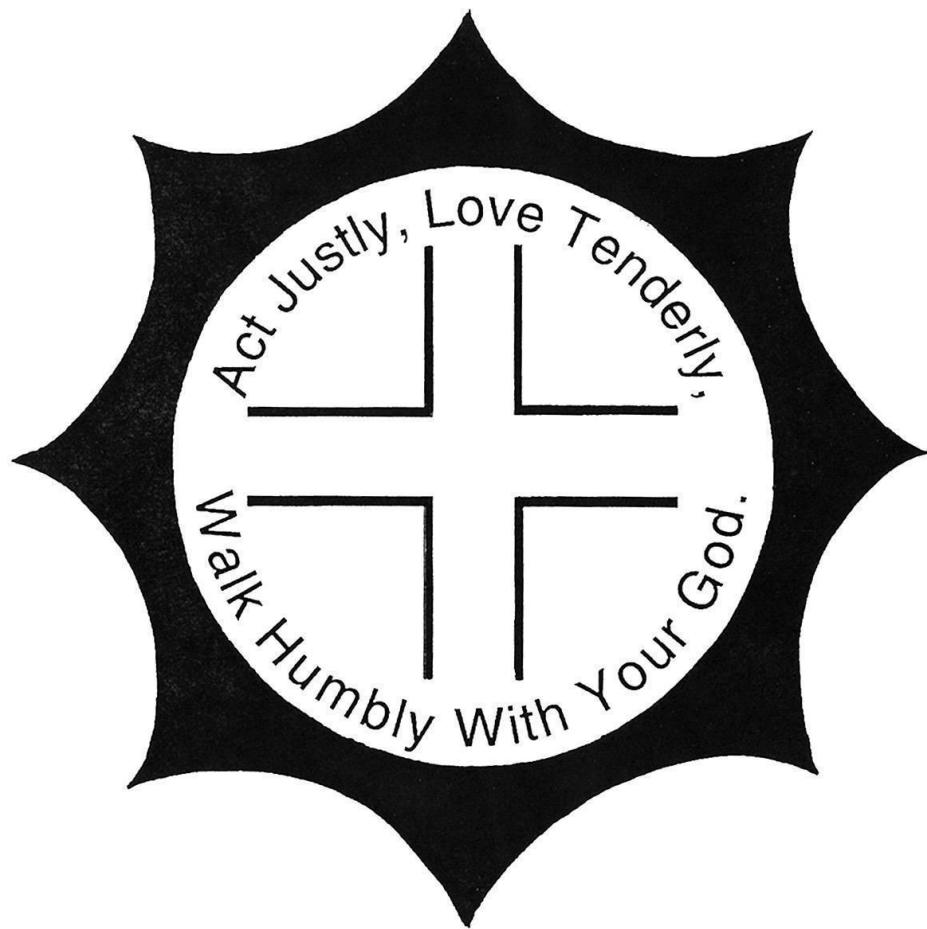


# Blessed Sacrament School



Parent-Student Handbook  
2023-2024

## **BLESSED SACRAMENT SCHOOL**

14146 Olive Street, Westminster, CA 92683 † Diocese of Orange

Phone: 714.893.7701 † Fax: 714.891.7186

Email: info@bsscatholic.org † Website: www.bsscatholic.org

Accredited by the Western Catholic Educational Association and the Western Association of Schools and Colleges

## SCHOOL MOTTO

**“Act justly, love tenderly, and walk humbly with God.” –Micah 6:8**

## OFFICE HOURS

\* We ask all parents and students to respect the front offices.

\* All matters related to finances, including tuition and Extended Day Care payments, will be taken care of by the business manager (Matthew Pelayo) or the principal.

## DAILY SCHOOL SCHEDULE

7:40AM	First Bell
7:50AM	Tardy Bell Classes begin for Grades Preschool – 8 Morning Prayer and announcements
9:40AM	First Recess: Grades Kindergarten – 3rd
10:05AM	Second Recess: Grades 4th - 8th
11:30AM	Dismissal for Preschool & Pre-K (Half-day program) and Lunch time (Full-day program)
11:55AM	Lunch for Grades 7th & 8th
12:00PM	Lunch for Grades Kindergarten – 2nd
12:30PM	Lunch for Grades 3rd - 6th
12:30PM	Wednesday Early Dismissal (K-8th) - No lunch (11:30am Dismissal Ash Wednesday)
2:30PM	Dismissal for Early Childhood (M-F) and Grades Kindergarten – 8th (M, T, Th, F)
2:45PM	Extended Day Care begins for PS-8th grade students who were not picked up at car line (12:45 PM on Wed for K-8)
6:00PM	Extended Day Care ends for Early Childhood and Grades Kindergarten – 8

## BSS MISSION STATEMENT

Within the tradition of our Catholic faith, Blessed Sacrament School is dedicated to guiding students to “act justly, love tenderly, and walk humbly with God.”

## Micah 6:8

## BSS PHILOSOPHY

We at Blessed Sacrament Catholic School are a community of believers who strive to COMMUNICATE CHRIST to the students entrusted to our care through our example, guidance and encouragement.

As representatives of our faith, we promote and encourage a **HOLISTIC EDUCATION WITH HIGH STANDARDS**, focusing on the spiritual, intellectual, psychological, sociological and physical development of each student.

We recognize PARENTS AS THE FIRST AND PRIMARY EDUCATORS OF THEIR CHILDREN. We collaborate with them and act as facilitators in the development of the whole child. We encourage them to actively participate in the education of their child.

We provide opportunities for all students to become involved in ROLES OF SERVICE as members of family, church, school, civic, and global communities.

Recognizing that Blessed Sacrament School should be available to all who desire this educational environment, we strive to accept everyone for whom an appropriate program can be designed and implemented.

# Table of Contents

## GENERAL INFORMATION

### STUDENT BEHAVIOR EXPECTATIONS

Primary Schoolwide Learning Expectations	pg. 5
Schoolwide Learning Expectations	pg. 5
Basic Good Manners	pg. 6
Student Behavior Expectations	pg. 6
Extra-Curricular Activity Requirements	pg. 6
Telephone Use / Cell Phones	pg. 6
Lost And Found / Identification on Clothing	pg. 7
BookBags/Backpacks	pg. 7
Textbooks	pg. 7
Electronic Devices	pg. 7
Cubbies & Desks	pg. 7
Internet Use	pg. 7
Birthday Celebrations	pg. 7
Vandalism	pg. 7

### ADMISSION REQUIREMENTS

Admission Requirements	pg. 9
Non-Discriminatory Policy	pg. 9
Age Requirement for Admission	pg. 9
Acceptance Priorities	pg. 9
Readmission Policy	pg. 9
Student Transfers	pg. 9
Transfer of Records	pg. 10
Immunization Requirements	pg. 10
TB Test Requirements	pg. 10

### PARENT & SCHOOL PARTNERSHIP

Parental Obligations	pg. 12
Child Custody Policy	pg. 12
Messages to Students	pg. 12
FACTS	pg. 12
Access to Student Records	pg. 12
Fingerprinting	pg. 12
Safe Environment Training	pg. 12
Lines of Communication	pg. 13
Permission to Use Photos	pg. 13
Parent School Communication	pg. 13
Communications with Teachers	pg. 13
Abuse of Teachers/Staff/Admin./Other Parents	pg. 13
Parental Example	pg. 14
Parents Grievance Process	pg. 14
A Code of Christian Conduct	pg. 14-15
School Expectations of Parents	pg. 15
Parents Agreement with Blessed Sacrament School	pg. 15

### FINANCES

Tuition and Fees	pg. 17
K-8 Parental Program Choices	pg. 17
Financial Assistance	pg. 18
Money	pg. 18
After School Activities	pg. 18

### STUDENT PROGRESS/ASSESSMENTS/AWARDS

Student Learning Assessments	pg. 20
Homework	pg. 20
Service Hours	pg. 20-21
Star Assessments	pg. 21
Accelerated Reader (AR)	pg. 21
Awards	pg. 21
Promotion	pg. 21
Retention	pg. 21
Graduation Expectations	pg. 21
Graduation Awards	pg. 22

pg. 2

### STUDENT SERVICES/PROGRAMS

Learning Support for Students	pg. 24
Extended Care Program	pg. 24
Health Room	pg. 24
Student Insurance	pg. 24
Sacramental Preparation	pg. 24
School Liturgy	pg. 24
Library	pg. 25
Christians in Action (CIA)	pg. 25
Altar Servers	pg. 25
Lectors	pg. 25
Parochial Athletic League Sports	pg. 25
Skating Parties	pg. 25

### ATTENDANCE

Tardiness	pg. 27
Absences	pg. 27
Early Dismissal	pg. 27

### DISCIPLINE

Discipline	pg. 29
Detention	pg. 29
Suspension	pg. 29
Expulsion	pg. 29

### UNIFORM

School Uniforms	pg. 31
Sports Uniforms	pg. 31
P.E. Days	pg. 31
Cold Weather	pg. 31
Guidelines for Non-Uniform Days	pg. 32
Guidelines for BSS Spirit Days	pg. 32
Guidelines for Special Color Days	pg. 32
Guidelines for Field Trips	pg. 32

### LUNCH PROGRAM

Lunch	pg. 34
Cater Tots Lunch Program	pg. 34

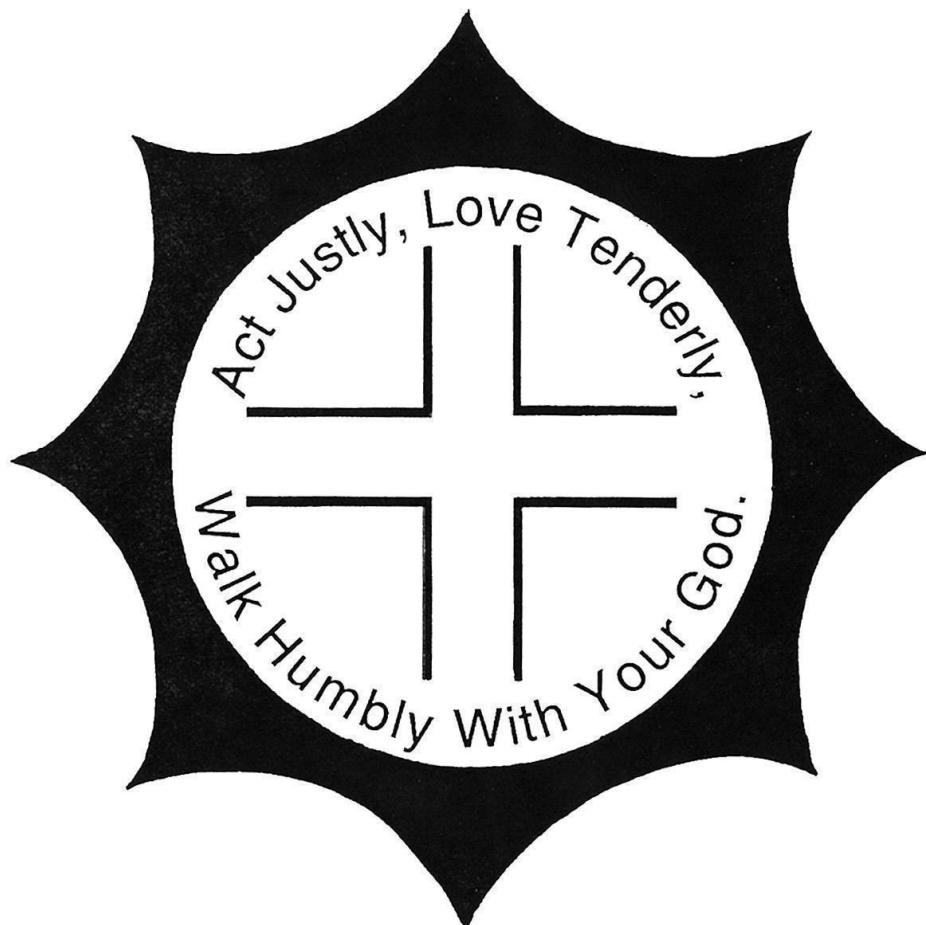
### SAFETY CONCERNS

Recess	pg. 36
Supervision	pg. 36
Dismissal Time	pg. 36
Emergency Procedures	pg. 36
Emergency Cards	pg. 36
Leaving School during School Hours	pg. 36
Closed Campus	pg. 36
Classroom Visitation	pg. 37
Volunteers	pg. 37
Medication	pg. 37
Walkers	pg. 37
Bicycle Riders	pg. 37
Traffic Control	pg. 37
Pick Up / Drop Off Car Line Directions	pg. 38
Rainy Day Car Line Directions	pg. 38

### ORGANIZATIONS

Pastor	pg. 40
Principal	pg. 40
Assistant Principal	pg. 40
BSSCB	pg. 40
PTO	pg. 40
School Personnel	pg. 41
Extra Curricular Activity Personnel	pg. 41
ASB Members	pg. 41

# Student Behavior Expectations



## Primary Grades: SCHOOLWIDE LEARNING EXPECTATIONS

I, a student at Blessed Sacrament School, believe in, value, and . . .

### 1. Respect God by

- a. Focusing during prayer times
- b. Knowing my prayers by heart
- c. Paying attention when in church

### 2. Respect Others by

- a. Treating others as I wish to be treated
- b. Listening to my teachers and following directions
- c. Being fair and taking turns
- d.

### 3. Respect Self by

- a. Being truthful
- b. Using basic good manners
- c. Using self-control inside and outside the classroom

### 4. Respect Property by

- a. Using devices and technology appropriately
- b. Caring for my books
- c. Respecting all school property

### 5. Respect Education by

- a. Trying to do my best work
- b. Completing my work on time
- c. Working well with others in small groups

### 6. Respect Life by

- a. Conserving water and paper
- b. Caring for plants and all living creatures
- c. Putting trash in the trash can

## SCHOOLWIDE LEARNING EXPECTATIONS

I, a student at Blessed Sacrament School, believe in, value, and . . .

### Respect God by:

- Demonstrating a relationship with God through scripture and daily prayer.
- Understanding and practicing the teachings of the Catholic Church and receiving the sacraments regularly.
- Being involved in roles of service.
- Being an example of Christian values in my words and actions.

### Respect Others by:

- Treating others as I wish to be treated.
- Learning about other cultures and accepting all people.
- Promoting unity within the school family.
- Demonstrating an appreciation for the talents of others.

### Respect Self by:

- Taking responsibility for my own actions.
- Respecting the sacredness of the human body.
- Possessing confidence in myself and my abilities.

### Respect Property by:

- Using devices and technology appropriately.
- Caring for my books and ensuring they remained covered.
- Respecting all school property.

### Respect Education by:

- Communicating effectively in English by reading fluently, speaking clearly, and writing concisely and correctly.
- Demonstrating competency as defined by Diocesan Curriculum Guidelines learning objectives.
- Using technology responsibly for learning and communication.
- Experiencing the fine arts and expressing myself creatively.

### Respect Life by:

- Believing all life is sacred and respecting it.
- Appreciating God's world and using its natural resources wisely.

## BASIC GOOD MANNERS

All students in Preschool - grade 8, as well as adults, are expected to use basic good manners at all times. This includes, but is not limited to, the automatic use of “Excuse me” before interrupting or passing in front of an individual; “Please” if requesting something; “Thank you” if something has been received; “Pardon me” if repetition is necessary; offering to carry something for an adult or just helping another whenever possible. Students should stand back for adults and offer assistance, when appropriate. Adults are asked to turn off their CELL PHONE when in the office area.

## STUDENT BEHAVIOR EXPECTATIONS

Be prompt and prepared

- Arrive on time and in perfect school uniform (see p. 29 for further details)
- Arrive with needed materials, including lunch.
- Arrive with assignments completed and neatly written.

Respect authority

- Listen to authority.
- Follow directions promptly.
- Accept responsibility for behavior.

Respect rights of others

- Use the appropriate tone of voice.
- Use appropriate language. Inappropriate language will not be tolerated.
- Listen to the speaker.
- Allow others to remain on task.
- Respect the opinion and points of view of others.
- Refrain from harassment, including inappropriate calls or electronic mail.

Respect property of others

- Be responsible for school furniture.
- Refrain from destroying school or parish facilities.
- Leave at home trading cards, magazines, comic books, toys, water pistols, scout knives, electronic games, cell phones and all unauthorized electronic equipment.
- Refrain from gum chewing while on the school premises or at school related activities.

Display appropriate social skills

- Handle conflict in a Christian manner.
- Be courteous and respectful.
- Interact with others appropriately.

Strive to be like Christ in your thoughts, words and actions.

There are consequences for disruptive behavior while at Blessed Sacrament School and at school related activities on or off campus. These consequences are administered in the form of classroom consequences, removal of privileges, detention, suspension, and expulsion.

## EXTRA-CURRICULAR ACTIVITY REQUIREMENTS

For a student to enroll or continue in an extracurricular activity (i.e. sports, Associated Student Body, etc.) he/she must satisfy all the following conditions:

- A student must maintain a “C” (70% - 79%) average in each core subject. Exceptions may be made if a student has a “B” or above for responsible behavior and academic processing skills.
- The student must portray the conduct and attitude toward study and social behavior as outlined in this Handbook.
- The student may not have served an “out of school” suspension during the current year.
- A student may not participate in an extra-curricular activity on any day that he/she is absent from school or serving a detention.

## TELEPHONE USE / CELL PHONES

Students may not use any telephone on the school grounds without authorization by the Administration.

If your child needs to have a cell phone for safety reasons, such as to call you as they are walking home, they may leave it in the school office with the secretary before school and pick it up after dismissal. A note from the parent stating that your child has permission to have the phone at school will be kept in the office. CELL PHONES MAY NOT BE LEFT IN BOOKBAGS OR IN THE STUDENT'S POSSESSION DURING SCHOOL HOURS. If found, they will be confiscated until the end of the trimester.

## LOST AND FOUND / IDENTIFICATION ON CLOTHING

All uniform clothing must be clearly labeled with the student's name and grade. Lost and found items will be sent to the health room and may be claimed during morning or lunch recesses. Lost items left in the health room for more than two weeks will be sold or given to those in need.

## BOOKBAGS/BACKPACKS

Each student is required to have a bookbag/backpack in school each day. Students may not write on the outside of their bookbags/backpacks other than their name, if necessary. School supplies may remain at school. The Administration reserves the right to conduct periodic and unannounced inspections of bookbags/backpacks. It is strongly recommended that parents keep track of all unnecessary extraneous items and empty out backpacks on a weekly basis.

## TEXTBOOKS

Textbooks must be properly covered during the school year. Students may not doodle on textbooks, textbook covers, or folders other than a name and class number.

Students will be required to replace lost or damaged textbooks (\$60 - \$100) textbook covers, folders, or binders with writing other than a name and class number.

## ELECTRONIC DEVICES

Electronic devices are the property of Blessed Sacrament School and are on loan to each student. If lost or damaged, the student will be responsible for replacing it within two weeks. Middle school students will take their devices home and bring them back each day fully charged. Appropriate use of devices, including access to appropriate websites, downloads, and applications is required at all times. Failure to follow school policy may result in loss of device. Students may be permitted to work on a school desktop during school hours as needed. A parent/teacher conference will be required to discuss the matter further.

Students will be required to replace or pay for lost or damaged chromebooks (\$100 - \$150).

## CUBBIES & DESKS

Cubbies and desks are the property of Blessed Sacrament School. They are used for the storage of books and materials related to classroom learning only. The Administration reserves the right to conduct periodic and unannounced inspections of cubbies and/or desks.

## INTERNET USE

All use of the Internet must be in support of education and research consistent with the philosophy of Blessed Sacrament School. All users of this service are expected to act in a responsible, ethical, moral and legal manner.

The Internet may only be used with supervision by a school approved adult. All school systems and information stored on them are subject to inspection by the Faculty/Administration. The Internet may not be used for accessing personal e-mail and/or any other personal messages. Access to network services will only be given to students who have a parent/guardian permission slip on file. Internet use at home that involves the well being of another student will be addressed by the Administration and disciplinary action will be taken, if needed.

## BIRTHDAY CELEBRATIONS

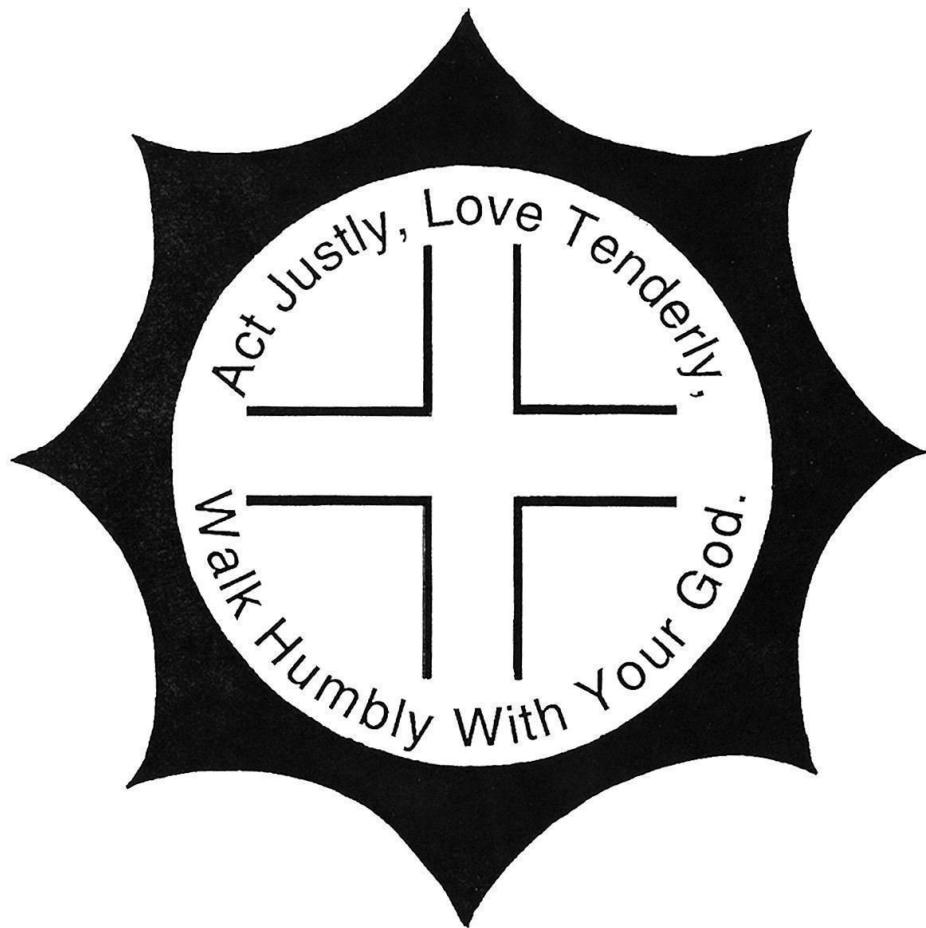
BIRTHDAY PARTIES FOR STUDENTS ARE NOT PERMITTED DURING SCHOOL HOURS. Approval must first be given by the classroom teacher for a simple treat. The items must be delivered to the classroom by 7:45 a.m. on the given day. Cakes, balloons, or flowers may NOT be brought to school on a child's birthday.

Party invitations may be passed out to students, by the individual teacher, on the condition that everyone in the class is invited. Otherwise, parents must make arrangements off the school premises.

## VANDALISM

Students and their parents/guardians will be liable for any damage to school property or equipment, as well as to the personal belongings of teachers and staff.

# Admission Requirements



## ADMISSION REQUIREMENTS

Preschool & Pre-Kindergarten: The Early Childhood Director and/or Principal will interview applicants with the child's parents prior to acceptance.

Kindergarten: Applicants will be given a readiness screening prior to acceptance.

Grades 1-8: Admission and placement will be determined by recent standardized test scores, student learning assessments, and an interview with the Principal or Learning Support Director. To remain at Blessed Sacrament School a student shall conform to approved norms of behavior and academic achievement as outlined in this handbook.

All new students entering Blessed Sacrament School are considered on probation for the first trimester. During that period, parents and the administration can decide if this school is the most appropriate educational setting for the child. Factors to be considered in the decision are the student's academic performance, effort, conduct, and work/study habits.

## NON-DISCRIMINATORY POLICY

Blessed Sacrament School in the Diocese of Orange does not discriminate on the basis of race, sex, color, or ethnic origin in the administration of educational policies, scholarship, loan programs, athletic and other school administered programs.

“Every person, as a child of God, regardless of race, condition, or age has equal dignity and an inalienable right to an education. Therefore, no qualified student will be denied admission to this school on the basis of sex, race, color, or national origin.”

Likewise, Blessed Sacrament School in the Diocese of Orange does not discriminate against any applicant for employment on the basis of sex, handicap, race, color and national and/or ethnic origin.

## AGE REQUIREMENT FOR ADMISSION

A child must be 2.5, 3, or 4 years of age on or before September 1st of the current school year to be admitted into the Early Childhood Program. A child must be 5 years of age on or before September 1st of the current school year to be admitted to Kindergarten.

## ACCEPTANCE PRIORITIES

Priority for acceptance will be given to:

1. Catholic children whose parents are active members of Blessed Sacrament Parish. Active membership means that the family worships in the parish and contributes its time, talent and financial resources to support the parish.
2. Catholics from another parish, provided active participation in their parish can be validated.
3. Children of other faiths are welcome to the school on a space available basis.

NOTE: First priority in each of the above categories will be given to those applicants who have siblings already in the school.

Ordinarily 8th grade students will not be accepted except those transferring from another Catholic school, because of relocation, or those transferring from out of town who meet the necessary requirements. Exceptions may be made at the discretion of the Administration.

## READMISSION POLICY

Ordinarily, students will not be readmitted to Blessed Sacrament School once they have voluntarily withdrawn from the school. This policy also applies to students who have been dismissed from the school.

## STUDENT TRANSFERS

Students clearly unable to profit from the school by reason of ability, serious emotional instability, or the uncooperative attitude of parents, will be asked to transfer when:

- The school has explored means to meet the needs of the child.
- There has been sufficient communication with the parents.

## TRANSFER OF RECORDS

When a student transfers from one school to another, a copy of the Cumulative Student Record and original health records are transferred to the new school, after receiving a written request from the school. The original Cumulative Student Record remains at the school. Official transcripts are not given to students or parents.

## IMMUNIZATION REQUIREMENTS

No pupil may be unconditionally admitted to school unless he/she has been immunized against polio, diphtheria, measles, tetanus, pertussis, varicella, and Hepatitis B, for first admission to schools in California. It is the parent's responsibility to keep their child's immunization record up-to-date and to have their child immunized.

### *REQUIRED FOR PRE-KINDERGARTEN THROUGH 8TH GRADE*

Polio	4 doses	DTP or DT	5 doses
MMR	2 doses	Hepatitis B	3 doses
Varicella 2 doses OR documented varicella disease immunity			

### *REQUIRED FOR 7TH GRADE*

Tdap	1 dose - After 10th birthday
------	------------------------------

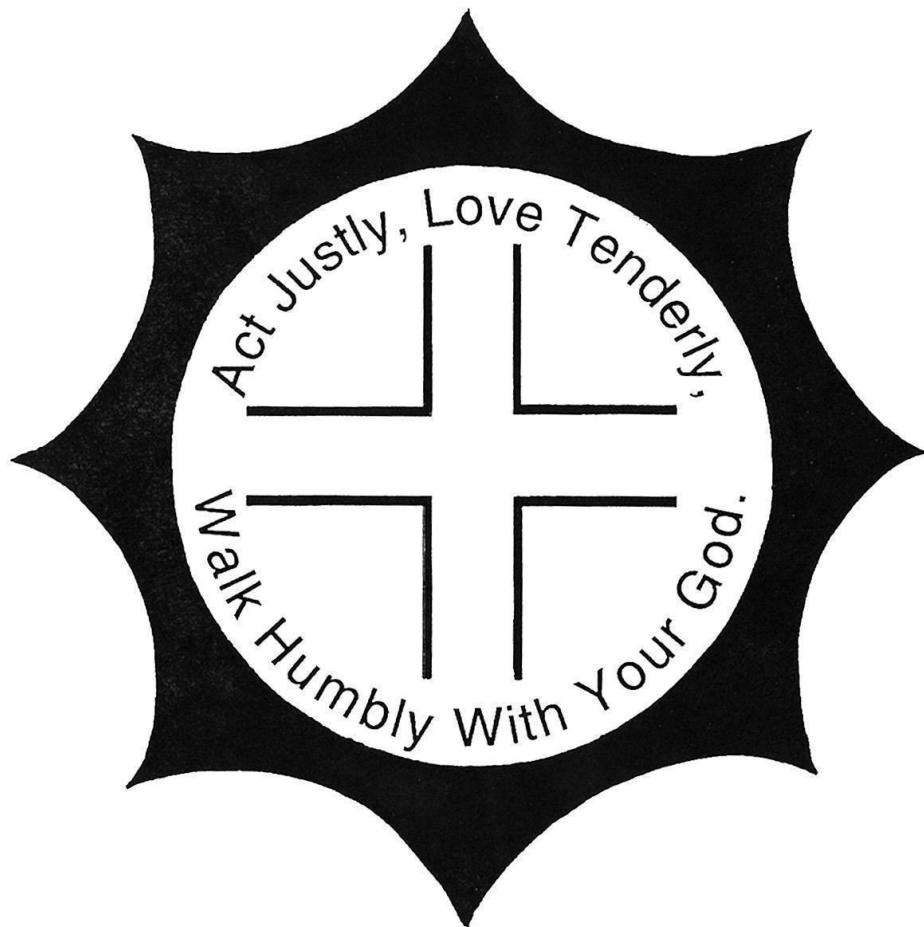
### *PRESCHOOL*

Polio	3 doses	DTP or DT	4 doses
MMR	1 dose - After 1st birthday		
HIB	1 doses - After 18 months	Hepatitis B	3 doses
Varicella 1 dose OR documented varicella disease immunity			

## TB TEST REQUIREMENTS

Students who have never attended an Orange County school must present written evidence of a (PPD) skin test. The test must have been performed within one year prior to the first day of school. A chest x-ray instead of a skin test is not acceptable unless the doctor medically waives the skin test. Students in grades 2-8 who have previously attended an Orange County school are exempt from this requirement. It is **mandatory** that students entering **Pre-School** get *screened* for TB before entering school.

# Parent & School Partnership



## PARENTAL OBLIGATIONS

“Since parents have conferred life on their children, they have a most solemn obligation to educate their offspring. Hence parents must be acknowledged as the first and foremost educators of their children. Their role as educators is so decisive that scarcely anything can compensate for their failure. For it devolves on parents to create a family atmosphere so animated with love and reverence for God and man that a well-rounded personal and social development will be fostered among the children.” (Vatican II, “Declaration of Christian Education”)

Parents should seriously weigh their obligation to raise their children in an atmosphere of love and respect for God and people. The home is the source of education in the virtues essential to any meaningful culture. Respect for human dignity, prayer, and acknowledgment of authority are essential for Christian citizenship. Parents should train their children in community worship through family prayer, family participation in the Eucharistic celebration of the parish and reception of the sacraments. It is expected that Catholic students attending Blessed Sacrament School will attend Mass every weekend.

## CHILD CUSTODY POLICY

The Principal must have a copy of the court’s decision regarding custody of a child on file, in order to protect all parties involved.

## MESSAGES TO STUDENTS

Parents may not interrupt classes for any reason while school is in session.

Forgotten items with the child’s name and grade are to be left at the office.

Children should be instructed by parents to check at the office during recess for such items.

Office personnel are not free to bring messages to the classrooms unless in a real emergency.

## FACTS

Parents will receive the information they need to view their child’s grades, missing work, attendance, tardies, etc. from a home computer. Grades K-8 will utilize FACTS and/or Google Classroom to post homework. In addition, K-3 will use REMIND for classroom announcements.

Progress reports and Student Learning Assessments (SLA) are viewed online through FACTS. The final SLA will be sent home at the end of the year. If necessary, a parent may request to view grades online from a school computer. Please make arrangements with your child’s teacher to set up an appointment.

## ACCESS TO STUDENT RECORDS

All requests should be put in writing and sent to the school office at least 48 hours in advance. Student records maintained by the school are available for inspection by the students’ parents/guardians.

Teachers and registrars, because of their “legitimate educational interest,” are granted access to students’ records. Designated clerical staff may have access to student records for the purpose of making entries or maintaining records, but they shall do so under the supervision of the Administrator.

The school may not permit access or release of school records to any other person or agency without the authorization of parents or guardians. This authorization shall be in writing, signed and dated by the person giving consent. It must include a specification of records to be released, the reasons for the release, and the names of the parties to whom the records will be released.

## FINGERPRINTING

All parents or adults over 18 years of age who interact with students in any school-sponsored activity must be fingerprinted through an approved Diocesan site prior to interacting with students. There will be no exceptions to this safety rule. The prospective volunteer needs to meet with the school secretary or principal and complete the necessary forms. The cost for a school volunteer to be fingerprinted varies by location.

## SAFE ENVIRONMENT TRAINING

All parents or adults over 18 years of age must be Safe Environment trained prior to being in the proximity of students. Training must be completed online through <[www.orange.cmgconnect.org](http://www.orange.cmgconnect.org)>. There will be no exceptions to this safety rule. An English or Spanish version of safety training is available. If you do not have access to a computer, you may use one in our library. Print and give the certificate of completion to the school secretary for verification, immediately after the on-line training so a record can be made on the Safe Environment Database.

## LINES OF COMMUNICATION

Classroom related concerns should be brought directly to the teacher in a respectful manner. Charity alone dictates that teachers should be alerted to matters under their control before they are discussed with other parents, neighbors, or other school personnel.

- Unresolved classroom concerns or matters relating to the school in general should be brought directly to the attention of the Administration.
- Unresolved administrative concerns or those relating directly to the parish should be brought to the attention of the Pastor.

## PERMISSION TO USE PHOTOS

An authorization/release form is signed each year by parents/guardians, regarding the use of a student's picture and/or name in a variety of media to promote the school and its activities or aid in student instruction, educational programs, and staff development. This agreement does not pertain to pictures taken for an individual's cumulative files.

## PARENT SCHOOL COMMUNICATION

- **GENERAL PARENT MEETINGS** will usually be scheduled once to twice a year. The primary purpose of these meetings is to promote good communication and cooperation between and among parents, faculty, administration, the BSS Consultative Board and the parish.
- **PARENT-TEACHER-STUDENT CONFERENCES** are scheduled twice a year. One of the main purposes of these conferences is to share information that will benefit your child's development and growth. Parents may request other conferences at any time throughout the year by sending a dated note to the teacher, in a sealed envelope, at least one day in advance. Teachers will not be available for conferences immediately before or after school hours since they have other responsibilities that require their attention.
- **STUDENT LEARNING ASSESSMENTS** (SLA/Report cards) are available online. The final SLA will be sent home.
- **MONDAY MEMOS** will be sent electronically each week to help keep you informed about school related activities and/or to make you aware of school calendar changes. Additional information will be sent home as needed.
- **THE PRINCIPAL'S UPDATE** will be sent quarterly.
- **PARENT/TEACHER COMMUNICATION CALENDARS/DEMERIT NOTIFICATIONS** will be sent home in Grades K-2 on Mondays, so the parent/guardian may view and sign-off on a student's Responsible Behavior and Academic Processing Skills. Students will begin each week with 8/10 points. Lost calendars will automatically result in 12/20 points. Students who earn 12/20 in either responsible behavior or academic processing skills will receive detention. A grade for each category will be posted biweekly on FACTS for grades K-8. The numbers listed on the calendar indicate a lack of or praise for the desired behavior and correspond to the Diocesan Student Learning Assessment (SLA/Report Card). For grades 3rd - 4th, demerit notification forms will be sent home, so the parent/guardian may view and sign-off and therefore, will reflect the Responsible Behavior and Academic Processing Skills in the Report Card. For students in grades 5-8, teachers will use the Behavior system provided through the FACTS Student Information System (SIS). Teachers will record and communicate behavior events and outcomes with parents immediately through FACTS SIS. Any activities that affect a student's Responsible Behavior and Academic Processing Skills will be shared directly with the students and parents.
- **CONSEQUENCES FOR UNACCEPTABLE BEHAVIOR AND WORK HABITS/STUDY SKILLS:**
  - o 2 Detentions in a Month Teacher-Student Conference
  - o 3 Detentions in a Trimester Parent-Teacher Conference
  - o 4 Detentions in a Trimester Parent-Principal Conference
  - o 5 Detentions in a Trimester Suspension

## COMMUNICATIONS WITH TEACHERS

- Please, do not question the authority of a teacher when your child is present. You would not expect the teacher to question your authority in front of your child.
- If an occasion warrants that you say something to your child regarding a teacher, say something non-committal. Then, make an appointment to talk things over with the teacher, as soon as possible. It is difficult to make a wise decision about a matter until you have all the facts.
- Conferences between parents and teachers should be conducted in the absence of the student unless the teacher wishes the student to be present.
- Parents should discuss classroom problems with the teacher before bringing concerns to the Administration or other parents.

## ABUSE OF TEACHERS/STAFF/ADMINISTRATORS/ OTHER PARENTS

Any parent, guardian, or other person who insults or abuses any teacher/staff/Administrator in the presence of other school personnel or students and at a place which is on school premises or public sidewalk, streets or other public ways adjacent to school premises or at some other place if the teacher/staff/Administrator is required to be at such other place in connection with assigned school activities, is guilty of a misdemeanor, and is punishable by a fine. A report must be filed with the local law enforcement agency and the student is subject to expulsion.

## PARENTAL EXAMPLE

Parental attitudes, on or off the school premises, which interfere with the implementation of the philosophy, goals or objectives of the school, may lead to the withdrawal of your child from school.

## PARENTS GRIEVANCE PROCESS

Misunderstandings and differences of opinion sometimes occur between the parents and school personnel or when a procedure or policy needs clarification. The following is the procedure for addressing concerns:

- If the concern involves any school personnel (teachers, etc.) the parents are to call the individual involved and arrange for a meeting. The results of that meeting are to be in writing with all parties signing. If a telephone conversation is held instead, the school personnel is to write down the results of the conversation and send a copy to the parents, including the date and time of the call.
- If there is no resolution during the meeting or phone call, the parents are to call the Principal and arrange for a meeting with the teacher and Principal. The parents should bring a copy of the results of the first meeting. The expressed purpose of this meeting is to bring about a solution. The results of this meeting are to be in writing with all parties signing and copies distributed.
- If no solution is reached, the parents are to call the Pastor and arrange for a meeting with all parties present. Again the express purpose of the meeting is to bring about a solution. The results of the meeting are to be in writing with all parties signing and copies distributed.
- If no solution can be reached, the parents are to write a letter to the Superintendent of Schools, briefly stating the problem and including all written documents from all meetings held. The Superintendent will review all documentation and decide on a course of action after consultation with the Pastor and Principal.

## A CODE OF CHRISTIAN CONDUCT COVERING STUDENTS AND PARENTS/GUARDIANS

The students' interest in receiving a quality, morally based education can be served if students, parents and school officials work together. Normally, differences between these individuals can be resolved. In some rare instances, however, the school may find it necessary in its discretion, to require parents/guardians to withdraw their child. It shall be an expressed condition of enrollment that the students behave in a manner, both on and off campus that is consistent with the Christian principles of the school as determined by the school in its discretion. These principles include, but are not limited to, any policies, principles or procedures set forth in any student/parent handbook of the school. It shall be an expressed condition of enrollment that the parents/guardians of a student shall also conform themselves to standards of conduct that are consistent with the Christian principles of the school as determined by the school in its discretion. These principles include, but are not limited to any policies, principles or procedures set forth in any student/parent handbook of the school.

These Christian principles further include, but are not limited to, the following:

- Parents/guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the academic, moral and behavioral expectations of the school.
- Students and parents/guardians may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor driven, disruptive, threatening, hostile, or divisive.
- These expectations for students and parents/guardians include, but are not limited to all school sponsored programs and events (i.e. extended care, athletics, field trips, etc.)

The school reserves the right to determine, in its discretion, which actions fall short of meeting the Christian principles of the school. Failure to follow these principals will normally result in a verbal or written warning to the students and/or parent/guardian and normally will first result in disciplinary action short of a requirement to withdraw from the school (e.g. suspension of students or suspension of parent/guardian's privilege to come on the campus grounds and/or participate in parish/school activities, volunteer work, etc.)

Everyone at BSS is committed to making our school a safe and caring place for all students. Bullying in any form is contrary to our Student Learning Expectations and we define it as follows: Bullying is unfair and one-sided. It happens when someone keeps hurting, frightening, threatening, or leaving someone out on purpose.

Examples of bullying include:

- Hurting someone physically by hitting, kicking, tripping or pushing.

- Stealing or damaging another person's things.
- Ganging up on someone.
- Teasing someone in a hurtful way.
- Using put-downs, such as insulting someone's race or making fun of someone because of gender.
- Spreading rumors about someone.
- Leaving someone out on purpose or trying to get other students not to play with someone.

Staff at our school will do the following things to prevent bullying and help children feel safe at school:

- Closely supervise students in all areas of the school and playground.
- Watch for signs of bullying and stop it when it happens.
- Report in writing all incidences of bullying to the Principal.
- The Principal will follow through with all reported incidences.

Students at our school will do the following things to prevent bullying:

- Treat each other respectfully.
- Refuse to bully others.
- Refuse to let others be bullied.
- Will not observe or be a part of any bullying incident.
- Try to include everyone in play.
- Report bullying to a teacher and/or the Principal as soon as it is witnessed.

The Administration reserves the right to determine, in its discretion, which actions fall short of meeting the Christian principles of the school whether the action occurs on or off campus (i.e. inappropriate emails; postings on the Internet, etc.). Failure to follow these principles will result in a verbal or written warning to the student and/or parent/guardian and may result in withdrawal from the school (e.g. suspension of student or suspension of parent/guardian's privilege to come on campus grounds and/or participate in parish/school activities, volunteer work, etc.) The Administration reserves the right to determine, in its discretion, when conduct is of such a severe nature as to warrant immediate action without a warning and/or without an intermediate step short of withdrawal.

## THE SCHOOL HAS A RIGHT TO EXPECT THAT ALL PARENTS WILL:

1. Bring their child to Mass on Saturday evening or on Sunday.
2. Inculcate in the child a respect for authority so that directives will be obeyed promptly and cheerfully. Children should be taught to look upon their teachers, playground supervisors and school staff members as representatives of their parents.
3. Make sure their child/children arrive ON TIME for school each day with lunch.
4. Send their child to school physically fit by taking care that he/she has sufficient sleep, is healthy, clean and properly dressed in school uniform, and is provided with a well-balanced diet.
5. Assist the child in his/her academic development by cooperating with the school's scholastic program, by participating in Parent-Teacher conferences, which shall occasionally include the child, by discussing the progress reports at home with the child, by aiding with homework when help is needed, by providing the proper atmosphere for study, and by cooperating with the school in matters of activities, recreation, and discipline.
6. Prevent children from bringing any toys or games to school unless they have been pre-approved. Trading cards, magazines, comic books, toys, water pistols, scout knives, electronic games, cell phones or beepers, headphones, radios, and other types of non-approved electronic equipment are NOT permitted at school.
7. Take a responsible attitude toward the financial support and care of the school.
8. Sign in and sign out in the school office before all school visits.
9. Sign a SCHOOL POLICIES/TUITION AGREEMENT online through the Enrollment process in FACTS prior to the start of the academic year, which will be kept on file at the school.

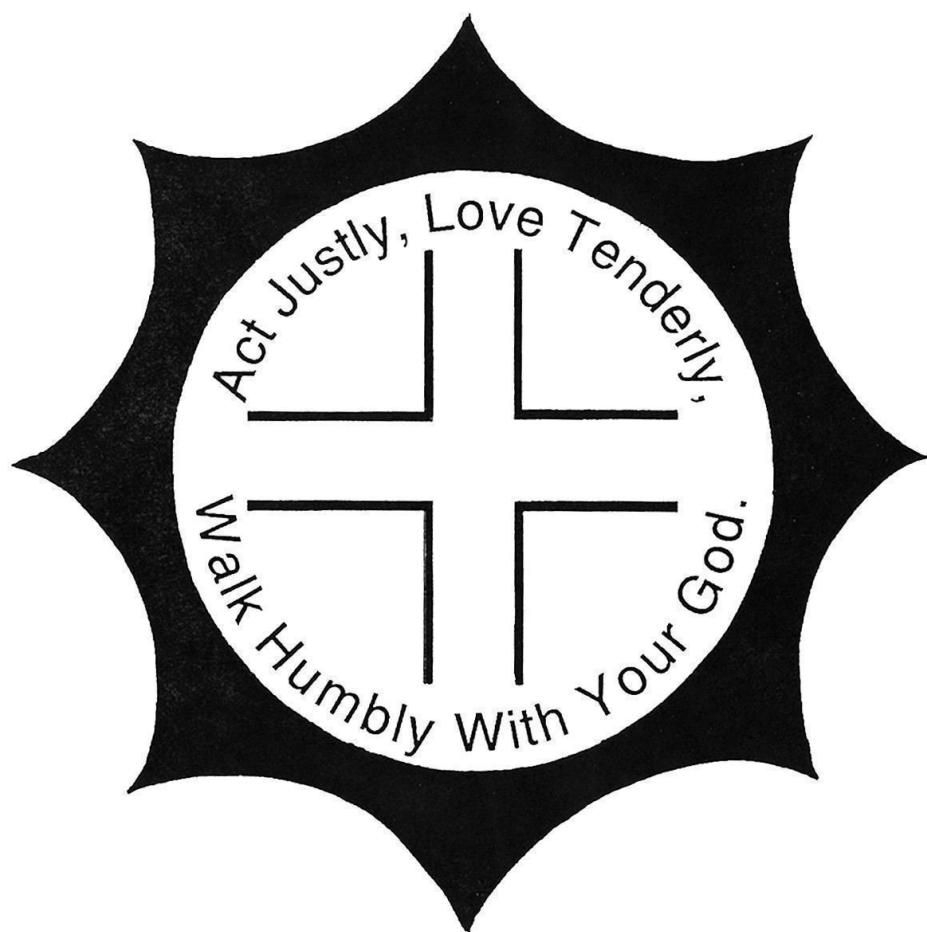
## PARENTS AGREEMENT WITH BLESSED SACRAMENT SCHOOL

We understand that certain responsibilities require our continuous support if the school is to achieve its goals.

- a. We have read, understand and agree to comply with the contents of the Parent/Student Handbook and to abide by the policies set therein. We understand that these policies and regulations are based on the guidelines of the Diocesan Administrative Handbook for Catholic Schools which is available at the school site.
- b. We agree to encourage our children to live the spirit of Blessed Sacrament School's mission, philosophy, motto and Student Learning Expectations (SLEs).
- c. We agree to pay tuition on the first day of each month, August - May, or pay an additional \$50.00 each month if it has not been paid in full by the end of the 6th day of each month. The first late payment will necessitate a conference with the Business Manager. The second late payment will necessitate a promissory note to be approved by the Principal.
- d. We agree to pay in full all money due, including library fees, late fees, activity fees, bingo fees, festival fees, extended care fees, etc., by the written due date in order for our child to remain registered for the following year. Families with only eighth grade students agree to pay all money by the written due date.
- e. We agree that our signatures indicate our willingness to fulfill these obligations. We will cooperate with the administration and the teachers to ensure that our children will benefit from the programs at Blessed Sacrament School.

**EACH SCHOOL YEAR, A PARENTAL AGREEMENT MUST BE SIGNED  
AND WILL BE KEPT ON FILE IN THE SCHOOL OFFICE.**

# Finances



## TUITION AND FEES (NON-REFUNDABLE)

### PRESCHOOL and PRE-KINDERGARTEN

The program is offered five days a week.

Registration Fee	\$350. per student (Guarantees placement and is not refundable)
Half Day - 7:30 – 11:30 am	\$525. per month for 10 months
Full Day - 7:30 – 2:30 pm	\$715. per month for 10 months
Extended Day - 7:30 - 6pm	\$815. per month for 10 months

The purchase of Scrip and Fundraising are optional but we would very much appreciate your participation.

K - 8 student/family rates do not apply for Preschool and Pre-Kindergarten.

### GRADES KINDERGARTEN – 8TH

#### Plan A - actual cost of tuition

Registration Fee	\$350. per student (Guarantees placement and is not refundable)
Tuition for year	
1 child -	\$770. x 10 payments August 1st – May 1st
2 children -	\$1,100. x 10 payments August 1st – May 1st
3 children -	\$1,380. x 10 payments August 1st – May 1st
4 children -	\$1,600. x 10 payments August 1st – May 1st
5 children -	\$1,800. x 10 payments August 1st – May 1st

#### Plan B - discounted tuition - *presumes that you will voluntarily participate in programs listed below*

Registration Fee	\$350. per student (Guarantees placement and is not refundable)
Tuition for year	
1 child -	\$590. x 10 payments August 1st – May 1st
2 children -	\$920. x 10 payments August 1st – May 1st
3 children -	\$1,200. x 10 payments August 1st – May 1st
4 children -	\$1,420. x 10 payments August 1st – May 1st
5 children -	\$1,620. x 10 payments August 1st – May 1st

## KINDERGARTEN THROUGH EIGHTH GRADE PARENTAL PROGRAM CHOICES

To keep your tuition at a rate that you prefer, you may choose to participate in approved fundraisers and activities below.

- Service Activity Buy Out Fee: \$60.00 per month
  - All families either complete approximately 4 hours of service to the school per month, or alternately pay the Service Buy-Out Fee.
- 3x Bingo Buy Out Fee: \$60.00 per month
  - All families either work bingo two times during the year, or alternately, pay the 2x Bingo Buy-Out Fee.
- Festival Buy Out Fee: \$60.00 per month
  - All families either work 12 hours at the parish festival or other similar event, or alternately pay the Festival Buy-Out Fee.
- Fundraising is optional but your participation is greatly appreciated.

Tuition and/or fees will not be refunded if a parent chooses to withdraw a student during the school year.

Tuition is payable on the first day of each month, August 1<sup>st</sup> – May 1<sup>st</sup>. Tuition is considered delinquent after the 6th of the month and a \$50 late fee will be assessed on the 7th of the month.

If payments are delinquent on the due dates without prior written approval from the Principal, you may be asked to withdraw your child/ren from the school at the end of the month until the payment is received. If an extension is approved, you will be asked to sign a promissory note in the amount of the delinquency. Delinquent accounts which must be turned over to a collection agency will be charged a reasonable collection fee.

Payments dropped off in the office, MUST be placed inside an envelope and clearly labeled with the family's identifying number. A receipt is always given for cash payments when received in the office.

Postdated checks will not be accepted in the office at any time. NSF checks will be charged an additional \$30 fee.

If more than two checks submitted by a family are returned by the bank, all subsequent payments will only be accepted in cash, money order or cashier's check.

At the end of each trimester, families with tuition accounts delinquent in excess of two months may be asked to leave the school.

Cashier's check or cash payments ONLY will be accepted after June 1<sup>st</sup>. The school is not responsible for lost cash payments brought to school by students. If tuition/fees are delinquent, students may not be allowed to participate in end of the year programs including those related to graduation.

## FINANCIAL ASSISTANCE

Limited assistance is available each year for those families experiencing financial difficulties. **Tuition Assistance** is awarded on a first-come, first-served basis. It is highly recommended that all **Tuition Assistance Applications** be submitted before proceeding with enrollment.

- o If applying for Tuition Assistance, confirm that your FACTS application is completed and submitted via:  
➢ [online.factsmgt.com/aid](http://online.factsmgt.com/aid)

All information must be complete and submitted to FACTS for review and approval. Incomplete applications will not be considered for funding. Notification via email from FACTS will be sent to the family, as soon as approval has been given.

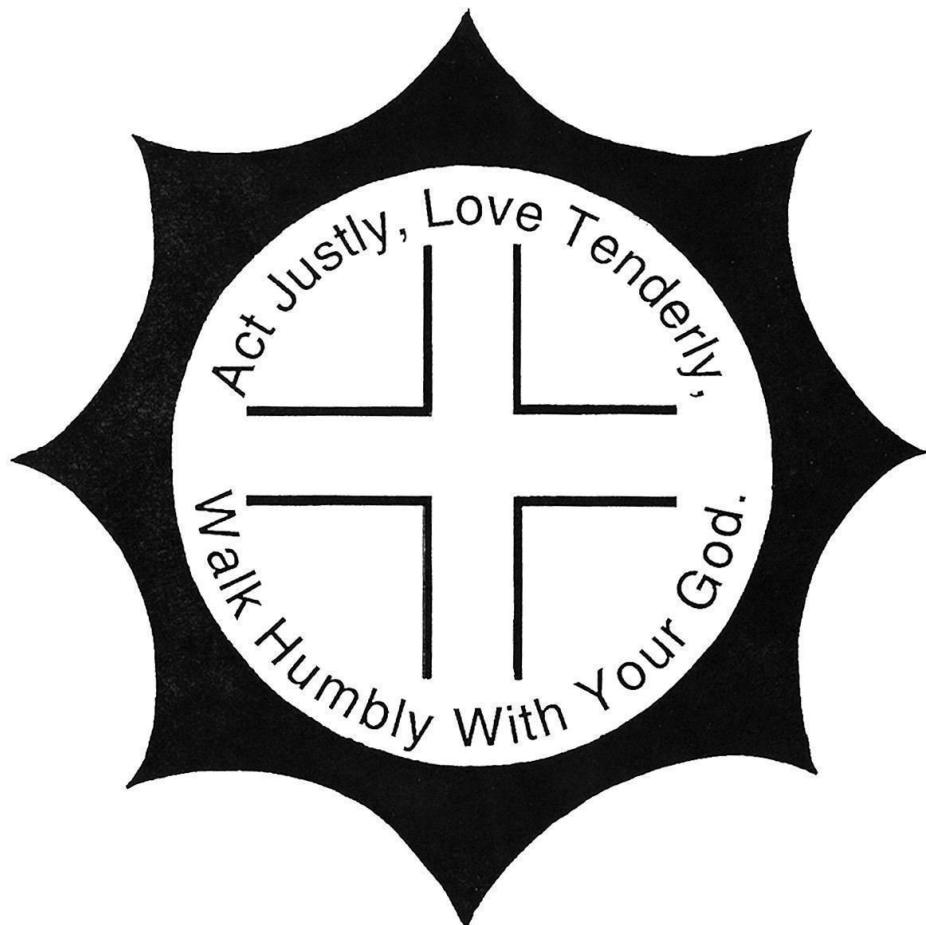
## MONEY

All money sent to school should be placed in a sealed envelope with the child's name, grade, exact amount of money, and purpose clearly written on the outside. Unless directed by a teacher, students should not have more than \$20.00 with them at school. Money may never be collected for any reason from or through students, without the specific permission of the Administration.

## AFTER SCHOOL ACTIVITIES

Students must be picked up at the conclusion of any activity or they will be sent to Extended Care and charged a fee. This applies to practices, tutoring, games, Associated Student Body, etc. Only those involved in the specific activity may remain on the school premises with the responsible adult. Students staying for games must be under the direct supervision of a specific adult. Students may never remain in an unsupervised area, at any time, for any reason. All social activities/events are limited to Blessed Sacrament School students.

# Student Progress/ Assessments/Awards



## STUDENT LEARNING ASSESSMENTS

### PRESCHOOL

- M Mastered
- A Appropriate Growth
- N Needs time to develop
- N/A Not applicable at time assessed.

### PRE-KINDERGARTEN

- S Successful: the student is successfully producing work that is consistent with or above grade level expectations.
- N Needs growth in this area: the student needs to demonstrate more growth towards the grade level expectations for this area.

### KINDERGARTEN

- S Satisfactory: The student is consistently producing work that is aligned with grade level standards.
- E Emerging: needs improvement; the student needs to demonstrate more growth toward the grade level standards for this subject area.

### GRADE 1-2, GRADE 6-8 (Electives, Responsible Behavior, Academic Processing Skills)

The following marks are used to evaluate bold subject areas, responsible behavior, and work habits/study skills.

- O Outstanding: The student is successfully producing work that is aligned with or above grade level standards.
- S Satisfactory: The student is consistently producing work that is aligned with grade level standards.
- E Emerging: needs improvement; the student needs to demonstrate more growth toward the grade level standards for this subject area.

### GRADES 3 - 8

90-100%	A = 4.0 = Highly Proficient
80-89%	B = 3.0 = Proficient
70-79%	C = 2.0 = Emerging
60-69%	D = 1.0 = Deficient
50-59%	F = 0 = Does Not Meet Standard

### GPA Calculations:

<b>A</b> = 4.0	<b>C</b> = 2.0
<b>A-</b> = 3.67	<b>C-</b> = 1.67
<b>B+</b> = 3.33	<b>D+</b> = 1.33
<b>B</b> = 3.0	<b>D</b> = 1.0
<b>B-</b> = 2.67	<b>D-</b> = 0.67
<b>C+</b> = 2.33	<b>F</b> = 0.00

### Comment Code

The following marks are used to evaluate the skill areas in each subject.

- + (plus): The student consistently achieves above grade level expectations.
- n: The student needs to demonstrate improvement.
- No mark:** **The student is meeting the grade level expectations.**

## HOMEWORK

Assignments are generally given to all students Monday through Thursday. Homework is noted on Remind for students in grades K-1st. Students in grades 2nd - 4th are responsible for writing their homework in an assignment notebook. Homework is posted in Google Classroom for students in grades 5th - 8th. All assignments are to be completed neatly. A note or email of explanation should be sent to the teacher by a parent when there is a legitimate reason for unfinished assignments. Prudence should be exercised in this area since repeated, unfinished homework does affect grades.

Homework for absent students may be requested **before 9:00 a.m.** and will be ready in the office **after 2:30 p.m.**

Assignments will not be made available for vacations but students should be encouraged to read and write daily, as much as possible. Some teachers may recommend students view Google Classroom for assignments. Upon return, missed assignments will be given to the student and he/she will have five days to complete them.

Generally speaking the time allotments for homework are as follows.

Grade:	Homework:	AR (Gr. 1-8):	Total:
Kindergarten	15 minutes	15 minutes	30 minutes
Grades 1 and 2	20 minutes	20 minutes	40 minutes
Grades 3, 4, 5	40 minutes	30 minutes	70 minutes
Grades 6, 7, 8	Up to 90 minutes	30 minutes	120 minutes

Late Homework: Students in grades 3 - 8 will lose 10% of the grade each day an assignment is late. Students in grades 6-8 will lose up to 25% of the grade each day a long-term assignment/project is late.

## SERVICE HOURS

Students in grades 6-8 are required to complete service hours each year. Students need to get written approval from the principal prior to beginning. Sixth graders need to complete a minimum of 20 hours between July 2023 and May 31, 2024. Seventh graders need to complete a minimum of 30 hours between July 2023 and May 31, 2024. Eighth graders need to complete a minimum of 30 hours between July 2023 and May 23, 2024.

## STAR ASSESSMENTS

STAR assessments are administered to students in grades K-8 twice a trimester. Students in Grades K-8 take the STAR tests for Reading and Math. In addition to these two tests, students in Grades K-1 also take the STAR test for Early Literacy. Test scores are provided to parents and become part of the student's permanent cumulative record. STAR Early Literacy scores are used to certify a student's reading readiness. STAR Reading scores are used to establish a student's reading level. STAR Math scores are used to determine appropriate instructional levels and differentiated skills.

## ACCELERATED READER (AR)

The Accelerated Reader (AR) program is a computerized program that tests reading comprehension. Students in Grades 1-8 select books within their reading level, read independently, and take an independent comprehension test on the computer. Each book is worth a certain number of points based on its length and reading level. Our school's library books are labeled for the students. However, when choosing a book from your home or public library, you will need to access [arbookfind.com](http://arbookfind.com) to look up the book's level and points. Each trimester, students are issued a personalized point goal. Students are expected to read daily, 7 days a week, in order to meet their personalized goal. Students are only permitted to test at school and are expected to test regularly. The frequency of testing depends on the student's reading level, book length and individual point goal.

Parents/guardians can access their child's progress online by logging in to the Renaissance Home Connect Website:

<<https://global-zone53.renaissance-go.com/studentprogress/homeconnect?t=274505>> You will login using your child's assigned username and password. If you'd

like to receive emails showing your student's quiz or test results, click the email setup link in Renaissance Home Connect and follow the directions. Students will also be given digital access through myON and EPIC to read using devices, if preferred.

## AWARDS

**SLE AWARD:** This award is given to students in grades K - 8 each month, who consistently demonstrate respect for God, self, others, education, and life.

**PRINCIPAL'S HONOR ROLL:** Recognition is given to students in grades 3 - 8 with a GPA of 3.5 - 4.0 in Religion, Math, ELA, Social Studies and Science. A "B" or above is necessary for responsible behavior, each trimester.

**HONOR ROLL:** Recognition is given to students in grades 3 - 8 with a GPA of 3.0 - 3.49 in Religion, Math, ELA, Social Studies and Science. A "B" or above is necessary for responsible behavior, each trimester.

**PENMANSHIP:** certificates are given each trimester to the top three students in each grade.

**SPELLING** certificates are given each trimester to the top three students in each grade.

**RISING STAR** certificates are given each trimester to the student who has demonstrated the most improvement academically.

## PROMOTION

Students who satisfactorily complete grade level course work and who are correspondingly mature will be promoted to the next grade.

## RETENTION

Retention in a grade for a second year will be given careful consideration. If retention is probable, the parent/guardian will be notified in writing. A conference will be held with the parent/guardian no later than the end of the first trimester to advise them of the possibility of retention. A summary letter is to be sent to the parent/guardian after this conference with a copy kept on file at the school.

Prior to this conference the teacher and administration should meet to discuss the reasons for possible retention, as specified in the Diocesan guidelines. Both parents and teachers must consider the necessity of providing special assistance (e.g., tutoring, summer school, etc.) to the student in question or of directing the student toward some alternative program which is more realistically suited to his/her needs. At least two follow-up conferences and written summations are to be held during the second trimester to evaluate the progress of the student. Final notification of a child's placement is to take place by May 1<sup>st</sup>.

When a parent/guardian refuses to have a child retained, the school is to insist that the particulars be outlined in writing and the parent/guardian affixes their signature(s). This outline is to be kept in the student's current file.

A child is not to remain more than (2) two years in any single grade.

## GRADUATION EXPECTATIONS

It is required that students maintain a 2.0 GPA (70% - 79%) or greater in all subject areas. An Academic Certificate rather than a Diocesan Academic Diploma will be issued to any student who fails to meet the basic academic requirements. In cases involving serious offenses prior to graduation, the student will be immediately suspended and will not be allowed to participate in the graduation exercises. The academic certificate or diploma will be mailed to the student.

Tuition and fees must be paid in full by the due date in order for students to participate in activities related to graduation.

## GRADUATION AWARDS

Certificates are given for the following: altar serving, lectoring, community service, academic excellence, ASB leadership, athletic sportsmanship and most valuable player per sport.

Plaques are given for:

### COLUMBAN COMMEMORATIVE AWARD

This award is presented to an honor student who has shown a positive attitude combined with outstanding leadership throughout the year.

### ELAINE BENNO SCHOLASTIC AWARD

This award is presented to a student who has the highest grade point average in all areas of the curriculum.

### MARK WHITAKER MEMORIAL AWARD

This award is presented to an outstanding Christian student who respects self, stands up for what he/she believes in, respects others and their points of view, and is willing to get involved in school and church related activities.

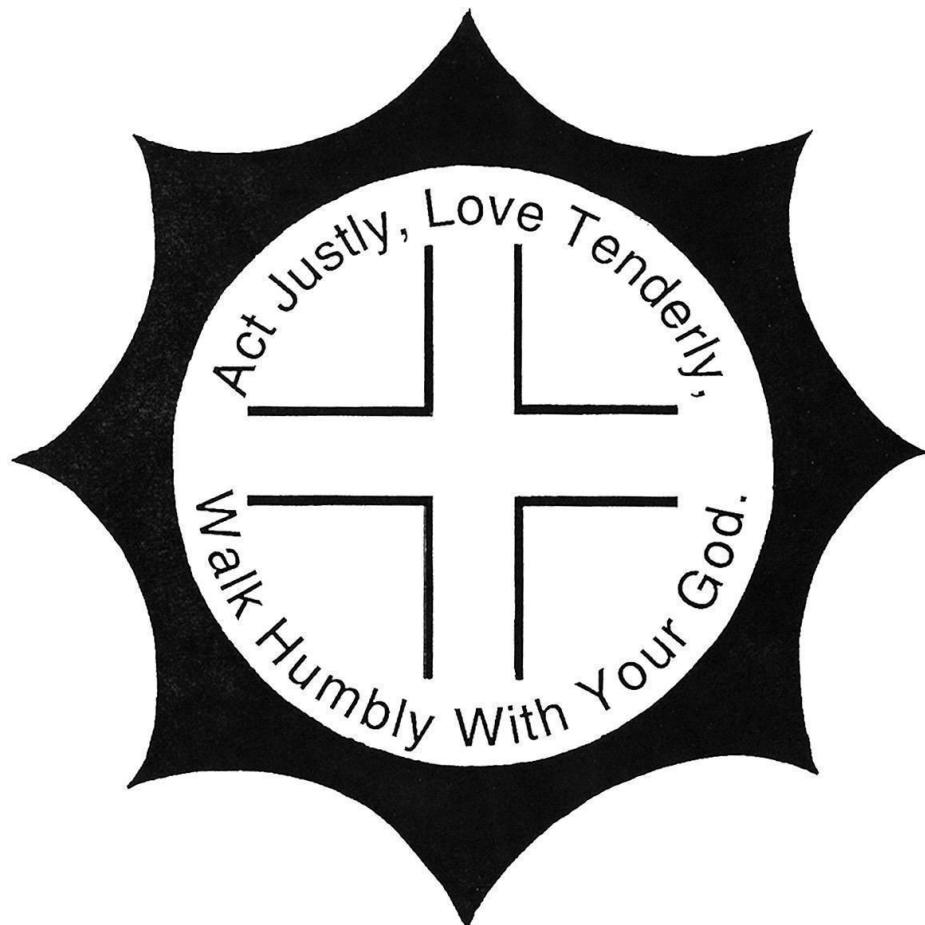
### SHANNON BOONE MEMORIAL AWARD

This award is given to a student who best exemplified the spirit of Mrs. Boone - loving, enthusiastic, and courageous, with a positive attitude.

### SCHOOLWIDE LEARNING EXPECTATIONS AWARD

This award is given to a student who best exemplified Respect for God, Respect for Self, Respect for Others, Respect for Education, and Respect for Life for the length of time he or she attended Blessed Sacrament School.

# Student Services/Programs



## LEARNING SUPPORT FOR STUDENTS

Every student is a child of God, and is deserving of an opportunity to the best Catholic education possible. The Catholic School exists to support and complement the parents in their responsibility to be the primary educators of their children. The overall mission of the Catholic school is to teach the Gospel and to model Jesus Christ. Its primary goals are to assist students to grow into the fullness of life in Jesus, to be members of the community of believers and to teach the redeeming message of God's love. The focus, therefore, is on the development of the whole person, spiritually, physically, intellectually, morally, psychologically, and socially. Recognizing that a Catholic School should be available to all who desire this educational environment, Blessed Sacrament School strives to accept everyone for whom an appropriate program can be designed and implemented.

Goals:

1. To serve as a Christ-like model by respecting each student as a unique gift of God.
2. To recognize and respond to the learning styles and needs of each student.
3. To create the most appropriate learning environment, which will allow students to have success in all areas of the curriculum.
4. To provide for ongoing evaluation of each student's progress.

## EXTENDED CARE PROGRAM

Extended Care is provided for grades K - 8 after school until 6:00 p.m.

The Extended Care Program is a service provided primarily for children of working parents. Parents may use the service on a drop-in or monthly rate as desired. The Extended Care Program offers professional supervision, games and recreation, arts and crafts projects, snack time, the opportunity to do homework with staff guidance, and enrichment activities in a Catholic environment.

There is a minimum \$10.00 charge per hour for students not picked up from the car line by 2:45 p.m. Parents will be billed for this service through FACTS. For students registered in Extended Care on a monthly basis, a \$25 late fee is added on the sixth day after payment is due. Extended Care is available on days when school is in session.

If a student is not picked up on an early dismissal day, when Extended Care is not available, he/she will be charged \$1.00 per minute after the first five minutes.

## HEALTH ROOM

The school maintains a health room where simple first aid is administered. Parents will be called to pick up a child who is seriously injured or ill. Children may not remain in school with contagious conditions or with a fever of 100.4° or higher. In addition, students may be sent home at the discretion of the Administration. Sick students should be picked up from the school office within thirty minutes of a phone call. Medication is administered in the school office only. Parents are asked to respect the health of other students and to keep a sick child home.

## STUDENT INSURANCE

The student insurance program is offered to all full time students in Diocesan Schools. This program assists only with medical expenses incurred because of accidental bodily injury sustained by students while attending school, while traveling to or from school or while participating in a school sponsored and supervised activity, including school sports and Extended Day Care.

## SACRAMENTAL PREPARATION

Students in second grade are prepared daily to receive the sacraments of Reconciliation and Eucharist. Parents are expected to attend meetings for sacramental preparation. Students in grades 3 - 8, who have not received these sacraments and wish to do so, will be accommodated, if possible, during school hours.

## SCHOOL LITURGY

Students in K-8 usually attend Mass on the First Friday of each month and on Holy Days of Obligation. Students will wear the regular school uniform to these Masses. In addition, each class attends the 8:00 a.m. parish Mass once a week. Regular uniforms will be worn to these Masses, even on a P.E. day. If necessary, students may change into the P.E. uniform during morning recess.

## LIBRARY

Students in grades K-8 may check out books from the library. Students in grades 1-8 may check out up to two books each time they visit the library. Kindergarten students may only check out one book per visit. Books may be renewed as needed. Overdue books will be fined 25 cents per day, with a maximum of \$5.00.

Parents will be notified and billed if a book has been lost or damaged. Students will not be allowed to check out a new book until all fines have been paid. All library fines will be billed and collected by the school office.

## ALTAR SERVERS

Students in grades 3 - 8 are encouraged to become altar servers. They are usually trained during school hours and serve at school and/or weekend Masses.

## LECTORS

Students in grades 7 - 8 are encouraged to become lectors. They are trained during school hours and lector at school Masses.

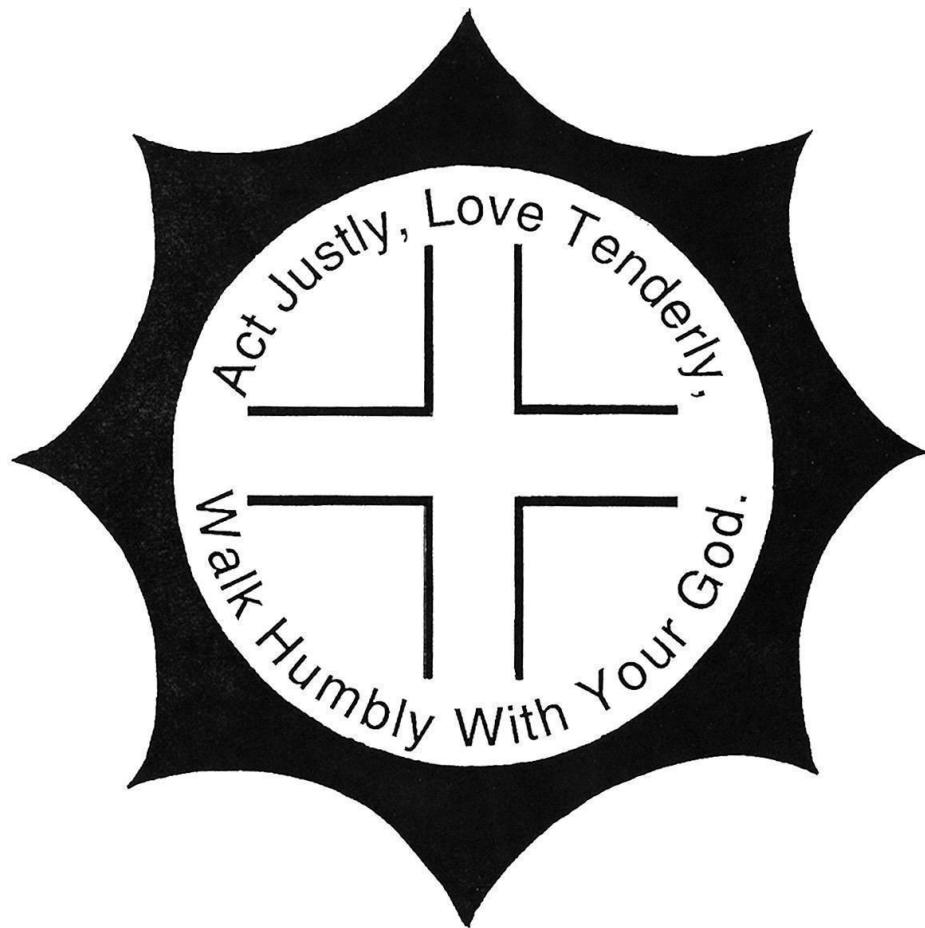
## PAROCHIAL ATHLETIC LEAGUE SPORTS

Blessed Sacrament School participates in junior varsity and varsity PAL sports. The following opportunities are offered: Flag Football, Girls' Volleyball, Boys' Basketball, Girls' Basketball, Boys' and Girls' Track. We emphasize good sportsmanship, team spirit, and learning the rules and techniques of the game. Generally, varsity teams ("A" team) are students in grades 7 and 8. Jr. Varsity teams ("B" team) are students in grades 5 and 6. The PAL athletic fee is due the day after the team has been chosen. Participants and spectators must follow all PAL guidelines, especially those pertaining to appropriate behavior on the part of the spectators. Disrespectful behavior will not be tolerated.

## SKATING PARTIES (or other BSS sponsored off-site events)

Only BSS students may attend skating parties. Those not picked up by 6:05 p.m. will be billed \$1.00 per minute and the money will be given to ASB. The police department will be called at 6:15 p.m. to report that the child has not been picked up on time. Inappropriate behavior and/or a late pick-up may result in losing the privilege to attend future skating parties.

# Attendance



## TARDINESS

Students who are not physically in the classroom when the second bell rings at 7:50AM, are tardy. Students arriving after 8am must sign-in with the school office before being admitted into the classroom. All tardies become part of the student's permanent record. If a student is late on a Mass morning, he/she will wait either in the school office or in another classroom as directed by office staff. Excessive tardiness, even if necessary and excused, may be grounds for decreased credit or disciplinary action. A student who has been tardy is required to present a written excuse to the teacher stating the reason for his/her absence and signed by the parent or guardian. These excuses are kept on file until the end of the school year. For every five tardies a student will serve a detention with a homeroom teacher. After the 5th tardy, the count starts over and detention will incur again at the next 5th tardy. Students arriving at school with time to spare have the luxury of settling in, preparing their class materials, and focusing their minds on the lessons to come.

## ABSENCES

Students are expected to be in school when classes are in session. Parents are asked to call the school and speak to the health room coordinator **BEFORE 9:00 AM** when a child is going to be absent, stating the child's name, grade, and reason for absence. The school office has a 24-hour answering machine for the parent's convenience. A student who has been absent or tardy is required to present a written excuse stating the reason for his/her absence and signed by the parent or guardian. These excuses are kept on file until the end of the school year.

If a child is absent because of a communicable disease (chicken pox, pink eye, strep throat, etc.), the parent must notify the school when the child has been diagnosed so that the school can take precautions and notify other parents.

Excessive absences, even if necessary and excused, may be grounds for decreased credit or disciplinary action. Excessive absence is considered 10 days per trimester or a total of 30 days per school year. When a student arrives after 10:30 a.m., or leaves prior to school dismissal, he/she is considered to be a half-day absent.

If possible, extended weekend trips and vacations should not be planned during the school year. Teachers are not required to provide class work for students prior to an absence. It is the child's/parent's responsibility to see that all make-up work is completed upon return to school. Student Learning Assessments may be withheld at the end of a trimester if a student has been absent 10 or more days during a trimester.

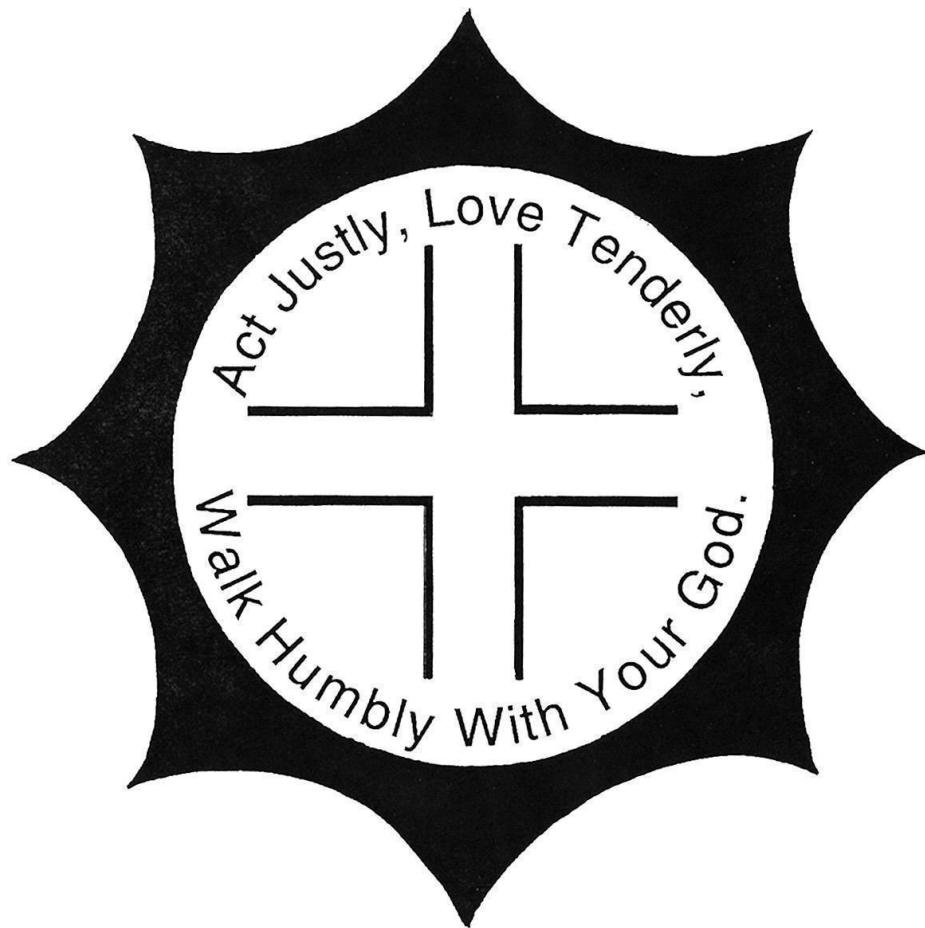
Should a student test positive for COVID-19, the parent must notify administration immediately. Quarantine for five days will be required. BSS will follow all guidelines provided by the California Department of Public Health (CDPH). Should quarantine be required, students will be provided with an independent study plan should they feel well enough to complete.

## EARLY DISMISSAL

If possible, medical and dental appointments should be made during vacation or on an early dismissal day. If an early dismissal is unavoidable during school hours, a dated note, signed by a parent or guardian MUST be sent to the student's teacher or given to the school secretary **before 8:00 a.m.** Students must be signed out in the SCHOOL OFFICE by the parent or guardian BEFORE the student is released from the classroom. STUDENTS ARE NEVER ALLOWED TO LEAVE SCHOOL ON THEIR OWN.

Time spent at medical and dental appointments is called a medical absence and the child is considered present if a dated slip is brought to school from the doctor or dentist stating the time spent there. If no medical release slip is presented at school, the student will be marked absent. Students returning to school after an early dismissal enter through the office and must be signed in by a parent or guardian.

# Discipline



## DISCIPLINE

All behavior whether on or off the school campus, should reflect Christian attitudes. Parents and teachers are expected to work together and to be consistent in their discipline of students. It is expected that students work cooperatively with the administration, teachers, aides and volunteer parents while at school, and that all children are allowed the necessary freedom to study, learn, pray, and play without undue interference from another. The individual teacher is responsible for the discipline of the students in his/her class. Students who are aware of situations that involve serious un-Christian behavior are expected to make them known to the administration. Depending on the situation, they may receive the same consequences as the person(s) involved.

## DETENTION

Detention will be given to students in grades K - 8 who consistently ignore the Student Behavior Expectations listed in this handbook, who demonstrate a lack of respect for others, who prevent a teacher from teaching or prevent students from learning. Responsible Behavior and Academic Processing Skill grades will be entered biweekly in FACTS SIS. If a student earns 60% or lower in either subject he/she will be issued a detention. A detention will automatically be served to a student who uses inappropriate language, including any words of disrespect or profanity. A detention will automatically be served to a student involved in any form of fighting or who remains with the students who are involved in any form of fighting.

Parents will be notified in advance about the date of the detention. Detentions will be served on Wednesday mornings from 7:15-7:40am with a classroom teacher in the library or an after school detention may be issued at the discretion of the teacher.

Detentions are not deferred except for a most serious reason. On occasion, if agreed upon by the teacher and the Administration, a student may be asked to serve detention for up to two hours on a Saturday morning from 8:00 -10:00 a.m.

## SUSPENSION

Suspension will be used when other corrective measures have failed or a serious offense has been committed. If a student is to be suspended, the parents will be notified and given the reasons for the disciplinary action. Depending on the seriousness of the offense, a student may be served an in-house or at-home suspension for as much as one week. The teacher and Administration will do what is reasonable to help solve the problem and bring about a change in behavior. All assignments given must be completed upon return. Credit will not be given for these assignments. The parent or guardian must bring the student to the school office before he/she will be admitted to class. Any student who is suspended three (3) times, either in-house or at-home, during a school year will be permanently dismissed from Blessed Sacrament School. If a student is believed to be the perpetrator in a serious incident, the student will be suspended while the matter is being investigated for the well-being of the school and the student.

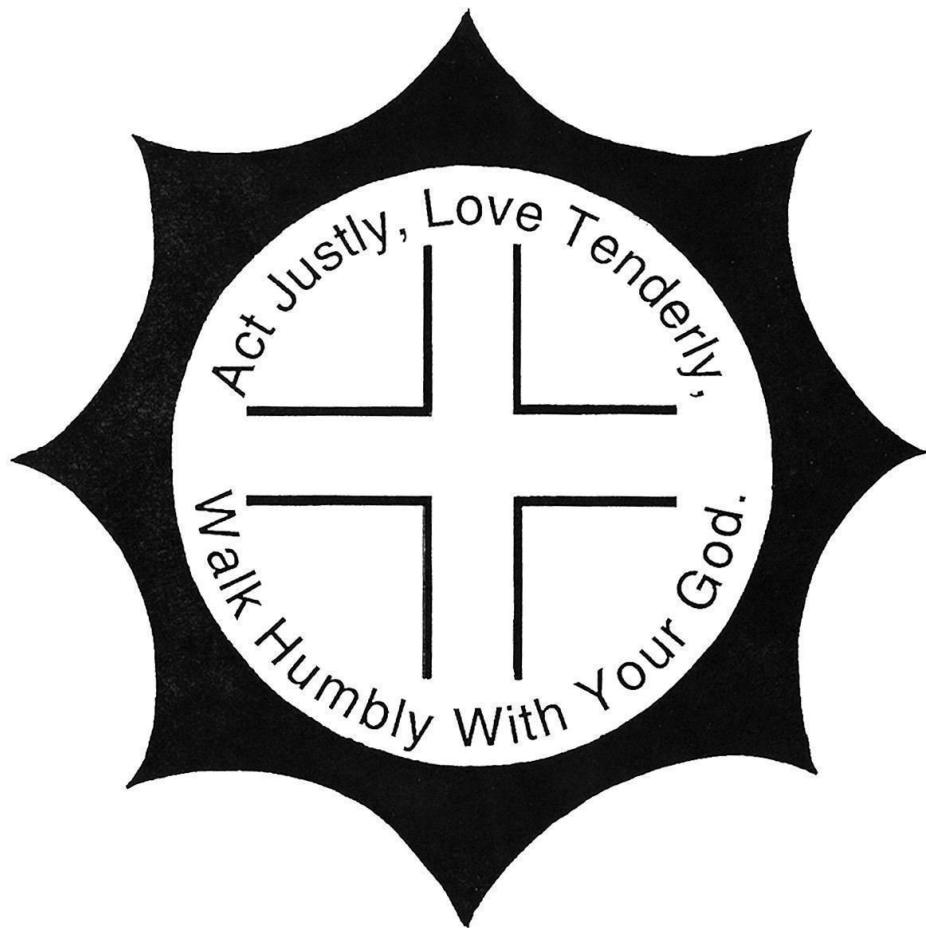
## EXPULSION

Expulsion is an extreme but sometimes necessary disciplinary measure for the common good. The following offenses committed by students while under the jurisdiction of the school are some examples of what are considered grounds for expulsion: actions gravely detrimental to the moral or spiritual welfare of the students; continued willful disobedience; serious theft; use, sale or possession of narcotics; use, sale, possession, or distribution of any alcohol for beverage purposes on or near the school premises; possession or use of tobacco at school or any school related

activity; willful cutting, defacing or otherwise destroying in any way any property, real or personal, belonging to the school; habitual truancy; assault or battery, or any threat of force or violence directed towards any school personnel or student, or their property; habitual use of profanity or obscenity (written or spoken); possession of harmful weapons or materials that can be used as weapons.

- The Administration reserves the right to discipline students for off campus conduct that detrimentally impacts Blessed Sacrament School or our program's reputation.
- The Administration reserves the right, in consultation with the Pastor, and/or Superintendent of Faith Formation to interpret whatever warrants grounds for suspension and/or expulsion.
- The Administration also reserves the right, in consultation with the Pastor, and/or Superintendent of Faith Formation to make exceptions in cases in which mitigating circumstances call for a different response than policy suggests.

# Uniform



## SCHOOL UNIFORMS - (Grades K-8)

It is the parent's responsibility to make sure their children are dressed, according to the uniform code, before they leave home. It is the teacher's responsibility to enforce the uniform code.

**GR. K - 3 GIRLS:** Vicki Marsha BSS uniform jumper (no shorter than 2 inches from the middle of the knee), gray walking shorts (no shorter than 3 inches from the middle of the knee), or gray long pants. Hair accessories should match the school uniform colors.

**GR. 4 - 8 GIRLS:** Vicki Marsha BSS uniform pleated skirts (no shorter than 2 inches from the middle of the knee), gray walking shorts (no shorter than 3 inches from the middle of the knee), or gray long pants. Hair accessories should match the school uniform colors.

**GR. K - 8 BOYS:** Vicki Marsha BSS gray walking shorts (no shorter than 3 inches from the middle of the knee and no longer than 1" above the knee), or gray long pants

### **All students:**

Short sleeved or long sleeved uniform white or green polo shirt with logo.

Plain white ankle socks without logos and clearly visible at least 1 inch above the top of the shoe.

- Girls may wear white ankle socks, white knee socks or white tights without ankle socks (no black).
- Solid white, solid black, or a combination of solid white and solid black athletic shoes with matching shoelaces.
- Mary Jane shoes are acceptable.

Hunter green uniform v-neck sweater

Hunter green uniform sweatpants with BSS logo.

Gray uniform P.E. t-shirt with green uniform P.E. shorts with BSS logo on P.E. days. BSS sweatshirts may be worn on P.E. days.

- NOTE: Students **must** wear regular school uniform on School Mass days, even if they have a scheduled P.E. class for that day.
- Students may change into their P.E. uniform during recess.

Black or gray belts are to be worn with pants/shorts for students in grades 2 - 8.

All shorts and pants must be worn at the waist.

Plain white undershirts only may be worn underneath the uniform shirt.

Baggy, dirty or torn clothes are not permitted.

Jewelry and make-up may not be worn to school at any time, including non-uniform days. A wristwatch and/or a religious symbol around the neck are allowed. Girls may wear one pair of stud earrings.

Nail polish and tattoos are not permitted.

Extreme or distracting hair styles are not permitted including, but not limited to, "tails," dreadlocks, spiked hair, shaved sides or shaved designs on parts of the scalp; or tinted, dyed, bleached, lightened, or streaked hair.

- Boys' hair may not touch the eyes, ears, or top of the collar. It may not be more than 2 inches in length. Step haircuts, spiked hair, undercuts, shaved heads, or extreme changes in hair length are not permitted.
- Hair should be groomed at all times. If in doubt about a hairstyle, check with the administration before getting the haircut. Nothing less than a #2 razor-cut is permitted.
- If a student's hairstyle is preventing him/her from learning, he/she will be asked to tie the hair back from the face.

## SPORTS UNIFORMS

Sports uniforms are the property of the school. They must be returned on the scheduled day, in good condition, or replacement fees will be charged.

## P.E. DAYS

P.E. uniforms are worn to school on P.E. days. T-shirts are to be worn inside the uniform shorts or sweatpants. P.E. uniforms may be purchased in the school office. Uniform sweatshirts and sweatpants are available from Vicki Marsha Uniforms.

THE SCHOOL UNIFORM WILL BE WORN ON DAYS WHEN K-8 ATTEND MASS TOGETHER. No P.E. uniforms may be worn on school mass days.

Students in grades 4-8 will have the opportunity to receive extra credit grade each trimester by participating in one of the following after school PAL activities: flag football or girls volleyball (first trimester); boys or girls basketball (trimester 2); boys volleyball or co-ed track and field (third trimester). The extra credit will be roughly equivalent to 5% of a student's overall trimester P.E. grade. Participation is encouraged but not required.

## COLD WEATHER

The Vicki Marsha green jacket with school logo may be worn over the school sweatshirt while outdoors, if desired, but the jacket must be removed in the classroom. Colored jackets may be worn over the school sweatshirt to and from school, but may not be worn during the school day.

## GUIDELINES FOR NON-UNIFORM DAYS

Clothing worn must be clean, un torn and appropriate.  
Dresses, blouses and shirts must cover the midriff at all times.  
Clothing must be the proper size, not tight fitting or overly baggy.  
Skirts, dresses, or shorts may not be shorter than 3 inches above the knee.  
Clothing must not be low-cut or see-through.  
Shoulders must be covered.  
Clothing with pictures or phrases that reflect immoral or improper values are not to be worn.  
Shoes with closed toe and heel suitable for the playground.  
For field trips or for a special occasion, written directives will be sent home.

Students who choose not to follow the guidelines will be sent to the health room to borrow a school uniform and the incident will be recorded on the responsibility calendar.

## GUIDELINES FOR BSS SPIRIT DAYS

Students may wear respectable jeans or pants (shorts - no shorter than 4 inches from the middle of the knee) with the BSS spirit shirt and/or cap on School Spirit Days.

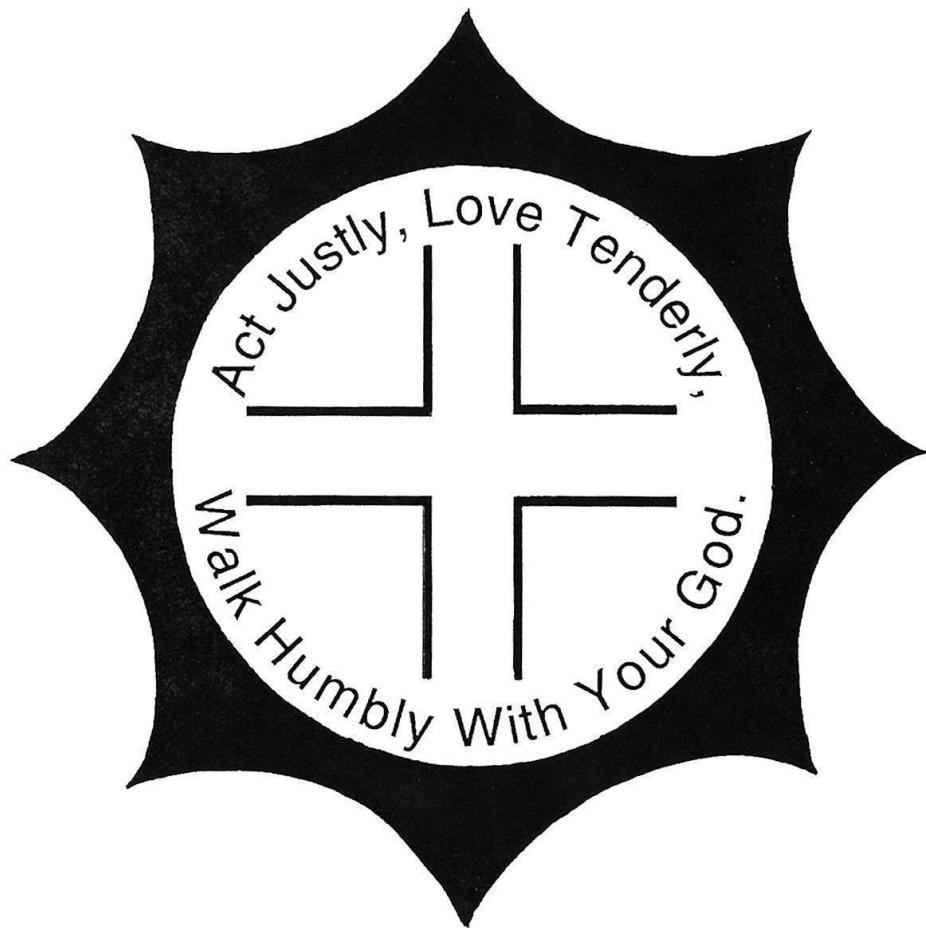
## GUIDELINES FOR SPECIAL COLOR DAYS

On certain holidays or occasions the students are requested to wear special colors to school (ie. Red, white, blue, or green, white & orange). Participation in these events is highly encouraged and 50¢ is often requested for ASB. Students may dress from head to toe in the requested colors or wear respectable jeans with a solid color top of the requested color.

## GUIDELINES FOR FIELD-TRIPS

If the regular uniform is not required, students may wear respectable blue denim jeans with their P.E. T-shirt and sweatshirt. Details will be provided directly by the teacher. Regular school uniform is required for all retreat days.

# Lunch Program



## LUNCH

Students should bring their lunches to school in the morning unless they are ordering through the school lunch program. The child's name and grade should be clearly written on the lunch container. School lunches may be purchased from School Eatery for daily lunch delivery, as long as the lunches are purchased in advance (online). The price per meal is provided online. Parents can go onto the website <https://schooleatery.ahotlunch.com> to place orders. All payments are made directly to School Eatery.

Parents may not deliver lunches to the school except in an emergency.

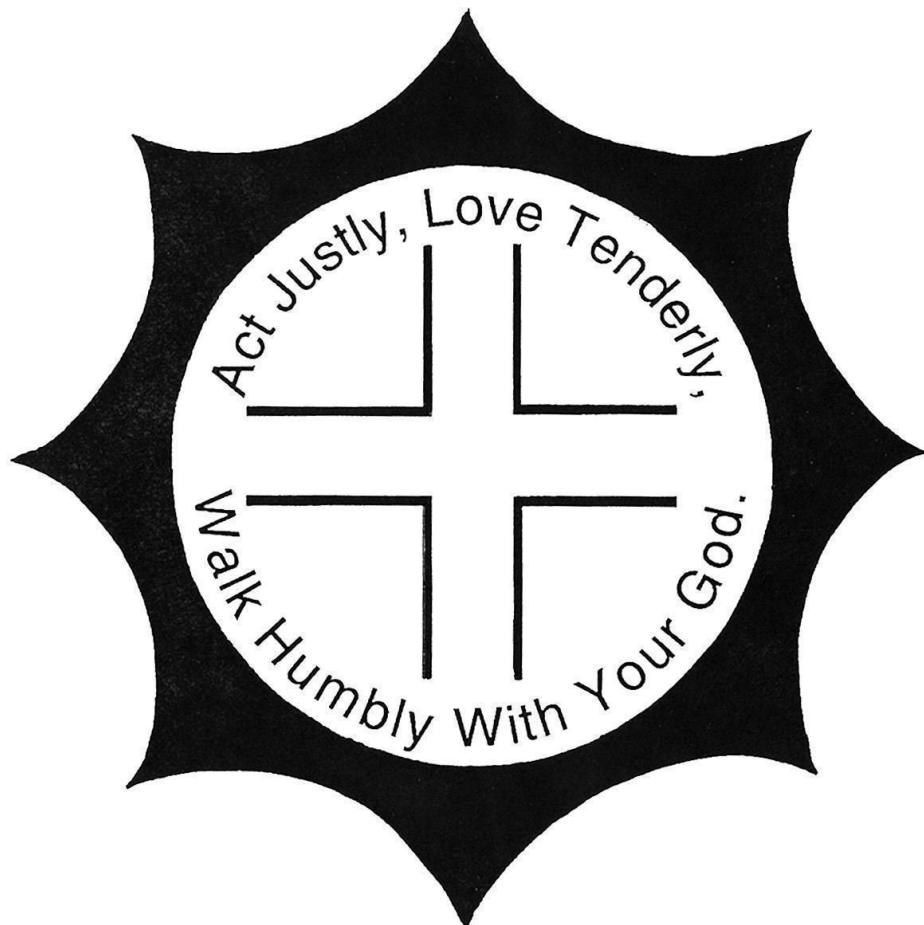
- In an emergency, parents may deliver a sack lunch to the school office before 11:30am.
- PARENTS MAY NOT DELIVER LUNCHES AT THE LUNCH TABLES OR FENCE.
- Parents may not join their children at the lunch tables since this is their time to socialize and communicate with their peers. Students are expected to sit while eating or drinking, to speak in a quiet tone of voice, and to clean up the lunch table area before going to play.

### School Eatery Lunch Program

Lunch orders may be placed online at <https://schooleatery.ahotlunch.com>. Families must first set-up a parent account.

TELEPHONE	(855) 756-2909
WEBSITE	<a href="http://www.schooleatery.com">www.schooleatery.com</a>
SCHOOL CODE	BSSCA (all caps)

# Safety Concerns



## RECESS

Students are expected to play respectfully in their designated areas and to follow playground guidelines. Writing materials are not permitted on the playground during recess. Consequences for inappropriate behavior will be enforced by the adults on duty or by the Administration. **STUDENTS MUST REMAIN IN A SUPERVISED AREA AT ALL TIMES BEFORE, DURING, AND AFTER SCHOOL HOURS.**

## SUPERVISION

Supervision is provided for K-8 students fifteen minutes before school and fifteen minutes after school, each day that school is in session. Students may not be on the premises before 7:30 a.m. or after 2:45 p.m. (12:45 p.m. on early dismissal days) on school days unless in the care of a specific staff or faculty member. If students are on the premises during unsupervised hours they will be sent to the Extended Care Program and charged accordingly.

## DISMISSAL TIME

In the interest of safety, students are dismissed FROM THE CLASS LINE-UP AREA ONLY at 2:30 p.m. Please do not conference with teachers at this time since the safety of each child is top priority. Students must be picked up by 2:45 p.m. on Monday through Friday (12:45 p.m. on Wednesdays and early dismissal days), or they will be brought to the Extended Care Program and parents will be charged the drop-in fee. Parent cooperation with our supervision policy is essential. Our preference is that you use the car line for drop off and pick up in the interest of each student's safety.

- Students may only leave school with an adult whose name is already on the emergency card.
- Change of plans may not be made by means of a phone call.

## EMERGENCY PROCEDURES

In the event of a disaster, fire, flood, or earthquake, your child will be kept at school until he/she is released to you, the parent, or to an adult specified by you on the EMERGENCY/ DISASTER CARD. Use of these cards allows for systematic release of your child from the school grounds should the need arise. In the event it is necessary for our school to evacuate the campus, students will be dismissed from Webber School, 14142 Hoover Street. If a disaster occurs, Blessed Sacrament School will follow the action of the local public school the first day. Listen to radio station KNX 1070 for directives. On the second day, the degree of danger will be assessed locally and parents will be notified of the decision to open or close school. THIS ACTION MAY DIFFER FROM THE LOCAL PUBLIC SCHOOL.

## EMERGENCY CARDS

The school makes every effort to notify parents, as soon as possible, if a serious injury or sudden illness occurs at school. Each family must have on file an emergency card supplying all necessary information. This includes the names of at least two persons with current telephone numbers, who may be contacted in the event neither parent can be reached. If there are any changes in this information during the school year, (e.g. phone numbers, employment, etc.) please notify the office in writing. Enrollment at Blessed Sacrament confers upon the school the obligation to select emergency care providers in the absence of our ability to reach the parents, and that no liability would attach to such a decision.

Emergency cards must be kept up-to-date in case of illness or an accident and cell phone numbers should be included. Students will not be released during regular school hours to anyone other than the parent if the name is not listed on the emergency card.

## LEAVING SCHOOL DURING SCHOOL HOURS

Students may not leave the school grounds at any time during school hours or be released from class without an approved, written, dated, and signed request from his/her parents, stating the reason. This request must be approved by the Administration or Secretary prior to the release. Any student who violates this regulation is subject to dismissal. Students may not leave campus to purchase food or drinks and then return to school for a school-sponsored event unless in the company of the child's parent or guardian.

## CLOSED CAMPUS

For the protection of your children, Blessed Sacrament School is a closed campus. Anyone entering the campus must first report to the office, state their business, and receive a Visitor's sticker to be worn for the duration of the visit. Violators will be asked to leave immediately.

## CLASSROOM VISITATION

Parents are asked to respect the preparation and instructional time of the teachers and not to visit the classrooms without an appointment. In addition, parents may not confer with teachers during carline or recess. Parents must check in at the front office, at all times, when they come on the premises.

## VOLUNTEERS

All those who help or visit on campus are expected to wear modest, appropriate clothing and to refrain from using any form of punishment, verbal or physical. Appropriate language must be used at all times. Smoking is not allowed on the premises. All volunteers must check in at the school office each time they are on the school grounds. Volunteers may not use cell phones while working in the classrooms, on yard duty, or while chaperoning on field trips.

## MEDICATION

The following procedures **MUST BE FOLLOWED** for students taking medication at school.

- No medication, over-the-counter drugs or prescription medications will be administered to students without physician and parent consent.
- A Medication Consent Form, must be completed by the physician and signed by the student's parent or guardian.
  - Forms are available in the school office.
  - New forms must be completed each school year.
- All medications are brought to the school office. Students may not carry medication on their person or keep it in a book bag unless specifically requested by the physician.
- Medication must be delivered to the secretary's office in the container dispensed by the pharmacy and the information on the label must coincide with the physician's order. Written instructions must accompany all medications. The proper dosage and the student's name must also be on the label. If the medication is liquid, a spoon/medicine cup must accompany the medication.
- Students must remember to go to the school office at the appropriate time.
  - School personnel are not responsible for dispensing medicine at the correct time.
  - The student must be capable of taking his/her own medicine.
- If a child is receiving medication at home, it is advisable to notify the teacher.
- Medication left in the school office will be sent home or discarded on the last day of school

## WALKERS

Students who walk to or from school must have a permission slip on file in the office. They enter through the Extended Care gate and go directly to their classroom in the morning. They exit through the Extended Care gate after being dismissed from the line-up area at 2:45 p.m. Permission to walk means that students walk directly from home to school and walk directly from school to home. Students may not walk to locations off the school grounds to be picked up by parents or other adults.

## BICYCLE RIDERS

Students who ride their bicycles to and from school must walk their bicycles on the crosswalks, sidewalks, on the playground, and areas surrounding the school. They enter and exit through the Extended Care gate. All riders must wear a helmet while riding their bicycles. Bicycle riders will be dismissed at 2:45PM (12:45PM on early dismissal days). All bicycles must be properly registered and locked during the school day. Students who choose to ignore the guidelines will not be permitted to have a bicycle on the school grounds for one week. The school accepts no responsibility for bicycles if they are damaged, lost, or stolen. Other means of transportation are not allowed, i.e. skateboards, scooters, razors, shoes with wheels, etc.

## TRAFFIC CONTROL

The traffic control plan is enforced for the safety of your children. Please respect and support the traffic control volunteers, without whom it would be difficult to maintain safety for all students. If the parent is not planning to exit the car and walk their student through the school gates, then the use of the carline is required. Please do not stop traffic and allow students to exit the vehicle in front of the walkers gate. The walkers gate is not a drop-off zone. For safety reasons, either parents must park their vehicles and walk the students through the gates or use the carline procedure.

## CARLINE DROP OFF AND DISMISSAL POLICY

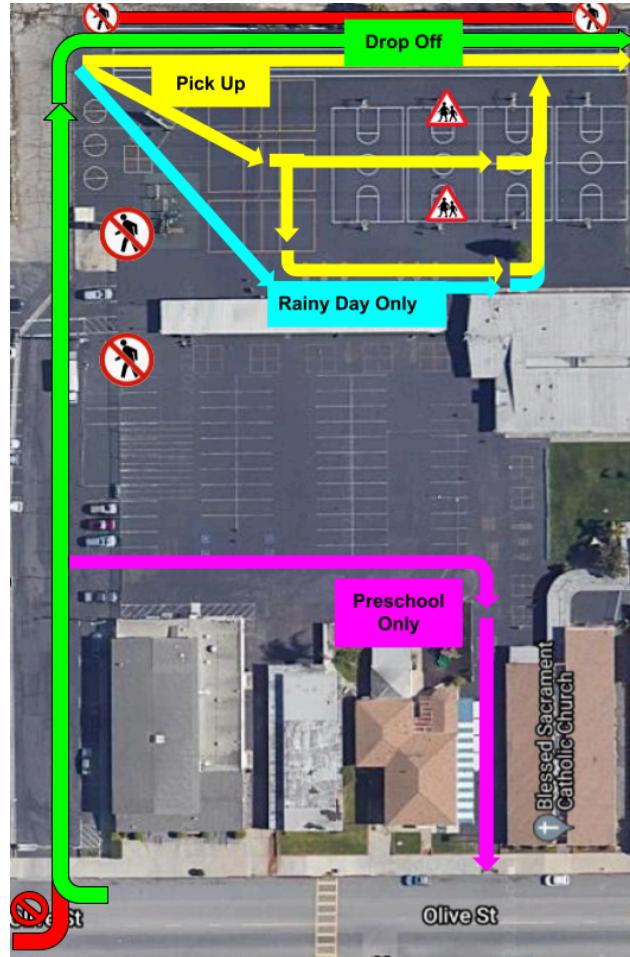
To ensure the safety of our students and to reduce traffic incidents on Olive Street we are implementing and enforcing the drop off and pick-up procedures below.

Drivers are expected to show respect to staff/volunteers at all times. Please use caution when driving on school property for the safety of all children. All parents need to follow the car line drop off and pick up procedures for the safety of everyone. All parents are strongly encouraged to use the carline.



### PICK UP / DROP OFF CAR LINE DIRECTIONS

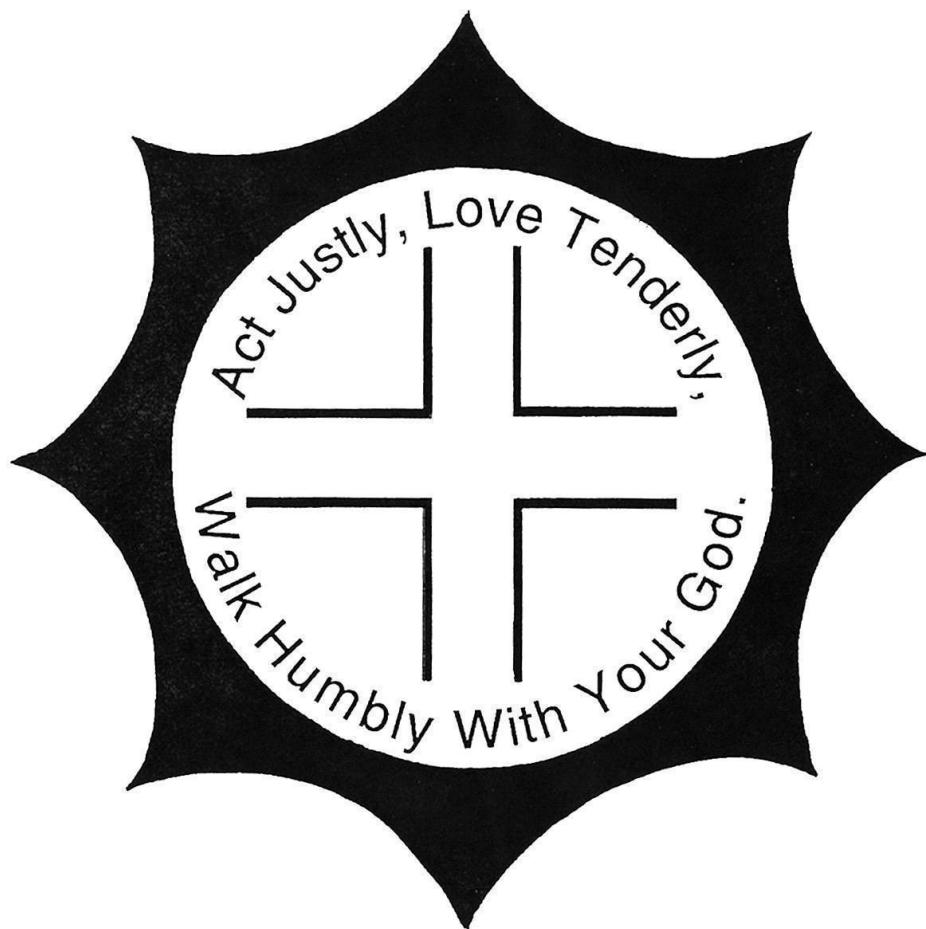
- **No left turn** is permitted southbound on Olive Street into the parking lot.
- Only enter the parking lot northbound on Olive passing in front of the gym building. Do not park, stop in front of, or block residential driveways.
- Turn right and drive through the open gate at the end of the parking lot.
- Turn right on to the school property. Please pull forward as far as possible to the last basketball court to drop off or pick up students. Do not stop midway in the car line even if you are the only car.
- Students may not exit the car before the volleyball courts.
- Students are to enter and exit from the passenger side of the car only.
- Students should be ready to exit the car promptly as soon as the car comes to a complete stop.
- If items need to be retrieved from the back of the car, wait and pull forward to the front of the line before exiting and retrieving items.
- Do not wait in line while your child walks to the classroom since you will be delaying other cars.
- Please use caution when driving on school property for the safety of the children. Obey all traffic control staff and volunteers.
- Parents may not park on the playground.



### RAINY DAY CAR LINE DIRECTIONS

- Allow more time for pick up and drop off on rainy days.
- Only enter the parking lot northbound on Olive passing in front of the gym building.
- Turn right and drive through the second opening in the wrought iron gate for pick-up only (K-2nd) (not morning drop-off).
- Drive forward following the cones, and stop where directed. Do not stop midway in the car line.
- Parents of Preschool/Pre-K children will turn right by the enclosed playground and drop off/pick up students in front of the Preschool classroom. Parents of K - 2nd grade students will turn right at the second opening of the wrought iron gate to pick up children in front of the covered lunch tables.
- Students should be ready to exit the car promptly as soon as it comes to a complete stop.
- Drivers must exit through the PS/PK side gate and make a right turn only.

# Organizations



## PASTOR

The Pastor as head of the parish is responsible for the operation of the parish school. In coordination with the Department of Catholic Schools, the Pastor delegates the administration of the school to the Principal.

## PRINCIPAL

The Principal fosters community among faculty, parents, and students. S/he understands the Catholic school as part of larger communities, religious and secular. S/he collaborates with Parish and Diocesan personnel in planning and implementing programs for a total, integrated approach to catechesis. S/he also establishes norms and procedures of accountability and evaluation within the school, and in relation to the larger community. S/he is responsible for supervising the staff and instructional program; administering the entire school program; and serving as the medium of communication for all official business of the school.

## BLESSED SACRAMENT SCHOOL CONSULTATIVE BOARD (BSSCB)

The Consultative School Board is an advisory body to the Principal and/or Pastor in the administration of the school, which gives additional leadership, direction and support to the school community. Members serve at the invitation of the Principal and/or Pastor. Members are expected to:

- Actively sustain interest in and commitment to the school
- Be available to attend meetings and participate in committee work
- Maintain a high level of integrity and confidentiality in dealing with all Board business
- Possess the ability to focus on the good of the entire school community
- Be a credible witness of the Catholic faith (or one's own religion) to the school community and beyond

The Board is made up of at least four committees, each with a different focus.

- The Mission and Faith Development Committee builds, strengthens and protects the Catholic Identity of the school
- The Marketing and Public Relations Committee focuses on internal and external communications needs and promotes collaborative communication within the school and parish community. It assists with the financial development of the school including the recruitment and retention of students.
- The Strategic Planning Committee is responsible for maintaining the forward momentum of the Board through strong monitoring and implementation of the school's strategic plan's goals and actions.
- The Plant and Facilities Committee focuses on the physical improvement and safety of the school.

Additional standing and ad hoc committees may be added based upon the needs of the school.

Members usually meet once a month and typically serve for a term of three (3) years on a staggered basis with a one-term renewal option.

## BLESSED SACRAMENT SCHOOL PARENT-TEACHER ORGANIZATION (PTO)

The purpose of this Organization is to support and improve the relationship between home and school; promote the welfare of the students and provide enriching experiences for all; and support a safe learning environment for children, staff and educators. Its main objectives are to:

- Promote open communication among the parents, teachers, and administration.
- Promote goodwill and cooperation between and among parents, faculty, administration and the parish.
- Direct and coordinate parental support of Blessed Sacrament School through assistance in activities, social functions and fundraisers.
- Support the educational, spiritual and social growth of each student at Blessed Sacrament School, so that all children are assured a firm foundation.

The PTO shall be directed towards Christian growth and educational improvements and educational improvements and shall be implemented through meeting, conferences, and committee formation. The PTO shall not seek to direct the administration of the school or control its policies. The PTO shall work with the school to provide a quality education for all children. The members are responsible for annual fundraisers, volunteers, parent volunteer hours and other assigned tasks.

## SCHOOL PERSONNEL

Pastor	Father Tuyen Nguyen	frtuyen@bsc-od.org
Principal	Dr. Gloria Castillo	drcastillo@bsscatholic.org
Bookkeeper	Mr. Matthew Pelayo	mpelayo@bsscatholic.org
Office Assistant	Ms. Serenity Roman	sroman@bsscatholic.org
Early Childhood Director	Ms. Suzanne Contreras	scontreras@bsscatholic.org
Early Childhood Personnel	Ms. Cristella Vellanoweth	cvellanoweth@bsscatholic.org
Kindergarten	Ms. Kimberley Cruz	kcruz@bsscatholic.org
Grade One	Ms. Stephanie Gallardo	sgallardo@bsscatholic.org
Grade Two	Mrs. Chi Phan	cphan@bsscatholic.org
Grade Three	Ms. Julissa Thies	jthies@bsscatholic.org
Grade Four	Mrs. Debra Daniel	ddaniel@bsscatholic.org
Grade Five	Mrs. Xenia Jeske	xjeske@bsscatholic.org
Grade Six	Mr. David Vu	dvu@bsscatholic.org
Grade Seven	Ms. Phuong Pham	ppham@bsscatholic.org
Grade Eight	Mr. Jackson Liebert	jlieberg@bsscatholic.org
Honors Math	Mrs. Diane Shaw	dshaw@bsscatholic.org
Art	Ms. Jessica Sarmiento	jsarmiento@bsscatholic.org
Physical Education (K – 8)	Mr. Michael Seibert	mscibert@bsscatholic.org
Learning Support	Mrs. Jeanne Pitoniak	jpitoniak@bsscatholic.org
Custodian	Mrs. Angela Flores	aflores1@bsscatholic.org
	Mrs. Jonna Powell	jpowell@bsscatholic.org
	Mrs. Miriam Chang	mchang@bsscatholic.org
	Mrs. Trish Bogdan	tbogdan@bsscatholic.org
	Mrs. Brianna Diller	bgomez@bsscatholic.org
	Mrs. Leslie Gerken	lgerken@bsscatholic.org
	Ms. Mindy Babbitt	mbabbitt@bsscatholic.org
	Ms. Nicole Arganda	narganda@bsscatholic.org
	Mr. Tony Mier	

## EXTRA CURRICULAR ACTIVITY PERSONNEL

ALTAR SERVERS	Mr. Ngo	ASB	Mrs. Diller
PAROCHIAL ATHLETIC LEAGUE	Mrs. Jeske	MATH FIELD DAY	Mrs. Pitoniak
CHOIR	Mr. Vu / Mr. Kwang	YEARBOOK	Mrs. Flores
DIOCESAN DECATHLON	Mrs. Pitoniak	LECTORS	Mr. Seibert

## ASB MEMBERS

SECRETARY	Chloe N.	PRESIDENT: Sabrina L.	
COMMISSIONER OF SCHOOL SPIRIT	Marissa R.	TREASURER	Madeline T.
COMMISSIONER OF SPIRITUAL GROWTH	Gabriella T.	COMMISSIONER OF SERVICE PROJECTS	Grace H.
		COMMISSIONER OF SCHOOL AFFAIRS	Michael P.