the situation is warranted.

CODE OF CONDUCT/OFF-CAMPUS MISCONDUCT (Diocesan Policy 5131.1)

The disciplinary code of the school and all penalties shall apply to conduct off-school grounds that is contrary to Christian principles and may endanger the health and safety of students enrolled in schools within the Diocese. This also includes engaging in behavior that may adversely affect the educative process. Students may be subject to the full range of disciplinary procedures for off-campus misconduct subject to this policy, but are not limited to the following:

Alcohol use, arson, burglary, drug possession or inappropriate sharing/sales, illegal drug and substance, inappropriate/illegal sharing of prescription medicine, fighting, illegal firearm possession, hazing, illegal activity, inappropriate internet usage on/off campus, physical or sexual harassment, psychological or emotional harassment, robbery, sexual assaults, threats of violence, or violent offenses.

The principal shall use every means available to discover the cause of the problem and shall exhaust all appropriate remedies, such as, consultation with the parent(s) or guardian (s) and possible referral to appropriate counseling or medical assistance prior, prior to an expulsion.

All expulsion situations and reasons shall be documented. An expulsion shall be the result of a student seriously violating moral principles, civil laws, or seriously endangering the safety and welfare of other school personnel, and be known to the student and student's parent(s) or guardian(s).

A written record shall show that there were previous incidents which took place prior to the expulsion, and that a number of documented conferences were held with the parent(s) or guardian(s) to discuss the problems and infractions of the student. Accurate records of the time, place and substance of the material discussed shall be kept by the principal. The record shall show whether the student has been placed on probation or has been suspended, so that the student is fully aware of the consequences of subsequent misconduct.

It is generally not expected that expulsion will be the first action invoked against a student. There may be cases in which the one incident is serious enough to warrant immediate suspension followed by expulsion. The Director of Education for the diocese and the pastor or pastor/superintendent, in cases of elementary schools, shall be notified and involved in all deliberations and shall approve the principal's recommendation for action.

COMMUNICATION

Any information (letters, flyers, etc.) sent home with students by anyone outside of the faculty/staff, must be approved by the principal. If invitations to parties are being distributed at school, all children in a classroom must be included.

CONFERENCES

Regular scheduled parent-teacher conferences occur at the end of the first quarter. Parents will receive an appointment with the teachers of each of their children. Communication between teachers and parents is vital to the educational experience of

the child. Conferences are encouraged and can also be arranged at any time during the school year. If a parent has a particular concern, it is not necessary to wait for the regular conference time.

DISCIPLINE

The moral obligation of training children rests first of all with the parents. The task of education is indeed a challenging and rewarding one, but it is also a trying and difficult one. The teachers in your school are dedicated people who are devoting their lives to find the best means of guiding and teaching your children, and in this way, helping you, the parents. According to School Board Policy, there will be no corporal punishment for the students at Blessed Sacrament School.

School discipline is a must for learning to take place. It is extremely important that a child be thoroughly convinced that his/her parents stand behind the school and that they will demand an accounting for what the child does in school. Without such a clear understanding, a child can come to think that home and school are separate and unrelated areas of authority, and he/she soon learns to play one against the other.

Blessed Sacrament School expects its students to act as Christian people. A loyal student conducts himself in such a manner, both at school and away from school, as to reflect credit upon himself, his home, and the school he/she represents.

The generally accepted conduct of students shall be that which is in keeping with their age, does not interrupt the educational process, and does not threaten the safety or rights of others. From the beginning of the school year, school and classroom regulations and procedures, as well as the consequences of violating these regulations and procedures, will be made clear to the students.

1. The pupil is aware of the dignity of each person and therefore is respectful to companions as well as teachers at all times. If improper conduct or disrespectful attitude is observed: a) the teacher will try to resolve the difficulty with the student in private; b) the teacher will contact the parents; c) the principal will confer with the parents and teacher(s). If suspension is considered the best solution, the parent must accompany the suspended child on his/her return to class; d) the pastor and principal alone have the authority to expel.

Misconduct, which may result in automatic in-house suspension, includes:

- a) leaving the school grounds without permission of the principal during school hours; b) truancy; c) other suspensions may result from serious misconduct according to the judgment of the principal.

Serious misconduct, which will result in automatic suspension and possible expulsion, includes:

- a) smoking, drinking, possession or usage of drugs on parish property; b) possession or use of weapons or firearms on parish property; c) threat of violence toward others; d) serious misconduct according to the judgment of the principal; e) bullying of others (including cyber-internet)

2. Pupils must strive for independence in their studies and share responsibility for their achievement. Any student involved in cheating will be appropriately reprimanded.
3. Any pupil who loses, destroys, or damages any property that belongs to the school, a fellow student, or teacher is legally required to pay the damage caused thereby.

STUDENT CONDUCT AND SAFETY – Diocesan Policy 5142 (adopted 10/06/05)

A safe, respectful, and pleasant environment that is conducive to prayer, faith formation and learning is the highest priority for all schools in the Diocese of Belleville.

For this reason, students who engage in such activities as vandalism, assault and battery, theft, arson, or the carrying or use of a weapon are subject to serious penalties. These penalties may include not only a multiple-day *suspension* of, up to and including, ten days, but also *expulsion*. This action includes, but is not limited to, immediate suspension of the student into custody of parent/guardian.

There is a ban on the carrying or use of any type of weapon. Weapons include firearms, ammunition, sling shot, any type of knife (including pocket knives), mace, pepper mace, stun guns, or any other object or device that serves no educational purpose and which the principal determines may cause physical harm or disrupt school activity. Students should clearly understand that such things as a pocketknife may not be carried to school, even if there is no intent to use it in a harmful manner. Expulsion or suspension will be levied on any student who is found to be carrying a weapon to, from, or within the school; or to, from, or at any school activity.

Any student who has initiated or taken part in any act of vandalism, theft, arson, or serious crimes against persons or property will be reported to police. Further, it shall be the policy of the Diocesan Board of Education that the school shall recover damages from the parents or guardians of any minor, or from any person who has initiated or taken part in such acts.

STUDENT CONDUCT AND SAFETY – THREATS OF VIOLENCE

Policy 5142.1 (Adopted 5/20/01)

The safety and welfare of students enrolled in a Catholic school in the Diocese of Belleville is of the highest priority. For this reason, a student's written or verbal threat of violence toward other students and/or persons within the school will be taken seriously. For the purpose of this procedure, a threat of violence will be interpreted as a verbal or written threat of action that may cause physical harm to others.

The principal of the school will take immediate action upon learning that a threat occurred. This action includes non-disciplinary suspension of the student into the custody of parent or guardian until a satisfactory psychological evaluation by a licensed mental health professional is completed and the principal agrees that the student may return to school.

The local police will be promptly notified of the threat.

Police questioning of a student is not permissible unless a parent or legal guardian is present.

HARRASSMENT, INTIMIDATION AND BULLYING (Policy 5142.2)
(Adopted 9/25/04)

A safe and civil environment in school is necessary for students to learn and achieve high academic standards; harassment, intimidation or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe environment and is, therefore, not acceptable behavior.

"Harassment, intimidation or bullying" means any gesture or written, verbal or physical act that takes place at school, on school property, at any school sponsored function or on a school bus and that:

1. is motivated by an actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression or a mental, physical or sensory disability; or,
2. by an other distinguishing characteristic; and
3. a reasonable person should know, under the circumstances, that the act(s) will have the effect of harming a student or damaging the student's property, or placing a student in reasonable fear of harm to his person or damage to his property; or
4. has the effect of insulting or demeaning any student or group of students in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school.

Not all acts of bullying, however, are motivated by characteristics such as the targets race, color, religion, gender or sexual orientation. Some acts of bullying are simply one child exercising power and control over another in isolated incidents (e.g., intimidation, harassment) or patterns of harassing or intimidating behavior (e.g., bullying).

Students are expected to conduct themselves in keeping with their levels of development and maturity. Students are to show proper regard for the rights and welfare of other students and school staff, the educational purpose underlying all school activities, and the care of school facilities and equipment.

SUSPENSION/EXPULSION

A student will be suspended by the principal for gross disobedience and misconduct. Each individual suspension of a student shall not exceed ten school days. Any suspension shall be reported immediately to the student's parent(s) or guardian(s) and to the pastor along with a full written statement of the reasons for the suspension. At the elementary level, a conference between the parents, principal and pastor will precede the student's return to class.

Expulsion From School

When all other means have failed and expulsion is being considered, the following procedure shall be followed:

1. The student will be suspended for a period not to exceed ten school days.
2. The parent(s) or guardian(s) shall be immediately informed in writing of the suspension, and that expulsion is being considered.
3. The principal shall meet with the pastor to review the merits of the expulsion.
4. When a decision for expulsion has been determined, the principal shall review the decision with the Diocesan Director of Education, along with the pastor, before an expulsion can be implemented.
5. Parents who are dissatisfied with the action taken by the principal shall have recourse to the local board of education, education committee and/or parish council as determined by local board policy. Decisions can only be overturned when local and diocesan policies and regulations were not appropriately followed.
6. In the event of an expulsion, the principal will cooperate with the parents in attempting to make arrangements for the future education of the pupil in another school.

In addition to the above stated rules the following are the school rules, which each student is expected to follow:

- *proper behavior in church
- *respect for school property and the property of others
- *use of proper language
- *respect for all teachers
- *respect for fellow students
- *respect for staff and volunteer helpers
- *complying with uniform dress code
- *chewing gum is not allowed
- *use of cell phones during school hours is not allowed.

DISCIPLINE APPEALS

Parent or student may appeal discipline decisions by asking for meeting with pastor. The Pastor may bring appeal to School Board.

SEARCH AND SEIZURE

The administration of the School is free to enter a student's locker, desk and school bag anytime to search for questionable items. The school is co-tenant of lockers and desks. Therefore the school reserves the right to search them at anytime without notice. Searches may also be selective and carried out even if there are no reports of wrongdoing. If illegal or improper items are found in a student's locker, desk or school bag (e.g. non-prescription drugs, weapons, stolen property), they will be turned over to law enforcement authorities. Any items (personal possessions) that violate school rules will be kept by school authorities and returned at the end of the school year.

However, when a situation arises that requires a search of a student, a student will be asked to empty his/her pockets or purse. If a student voluntarily empties his/her pockets and or purse, this will not be considered an invasion of the person. Body searches will

not take place. If a student does not voluntarily comply with the administrator's request, the student's parent will be called and expected to come to the school and conduct the search.

DRIVER'S POLICY – Diocesan Regulation 6153 (Approved 5/27/98)

All drivers, transporting Blessed Sacrament students to field trips or any other school-sponsored event, must meet the following requirements:

1. All private drivers must be compliant with the Child Protection Policy.
2. The driver must be 21 years of age or older.
3. The driver must have a valid, non-probationary driver's license and no physical disability that could in any way impair his/her ability to drive the vehicle safely.
4. The vehicle must have a valid and current registration and valid and current license plates.
5. The vehicle must be insured for the following minimum limits: \$100,000 per person/\$300,000 per occurrence.
A signed Driver Information Sheet must be submitted to the principal prior to the field trip.

In following our smoke-free school policy, and for the health and safety of our students, drivers are prohibited from smoking while transporting children on field trips.

DRESS CODE (Revised June 2013)

Pre-Kindergarten: No uniform required except must wear shoes with socks.
(No sandals, clogs, flip flops etc.)

BOYS: (K-8)

TROUSERS: Solid navy blue dress pants. Belts of solid blue, black or brown are permitted and must be worn at all times on pants/shorts with belt loops. No cargo pants (pants with several large pockets down the leg) permitted.

SHIRT/

TURTLENECK: Solid white dress shirt or solid white knit polo shirt is permitted. Shirts may be short or long sleeve. White turtlenecks with folded down collar are also permitted. Shirts must always be tucked in.

SWEATER: Solid red V-neck, crew neck, vest, or cardigan sweater must be worn. (no hoods)

SWEATSHIRT: Red uniform sweatshirt/fleece is allowed during school hours.
No hoodie sweatshirts are allowed.

SHOES: Dress leather shoes (brown, black, navy, tan) or **BLACK** gym shoes (**No neon colors added**) may be worn for school in Grades K-8. (**No high-tops or canvas shoes**)

No sandals, clogs or flip flops will be worn. *Students may bring an extra pair of gym shoes (any color) for gym class.* During the winter, snow boots may be worn only to and from school.

- SHORTS:** During the warm weather months of August, September, October, April and May, navy blue uniform shorts (in place of trousers) may be worn. **NO OTHER SHORTS ARE ALLOWED.** Dress shoes or solid black gym shoes must be worn with the uniform shorts. No cargo pant style shorts are (shorts with several large pockets down the leg) permitted.
- SOCKS:** White, black, red or Navy (solid) socks must be worn. Socks must be visible above the shoe.
- HAIR:** Distracting hairstyles are not (i.e. Mohawks, spikes, unnatural colors etc.) permitted. Boys hair must not be past collar length.
- T-SHIRTS:** T-shirts with visible writing/designs may not be worn under the uniform shirt.
- JEWELRY:** Only tiny studs for pierced ears, a watch and birthstone ring will be allowed. Religious medals or crosses are allowed.

GIRLS: (K-8)

Pre-Kindergarten: No uniform required except must wear shoes with socks.
(No sandals, clogs, flip flops etc.)

All jumpers and skirts should be an appropriate length.
(No shorter than 4 inches above knee)

JUMPER: Red plaid uniform jumper will be worn.
(Grades K-5)

SKIRT: Red plaid uniform skirt may be worn.
(Grades 6, 7 & 8)

BLOUSE/

TURTLENECK: Solid white pointed, round, button down or solid white knit polo shirt will be worn. Blouses or shirts may be short or long sleeve. A white turtleneck with folded down collar is also permitted.

SWEATER: Solid red crew neck, V-neck, cardigan or vest must be worn.

SWEATSHIRT: Red uniform sweatshirt/fleece is allowed during school hours.
No hoodie sweatshirts are allowed.

SLACKS: Navy slacks may be worn by all grades (Not with Jumper). Belts of solid blue, black or brown are permitted and must be worn at all times on pants/shorts with belt loops. No cargo pants (pants with several large pockets down the leg) permitted. Navy leggings may be worn with jumper.

SHORTS: During the warm weather months of August, September, October, April and May, navy blue uniform shorts (in place of jumper or slacks) may be worn. NO OTHER SHORTS WITHOUT UNIFORM JUMPER ARE ALLOWED. No cargo pant style shorts are (shorts with several large pockets down the leg) permitted. Dress shoes or solid black gym shoes must be worn with the uniform shorts.

SOCKS: Knee-high, tights and anklets must be either NAVY, RED or WHITE. All socks must be visible above shoe.

MAKE-UP: NO MAKE-UP OR NAIL POLISH IS ALLOWED !

SHOES: Dress leather shoes (brown, black, navy,tan) or **BLACK** gym shoes (**No neon colors added**) may be worn for school in Grades K-8. (**No high-tops or canvas shoes**)

No sandals, clogs or flip flops will be worn. *Students may bring an extra pair of gym shoes (any color) for gym class.* During the winter, snow boots may be worn only to and from school.

HAIR: Distracting hairstyles are not (i.e. Mohawks, spikes, unnatural colors etc.) permitted.

HAIR

ACCESSORIES: **Bows, ribbons, headbands must match the uniform. (Red, blue or white)**

T-SHIRTS: T-shirts with visible writing/designs may not be worn under the uniform shirt.

The administration has devised a fair and just system to alert the parents of students with repeated uniform infractions. WE MUST HAVE PARENT COOPERATION TO ENFORCE THIS UNIFORM CODE.

SPECIAL NOTE: 1) If your child will be out of uniform for some type of emergency, please send a note to your child's homeroom teacher.
2) If shoes, other than dress shoes must be worn due to medical reasons, a doctor's signed statement must be sent to the homeroom teacher.
3) PLEASE...personal belongings, i.e. sweaters, uniforms, lunch boxes, etc. SHOULD BE PROPERLY MARKED for the benefit of the owner. Please help us so that we can return lost and found items to your child as soon as they are brought to the office. A name in your child's clothing will be appreciated.
4) If there are any special requests for uniform exceptions, please contact the principal.

**** If your child is out of uniform, a UNIFORM INFRACTION NOTICE will be sent home.**

EMERGENCY DRILLS & EMERGENCY CONTINGENCY PLAN

Fire, tornado, and earthquake drills are held on a routine basis. Escape plans are posted inside the door of each classroom. The drills are held to help children practice moving to designated areas in a safe, quiet, and orderly manner.

The Emergency Contingency Plan is in place at Blessed Sacrament. The plan is to help assist if the need ever arises. The plan covers the following: crisis management, abduction, after hour's emergency, bomb threats, fire and explosions, hostage situations, intruders in the building, natural disasters, threats of violence, and weapon's possession.

EXTRA-CURRICULAR POLICY

Students participating in extra-curricular activities are expected to be cooperative, courteous, respectful and enthusiastic in achieving the goal set by the group. Speech programs, scouting, sports, safety patrol, church-sponsored activities and community projects are governed by regulations determined by the school board, administration, and by the directors of each activity.

FIELD TRIPS – (Diocesan Policy 6153)

Field trips by the parish catechetical program or school field trips shall be allowed only when they have an educational purpose as determined by the responsible parish minister or school official. Students shall submit the appropriate request/permission form prior to the field trip. Students who fail to submit the appropriate request/permission form shall not be allowed to participate in the field trip. Parent telephone calls will not be accepted in place of the signed form.

Field trips are privileges afforded to students. Students can be denied participation in field trips if they fail to meet behavioral requirements established by the parish catechetical program/school.

Chaperones may accompany the students on the trip only if their Child Protection Policy documents are current. The school remains responsible for the welfare of the students for the duration of the trip. Consequently, the class travel as a group and remains as a group until the teacher releases them. Students shall not be allowed to leave of their own accord.

A sample of the standard permission form can be found at the back of the handbook.

If parents are asked to chaperone a field trip, younger siblings are not allowed to accompany the parent. Parents should verify with the teacher if planning to attend the field trip.

Transportation on field trips at Blessed Sacrament is always by bus, students may not ride in cars on field trips.

FIRST AID—(ADMINISTERING MEDICINE)

If your child must take medicine (including Tylenol, cough medicine, etc.) it must be sent to the office with a written note of permission for the principal/secretary to distribute. **SPECIFIC TIMES AND DOSAGES MUST BE LISTED! Students are not allowed to give each other aspirin or Tylenol. A Diocesan Medical Permission Slip must be completed in the office.**

MEDICATIONS

The following are guidelines from the Illinois Department of Health for medication administration in schools:

1. Only those medications that must be given during school hours and are necessary to maintain the student's attendance at school shall be administered.
2. All medications, including non-prescription drugs, given at school shall be prescribed by a licensed prescriber on an individual basis as determined by the student's health status.
3. A written order for prescription and non-prescription medications must be obtained from the student's licensed prescriber. The order must include the following:

Child's Name	Date of Birth
Licensed Prescriber & Signature	Licensed Prescriber Phone/Emergency #
Date of prescription	
Name of medication	Date of Order
-dosage	Diagnosis requiring medication
-route of administration	Discontinuation date
-frequency & time of administration	Intended effect of the medication
4. Medication must be brought to the school in the original container or package.
5. Over the counter medication (non-prescription)
Non-prescription medications must be brought to the school office with the manufacturer's original label with the ingredients listed and the student's name affixed to the container.
6. In addition to the licensed prescriber's order, a written request shall be obtained from the parent(s)/guardian requesting the medication be given during school hours. The request must include the parent(s)/guardian's name and phone # in case of emergency. It is the parent(s)/guardian's responsibility to assure that the licensed prescriber order, written request, and medications are brought to the school office.

In case of an injury: No topical application of alcohol, peroxide, calamine lotion, or any other medication will be used. We will use soap and water and inform the parent if the child needs further treatment or needs to be sent home. If a child needs medication, the parent will be called, and he/she resumes the responsibility to bring the student's medication or take the student home.

Every parent will receive forms at the time of final registration that need to be completed if Blessed Sacrament School administers any medication. Additional forms are always available in the school office. (These forms must be used.) All medication must be kept in the school office.

GRADING SCALE - Listed below is the grading scale used at Blessed Sacrament:

A+	99-100	O	Outstanding
A	95-98		
A-	93-94	S	Satisfactory
B+	91-92		
B	88-90	N	Needs Improvement
B-	86-87		
C+	84-85	U	Unsatisfactory
C	80-83		
C-	78-79		
D+	76-77		
D	72-75		
D-	70-71		
F	70 and below		

GRADUATION

Students are eligible for graduation following completion and mastering of grade level curriculum.

HARASSMENT – Diocesan Regulation 4116.2 (Approved 1/25/09)

Any student who believes he or she has been subjected to racial or sexual harassment, or has witnessed such misconduct must report the incident to the principal. The diocesan grievance procedure will be used.

Each school/PSR program shall have written grievance procedures available for use by any individual wishing to present a racial/sexual harassment complaint. This grievance procedure shall include the following steps:

1. A written complaint must be submitted by the person who reported the incident.
2. A thorough investigation must take place.
3. Any person who is found to have engaged in racial or sexual harassment will be subject to appropriate, corrective action, depending upon the circumstances, up to and including, termination or expulsion.
4. The person who reported the incident will be advised of the findings and action taken.

HEALTH REQUIREMENTS

Every student must comply with the School Code of Illinois as stated in Section 122, 27-28.1. A physical examination must be given to each student before entering Pre-Kindergarten, Kindergarten and again before entering Grade 6. This is also required of every student transferring to Blessed Sacrament from out-of-state. Every child must be immunized against Measles, Rubella, Mumps, Tetanus, Polio, Pertussis, Small Pox and Diphtheria. Cumulative health records are kept in the school office. All students

entering Kindergarten, Second and Sixth grade must have a dental exam. Students entering Kindergarten must have a vision exam.

HOMEWORK – Diocesan Policy 6154 (Approved 5/9/96) (Revised 5/16/06)

The purpose of assigning homework for pupils in our Catholic schools shall be to re-enforce what has already been taught in the classrooms. Homework shall not be used to introduce new material to the students, nor shall it ever be used merely to keep the students busy. Homework shall never be assigned as a punishment. It is recommended that homework be reasonably assigned within the following timeline for the average student:

Primary Grades–30 minutes; Intermediate Grades-45 minutes; Upper Grades–90 minutes

In keeping with our goal of education partnership with families, parents are encouraged to communicate any homework difficulties with the teacher.

**Teachers are not required to provide homework prior to a student’s vacations during school time.

HONOR ROLL

The Honor Roll is a special recognition for academic achievement in Grades 6, 7, 8. It is based on the total grade point average for the preceding quarter and is published four times throughout the year.

A student’s conduct grade is not to be averaged into the G.P.A.; however, if a student has consistent behavior checks on his/her report card; this does prevent the student’s eligibility for honor roll. The subjects used are: Religion, Reading, English, Spelling, Math, Science and Social Studies. A grade point average of 4.8-5.0 is required for High Honors Recognition.

ILLINOIS DEPARTMENT OF HEALTH/ILLINOIS STATE BOARD OF EDUCATION RULES EFFECTIVE:

*All students enrolling in K-8 must provide documentation of the 2nd dose of MMR.

*All Kindergarten students shall provide documentation that the child has received the “varicella vaccine” (chicken pox). Exception only with confirmed, signed physician’s release stating chicken pox disease history.

*A tuberculin skin test (using intradermal Mantoux method, not a multiple puncture test) will be required as part of the health exam of children upon first entry into school.

*All students must receive the series (3) of Hepatitis B inoculations.

*Students may not attend school after October 15 if immunization record is not complete.

INTERNET ACCESS AUTHORIZATION- Diocesan Policy 1341 (Revised 3/28/02)

Each student, teacher, and anyone using the Internet while at Blessed Sacrament School will need to sign the Authorization for Internet Access before using the Internet. This policy will be given out at Final Registration in August and must be returned by the first day of school.

ILLNESS OF A CONTAGIOUS NATURE

In case of illness or injury a student will be cared for temporarily by a member of the school staff. School personnel will render first aid treatment only. School personnel are not permitted to give aspirin, Tylenol, or any type of internal medication. Any child

requiring prescription medicine must have a note stating type of medication and time medicine is to be taken. If medical treatment is necessary, the parents will be contacted. If parents are unavailable, the student will be taken to the emergency room at the hospital. An emergency telephone number where parents can be reached and the name and telephone number of the student's family doctor must be on file at the school. It is the parent's responsibility to inform the school of any health issues regarding the child such as: allergies, epilepsy, diabetes, etc.

Disposition of minor illness or minor injury

1. If the injury or illness is minor, it may be appropriate to retain the student in school for the remainder of the day, but in the interest of school-parent relations, the principal will contact the parents/guardian to inform them of the situation. If the parent cannot be reached, the alternate contacts provided by the parents will be contacted.
2. If a student requires medical attention, the parent/guardian will be notified immediately by the school. The parent will be asked to arrange for proper treatment.
3. In non-emergency cases, if efforts to reach parents/guardians or other responsible adults in the home are not successful, the student will be kept at school under the observation of a staff member.

Disposition of major illness, accident, or injury cases

1. The parents will be contacted immediately. If the parents or relative cannot be reached at once, the student will be cared for until contact can be made.
2. If in the judgment of the principal, the injury or illness is serious enough to require hospitalization, the student will be transported immediately by ambulance.
3. The school will supply the emergency personnel with written information regarding the students' name, parents'/guardians' names, telephone numbers, and address.
4. The school will continue to contact the parents/guardians. If there is no telephone, an adult messenger from the school will go directly to the home or work place to notify the parent/guardian.

Disposition of illnesses of a contagious nature

Students with contagious illnesses and influenza symptoms such as fever and vomiting should not be sent to school until symptoms are no longer present.

Any student who has any of the following contagious diseases must be excluded from school for not less than the period of isolation set by the Illinois Department of Public Health.

Chicken Pox	Strep Throat	Pinkeye	Coronavirus
Diphtheria	Scarlet Fever	Smallpox	
German Measles	Polio	Pediculosis (Lice)	
Impetigo	Scabies	Fifths Disease	
Measles	Mumps	Tuberculosis	
Typhoid Fever	Ringworm	Whooping Cough	

It is necessary for the home and school to work together in order to protect all students. PLEASE DO NOT SEND YOUR CHILD TO SCHOOL IF YOUR CHILD HAS THE FOLLOWING SYMPTONS:

1. acute cold/discharging nose
2. sore throat/persistent cough
3. ear ache
4. swollen glands
5. inflamed eyes
6. skin eruptions or rashes
7. diarrhea
8. fever
9. general signs of listlessness, weakness, drowsiness, flushed skin, headache or irritability.

**PLEASE KEEP YOUR CHILD HOME 24 HOURS FEVER FREE
(without medication) FOLLOWING ILLNESS.**

LEAVING THE SCHOOL GROUNDS

Once pupils are on the school grounds they may not leave without the expressed permission of the principal, and then only in cases of physical illness or dental treatment or for clinical appointments. Children who must be excused for medical reasons during school time must have a written notice stating the time and length of the visit. The request must state clearly the reason for early dismissal and be presented in the office upon arrival at school in the morning. Parents are asked not to schedule such appointments during the school day if at all possible. Parents may not take children from their respective rooms or from the schoolyard without first obtaining permission from the principal. **STUDENTS SHOULD BE PICKED UP IN THE OFFICE.**

Pupils will only be sent home from school in the event of illness or for some equally grave reason. Parents will be notified by the school personnel before the child is permitted to leave the building

Under no circumstances will the school release your child to any person other than a parent unless this person has a signed note from the parent.

LENGTH OF SCHOOL DAY

The school day officially begins at 8:00a.m. and ends at 3:00p.m. A written request from the parent stating the reason for early dismissal for your child is required for that child to leave school before the regular time.

LIBRARY

Both Primary and Jr. High libraries are housed in the Jr. High building. Each class has a weekly scheduled period of access to this resource center. An overdue book fee of 5 cents per day is charged when a student fails to return a book when it is due to the library (this includes weekends and free days). If a book is lost or damaged, the student will be held responsible and will have to pay for the books approximate cost (\$5.00/paperback, \$10.00/hardcover).

MASS SCHEDULE

The celebration of the Eucharist takes place at 8:00 a.m. on Tuesday and Fridays. It has been the policy of Blessed Sacrament School for the children to attend the celebration of the Eucharist. **We hope that parents will support our efforts to develop an appreciation for Mass by arranging for their children to be on time for Mass.**

NONDISCRIMINATORY POLICY

Blessed Sacrament School, the Catholic Elementary School of the Diocese of Belleville, listed in the official Catholic School Directory (published annually), admits students of any race, color, sex, national and ethnic origin. These students are entitled to all the rights, privileges, programs and activities generally accorded or made available to students at the school. Blessed Sacrament School does not discriminate on the basis of race, color, gender, national or ethnic origin in administration of its educational policies, admissions policies, scholarship and local programs and athletic and other school-administered programs.

PHYSICAL EDUCATION

Any child unable to participate in Physical Education must submit a doctor's excuse noting the disability and length of time the child cannot participate. Before re-entering class, a doctor's written permission is required.

PLAYGROUND

The playground is supervised at all recess periods. Students are to report injuries immediately to the nearest supervisor. Students are to remain on the playground areas until the bell rings. They are not to return to the building except with the permission of the supervisor on duty.

NEVER PERMITTED ON THE PLAYGROUND:

- 1) bad language, disrespect to supervisor(s) or classmates, leaving another student out of a game for any reason
- 2) tackling, wrestling or tripping
- 3) snowballing or throwing of snow
- 4) throwing rocks or sticks

PREGNANT STUDENTS – (Diocesan Policy 5138)

The Principal and Pastor, in consultation with the Office of Education, shall make final judgments as to whether or not a pregnant student should be enrolled or retained.

RECESS

Decisions to have outside recess during cold weather depend upon the temperature and wind chill factor. If the temperature or wind/chill is below 32 degrees, the students will have recess inside. Students should always dress with consideration of the weather and temperature. Only students with written/signed medical excuses will be allowed to remain in the building during scheduled outside breaks.

REFUNDS OF TUITION & REGISTRATION FEES POLICY

Should a student transfer from Blessed Sacrament School during the school year, a refund of tuition will be made for any amount paid past the month of transfer. All

registration and book fees are non-refundable in any part 10 days after the first day of school attendance.

RELEASE OF RECORDS

The school will maintain records on all students. Records include student's permanent academic record, grade report cards, and daily attendance records. Information included in these records may not be released without written parental consent.

REPORT CARDS – (Diocesan Policy 5124)

Teachers' reports to parents shall consist of a printed Report of Pupil Progress and parent/teacher conferences. Report cards for Kindergarten through Grade 8 are given out at the end of each quarter.

Parent/Teacher conferences shall be scheduled at the discretion of the principal, at least once a year and whenever parents, teachers, or principals deem necessary.

A parent wishing to communicate with the principal may contact the school office to schedule an appointment for a conference or meeting.

Evaluation of student progress is an important part of the educative process. It serves not only to judge a student's achievement, but also to set standards for performance, to provide incentive for future work, and to prepare the student for more advanced academic training.

Mid-quarter reports will be sent out for each of the four grading periods. Grades 5-8 may check student progress on line via the internet. Parent/Teacher conferences are scheduled at the end of the first quarter. If an additional conference is needed, it can be requested by the parent or teacher.

If at any time you wish to inquire regarding your child's progress, please feel free to contact the teacher. However, please refrain from doing so during school hours. If the difficulty cannot be solved otherwise, feel free to consult the principal who will be happy to assist when necessary.

** All students must have a "D" average or above in order to be promoted to the next grade.*

RETENTION/ACCELERATION – (Diocesan Policy 5123)

Schools shall follow the proper procedures as determined by the Office of Education when retaining or accelerating a student.

When a teacher and/or parent believes that retaining or accelerating a student would be in the student's best interest, the following procedures must be adhered to:

- The teacher shall inform the principal when he/she is considering retention or accelerating of a student. The teacher should give reasons for this consideration.
- If the request for retention or acceleration of a student comes from the parent, the teacher shall inform the principal of the parent's request and the reasons for this request.

- The teacher and parent shall meet during the school year to discuss the student's attitude, behavior, and academic progress. Discussion of the student's progress should take place every four weeks, with a written account of meetings kept on file. The teacher shall inform the principal of the times and dates of these meetings prior to the meeting. The principal may find it advisable to attend these meetings.
- The principal shall see that the student is evaluated through adequate testing to discover a student's academic and emotional needs and abilities, strengths and weaknesses.
- The level of the student's physical, social, and psychological growth must also be taken into consideration and evaluated.
- The decision to retain or accelerate a student should be a cooperative one of parent, student, teacher and principal, with the final responsibility for a student's retention resting with the principal.
- Before a final decision is made to retain or accelerate a student, the case must be reviewed by the Office of Education.
- Parents must be informed at least 9 weeks before a final decision is made to retain a student.

The decision to retain a student can only be made if the school has an instructional program which ensures that the student will not simply be repeating the same material in the same manner for another year. This instructional program should be designed to meet the specific needs of the individual student and must be approved by the principal.

Generally, retaining a student in a grade for a second year or accelerating a student into an advanced grade is not advisable. However, in specific cases repetition of the grade or acceleration by a particular student may be beneficial because of the special circumstances that are clearly evident through the thorough evaluation processed stated above.

SCHOOL BOARD OF EDUCATION – MEMBERSHIP

Diocesan Policy 2231 (Adopted 4/5/04)

It is the policy of the Diocesan Board of Education that employees and immediate family members of parish and school employees are ineligible to hold local board membership or even be nominated for local board membership. Immediate family members are defined as spouse, children, parents, and in-laws in kind.

Blessed Sacrament's School Board meets September, November, January, March and May. If the School Board goes into executive session, there are not open to the public. The meetings will be held on the 2nd Wednesday of each month at 7:00 P.M. during the 2012-2013 school year.

SCHOOL BOARD PHILOSOPHY

The Blessed Sacrament School Board acts as a consultative board to the principal and pastor. All school policies are approved by the School Board. The school's philosophy, purpose and objectives are also approved by the Blessed Sacrament School Board.

The Blessed Sacrament School Board shall have as its primary responsibility the intellectual and spiritual development of the students. It is the mission of the school board to provide a framework in which students will develop a Christian perspective of the social, political and economic environments in which they live. Integral to this mission is the student's development of individual talents and opportunities for growth.

All regular meetings of the school board shall be open to all interested parties. Parents wanting items discussed at school board must first meet with the principal. The principal will refer items to the appropriate school board committee.

SCHOOL CALENDAR

The school calendar for the 2019-2020 school year contains 176 student attendance days plus seven emergency days. Written notification will be sent home if there are changes made to the school calendar.

SECURITY

All school doors will be locked after 8:00 a.m. – a security camera/buzzer system has been installed at the gym entrance. All visitors must check-in through this system.

Legislation requires Principals of public or private elementary or secondary schools notify parents that information about sex offenders is available @ www.isp.state.il.us/sor.

STUDENT ACCIDENT/DENTAL COVERAGE INSURANCE

All students must be covered by a medical insurance/health care plan. If not, student accident insurance must be obtained. This is to comply with Diocesan Policy 5143.

STUDENT EVALUATION

Evaluation of student progress is an important part of the educative process. It serves not only to judge a student's achievement, but also to set standards for performance, to provide incentive for future work, and to prepare the student for more advanced academic training.

Mid-Quarter reports will be sent out for each of the four grading periods. Grades 5-8 may check student progress on line via the internet. Parent/Teacher conferences are scheduled at the end of the first quarter. If an additional conference is needed, it can be requested by the parent or teacher.

If at any time you wish to inquire regarding your child's progress, please feel free to contact the teacher. However, please refrain from doing so during school hours. If the difficulty cannot be solved otherwise, feel free to consult the principal who will be happy to assist when necessary.

**All students must have a "D" average or above in order to be promoted to the next grade.*

STUDENT RECORDS – (Diocesan Policy 5125)

Parents or representative designated by parents and students have the right to inspect and copy all permanent records. Requests to inspect and/or copy school records must be granted within a reasonable time.

The school complies with the provisions of the Buckley Amendment in regards to the rights of non-custodial parents or guardians. In the absence of a court order stating the contrary, a school will provide the non-custodial parent with access to the academic records and other school-related information with regards to the child. If there is a court order specifying that no information be given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

STUDENT TRANSFER TO BLESSED SACRAMENT

When a student transfers into Blessed Sacrament from another school, the school office will request records for any new students entering Blessed Sacrament at the time of registration, the parent will sign a release form in order for the records to be transferred.

Any new transfer students, except kindergarten, is considered to be probationary. This status will remain effective until such time as the student's records are received from the transferring school, and a sufficient period of time has passed to guarantee the existing school curriculum and resources meet the needs of the child. The school reserves the right to require any student with needs that cannot be met by the existing curriculum or staff not be enrolled in Blessed Sacrament. The School Board will be kept informed by the principal of any problem or situations and the actions taken. All students at the 5th through 8th grade level are accepted conditionally and shall remain on probation for the entire year.

STUDENT TRANSFER FROM BLESSED SACRAMENT

Diocesan Regulation (5119)

When a student transfers to another school, that school must request student's records in writing. No records will be given to the students; they will be mailed to the new school provided there are not outstanding financial obligations to the school or parish.

Information Release Form

Written permission from a parent or guardian must be given before information can be sent to another school regarding a student. It is recommended that at the beginning of the school year the *Information Release Form* should be used by all parents or guardians for the necessary transactions of confidential materials. These materials include the permanent record, the attendance record, and the health record, or any other records confidentially placed in the student's file. These forms should be kept on file during the school year.

Record of Transferred Student

A *Record of Transferred Student* form must be filled out and retained whenever a student transfers to another Catholic or public school. This form is to be kept on file permanently in the school from where the student transfers.

The *Record of Transferred Student* form shall be placed in the appropriate class file and is moved with the other permanent records of that class each year until graduation. At graduation, the *Record of Transferred Student* form is sent to the Office of Education for microfilming/scanning, along with the other permanent records.

Transferring Student Records When There is an Outstanding Balance

When a student transfers from your school to another Catholic or public school and has an outstanding balance an unofficial record of student grades must be sent to the requesting school. An “Unofficial Record of Student Grades” means 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. Such records shall also include the name and address of the school, the name of the student to whom the records pertain, the name and title of the school official transmitting the records, and the date of the transmittal.

TARDINESS

The arrival of a student after 8:00 a.m. constitutes tardiness. A WRITTEN EXCUSE FROM THE PARENT IS REQUIRED EXPLAINING THE CAUSE OF TARDINESS AND IS TO BE PRESENTED IN THE OFFICE. If tardiness is frequent or habitual (more than **eight** days a quarter) parents will be notified by the principal and the child will be suspended for one day.

TELEPHONE

Teachers should not be disturbed during class time. If an urgent message must be delivered, the secretary will see that the message is delivered.

Children are ENCOURAGED NOT TO USE THE OFFICE PHONE except in case of an emergency. Permission to use the phone is to be granted by the classroom teacher at his/her discretion. Cell phone usage is not allowed during school hours.

The office telephone is a business phone and is not to be used by the students, except in an emergency. If a student forgot something at home, they may use the phone if it is before 8:00 a.m. Students are not allowed to use the phone to make personal arrangements (such as requesting permission to go to another student’s home after school). Parents are asked to make arrangements for their children’s after school supervision prior to dropping them off at school.

TESTING – (Diocesan Policy 6162.5)

Admission Testing

Pupils entering kindergarten for the first time are usually given a reliable readiness test. All transfer students may be tested, if needed, to assure appropriate placement.

Annual Academic Testing Program

All students in grades two through eight shall participate in the Diocesan standardized testing program to be administered during the fall. This program is optional for grade one.

Yearly Assessment of Catholic Religious Educational Testing

In order to insure an effective evaluation of the religious education programs in the Diocesan schools and parish religious education programs an evaluation instrument will be administered yearly as determined by the Office of Education.

TEXTBOOKS

With the exception of workbooks and consumable materials, all textbooks will be rented. All Book Fees should be paid in full at registration in August. Books damaged or lost must be replaced at present value.

TUITION / BOOK FEES / TITHING

All parents must use the FACTS Tuition payment plan, including anyone paying tuition in full in August. Please go to blessedsacramentbelleville.com and click on the FACTS link in blue.

If you have any difficulty in the payment of tuition, please call the principal.

All parents are expected to tithe to the church (Suggested \$15.00 PER WEEK).

TUITION ASSISTANCE

Anyone applying for financial aid will need to go to blessedsacramentbelleville.com and click on the FACTS link in blue. This needs to be completed by May 31st of the current school year.

TUITION REIMBURSEMENT POLICY:

If a family must withdraw from school, any tuition or fees pre-paid for future months will be reimbursed to the family.

VISITORS / VOLUNTEERS

All parents and volunteers are asked to sign in at the office. No one should go directly to a classroom.

Class interruptions are to be avoided if at all possible. It is for this reason that we ask that all messages or forgotten items for the students be brought to the school office. These will be delivered by the office personnel to the students. Please mark such items clearly with the first and last names and the grade the student is in. We ask that parents use discretion in bringing forgotten items to school.

If you would like to speak with a teacher concerning your child's welfare, please make an appointment with the teacher. Expecting to have an unscheduled conference with a teacher is not encouraged (this includes before and after school).

PARENT CONCERNS (Line of authority)

If a parent or student has a concern, the parent is asked to meet with the teacher first. The parent/student is then encouraged to meet with the principal if the concern is not alleviated. Following the principal, the parent may then meet with the pastor.

CONCLUSION

Parents have the primary responsibility for the education of their children. This responsibility indicates the duty to parents to work cooperatively with the pastor, the principal and faculty for the welfare of the children and the benefit of the school system.

TUITION

The tuition for Kindergarten is \$3,400.00 (half-day); Full day for one student (K-8) \$4,170.00; for two students \$7,600.00; for three students \$9,100.00; for four students \$10,600.00 per year.

FACULTY FOR 2020-2021

Principal	Miss Claire Hatch
Grade 8	Mrs. Peggy Butler
Grade 7	Mrs. Caroline Fleming
Grade 6	Mr. Dennis Martinez
Grade 5	Mrs. Vanessa Pickart
Grade 4	Mrs. Mary Ann Frenking
Grade 3	Mrs. Kathy Cook
Grade 2	Miss Rebecca Miller
Grade 1	Mrs. Shannon Cordes
Kindergarten	Miss Alyson Ringhofer
Pre-Kindergarten-4	Mrs. Toni Smith
Pre-Kindergarten-3	Mrs. Katrina Roche
Computer Technologist	Mrs. Renee Long
Music Grades K-8	Mr. Rusty Asbury
Band	Mr. Rusty Asbury
Physical Education	Mrs. Cathy Lisch
Science	Mr. Kris Gundlach

FACULTY MEETINGS

Faculty meetings will be held the first Wednesday of each month. Students will be dismissed at 1:45 p.m. on those days.

PARENT TEACHER ORGANIZATION (PTO) 2020-2021

The Blessed Sacrament PTO provides a means of communication between school and home. PTO meetings are scheduled for the third Wednesday of every school year month (excluding August, December and May).

SCHOOL BOARD MEMBERS 2020-2021

Niraj Shah	Susan Brennan	Jayne Orlet
Nikki Bunting	Darla Telken	Dale Parker
Megan Sustar	Michael Hickey	Claire Hatch-Principal

Blessed Sacrament's Parent/Student Handbook

The Parent/Student Handbook may have revisions or additions made throughout the year. Parents will be notified of any changes made to the current handbook.

We hope that the information included within this handbook has adequately informed you of the policies and regulations at our school. Should you have any questions or comments regarding the information, please do not hesitate to contact us. We will be happy to clarify any of the information included in this booklet.

Field Trip Participation Form

Dear Parent or Legal Guardian:

Your son/daughter/guardianship is eligible to participate in a school-sponsored activity that requires transportation to a location away from the school site. This activity will take place under the guidance and supervision of employees from Blessed Sacrament School. A brief description of the activity follows:

Curriculum Goal:

Destination:

Designated Supervisor of activity:

Date and Time of Departure:

Date and Anticipated Time of Return:

Method of Transportation:

Student Cost:

Dress:

If you would like to participate in this event, please complete, sign, and return the following statement of consent and release of liability. As parent, or legal guardian, you remain fully responsible for any legal responsibility, which may result from any personal actions taken by the named school. No student may participate in a field trip without a signed participation form. Telephone calls by the parent/or guardian may **NOT** substitute for a signed participation form.

I hereby request participation by my child _____, in the event described above. I understand that this event will take place away from the school grounds and that my child will be under the supervision of the designated school employee on the stated dates. I further consent to the conditions stated above on participation in this event, including the method of transportation.

I further understand and agree that I assume full responsibility for any loss or damage to property, or for bodily injury to others, caused by the above named child, whether by accident or intent.

In the event that my child requires medical care while participating in the activity, I assume responsibility for payment of all expenses associated with such care.

I have read the above form; I fully understand and consent to its terms.

Parent/Guardian Signature

_____ I am available
to chaperone this trip.
Must be current on Child Protection Policy

Address

Emergency Phone Numbers

Name of parent chaperone

Date of Field trip:

Class:

Destination:

Curriculum Goal:

Return bottom portion by:

*Please note that non school-age children are not allowed on school sponsored field trips.
This is a Diocesan Policy.

Blessed Sacrament School

July 2020

SUBJECT: Notification Regarding Asbestos-Containing Materials and Management Plan

To All Parents and Faculty Members:

As you may be aware, the U.S. Environmental Protection Agency (U.S. E.P.A.) has new regulations regarding asbestos-containing materials in school buildings. These new regulations require that all schools conduct surveys to identify the presence of friable and non-friable asbestos in their building and implement appropriate response actions, as necessary.

This new regulation goes well beyond the old 1982 “Asbestos-in-Schools Rule”, requiring certain actions to occur in response to any asbestos-containing material found in our school.

An inspection was performed at Blessed Sacrament School in compliance with these regulations. Furthermore, a site specific asbestos management plan was developed, will be reviewed by the Illinois Department of Public Health, and will soon be implemented. This plan describes in great detail how any asbestos exposures will be minimized.

You, as parents, teachers or others are invited to review the inspection and management plan. It is available Monday through Friday between 8:00a.m. and 3:00 p.m. at the school’s administrative office. Should you have any questions, or desire further information, please address those questions to the Principal.

Sincerely,

Miss Claire Hatch
Principal

8809 West Main Street * Belleville, IL 62223
#618-397-1111 * Fax #618-397-8431

**Blessed Sacrament School
8809 West Main Street
Belleville, IL 62223
618-397-1111**

August 1, 2020

Dear Parents,

Each family has received a copy of the 2020-2021 Parent/Student Handbook.

In order that you might better understand the philosophy and requirements of Blessed Sacrament School, it is important that you thoroughly read this handbook.

Please sign/date and return the bottom half of this letter which indicates that you have read and accepted the rules and regulations by September 1, 2020.

Sincerely,

Claire Hatch
Principal



Detach and return to school by September 1, 2020

I have read and will support the rules and regulations as presented in the handbook.

_____ Date: _____
Parent/Guardian Signature

_____ Date: _____
Parent/Guardian Signature

Student(s) names (please print)

Student(s) names (please print)

Revised June 2020