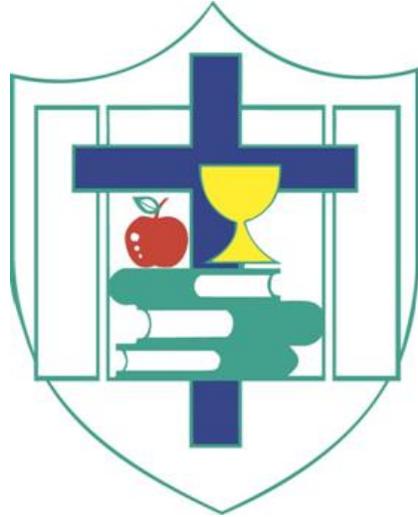


**BLESSED SACRAMENT CATHOLIC SCHOOL
1105 E. HIGHLAND ST
JONESBORO, AR 72401
PHONE: 870-932-3684
WEBSITE: CATHOLICJONESBOROSCHOOL.COM**



PHILOSOPHY

Blessed Sacrament School is a Catholic institution, staffed by persons of professional competence, whose lives model religious values. It is an integral part of the parish and an extension of the home. Christian values are interwoven throughout the curriculum.

We recognize the rights of individuals as children of God who deserve honor and respect. We serve children regardless of race, creed, sex, and national or ethnic origin.

Blessed Sacrament School seeks to maintain academic excellence and impart Christian attitudes and values.

MISSION STATEMENT

The mission of Blessed Sacrament Catholic School is to provide an environment of academic excellence and character formation imbued with the Catholic Faith and tradition.

(insert copy of ANSAA certification here)

ACCREDITATION

Blessed Sacrament Catholic School is accredited by the *Arkansas Nonpublic Schools Accrediting Association (ANSAA)* and the National Federation of Nonpublic Schools (NFNSSAA) in Washington, D.C. Blessed Sacrament Catholic School also holds membership in the National Catholic Education Association (NCEA). BSCS is associated within the Diocese of Little Rock and is subject to the policies and regulations set forth in the *Manual of Policies and Regulations for Elementary and Secondary Catholic Schools of Arkansas.*

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BLESSED SACRAMENT SCHOOL HANDBOOK

2015-2016

INTRODUCTION:

HISTORY

Blessed Sacrament Catholic School was founded in 1886. Blessed Sacrament provides educational and spiritual instruction for grades PreK-6. The school presently employs eight full-time classroom teachers, a principal, secretary, librarian, teacher's aides and instructors in music, computer science, religion, Spanish and physical education. The school board functions as an advisory group on matters pertaining to policies, budget and the selection of the principal for the school. Each board member is elected to a three year term and is committed to long range planning for the school's future.

RELIGIOUS PRACTICE

The great truths of the Catholic faith must be taught in the home by parents first through example and by precept. Blessed Sacrament Catholic School is under the Blessed Sacrament Catholic Parish. Family prayer at home and at church must be emphasized, for it is one of the surest ways to develop a consciousness in children of the abiding presence of God.

SCHOOL MOTTO

Be it known to all who enter here that **CHRIST** is the reason for this school. He is the unseen but ever present teacher in its classes. He is the model of its faculty and the inspiration for its students.

GOALS

Catholic Education aims to teach the gospel message and to build the community and be of Christian service. Blessed Sacrament Catholic School has a fundamental understanding of the school as an educational community that enhances the development of the whole child, spiritually, mentally, emotionally, and physically, and from this our specific goals flow.

- To encourage our faculty to become committed Christians and develop professional competence
- To assist parents in providing a Catholic education for their children.
- To provide quality education for all children in the parish and in the community who take advantage of such an opportunity.
- To offer personal experiences in Christian living through liturgy, sacramental life, prayer, service, guidance and example.
- To foster an understanding of Catholic principles and provide opportunities for personal commitment to religious values; including the dignity of all persons, self-discipline, and personal responsibility.
- To help each student develop a positive attitude toward life-long education, including the power to think constructively, to solve problems and to reason independently.
- To instruct in knowledge and skills, thus enabling students to actively participate in the parish community and in society.

ENROLLMENT

GENERAL

Blessed Sacrament Catholic School admits students of both gender, of any race, nationality, ethnicity, or religion. All students entering Blessed Sacrament Catholic School must present a **birth certificate**, **social security** card and current **immunization** records, as well as **records** from the previous school. Catholic students must include proof of registration at Blessed Sacrament Church or another Catholic Church, a **baptismal certificate**, and a record of **First Communion** after the second grade. Appropriate documents as stated above should be presented with registration form prior to acceptance.

ADMISSION PRIORITIES

1. Students from Catholic families of Blessed Sacrament Church who already have brothers or sisters in the school.
2. Students from Catholic families of BSC without brothers or sisters in the school.
3. Catholics from surrounding parishes.
4. Students from non-Catholic families who already have brothers or sisters in the school.
5. Students from non-Catholic families who do not have siblings in the school.

A family is considered a Blessed Sacrament Church member if they are registered in the church office and regularly attend mass at Blessed Sacrament Church.

All admission priorities comply with the Admission Policy of the Diocesan School Handbook.

ENTRANCE AGE REQUIREMENTS

In compliance with Diocesan regulations, the following ages must be met by September 1st of school year enrolled: PreK3: 3 years, PreK4: 4 years, Kindergarten - 5 years, First Grade - 6 years (BSCS also requires preschool children to be potty-trained by first day of school)

REGISTRATION

Registration is open during spring semester for the upcoming school year. New students should call and make an appointment with the principal. Registration fees include books, workbooks, technology, and classroom supplies. Student supplies list are sent out later and are the responsibility of the student.

All textbooks are owned by the school. Students are required to have a back pack for carrying books. Any student who loses or damages a book shall replace it at full cost. All textbooks are to be checked in with the teacher at the end of the school year.

TUITION

Tuition is paid through FACTS - an online program that ensures security of financial information. Families can enter the site through the school website.

Payment Plans:

1. Full year
2. Semi-Annual
3. 10 monthly payments (August - May)

All payments plans have the option of adding a meal plan. The FACTS program has an annual fee that will be charged once a payment plan is chosen. Families need to have their payment plan finalized by August 1st of the current school-year. If a family experiences financial difficulties, they **MUST** contact the principal immediately before the account is past due. The principal and the pastor will decide further action. If an account is delinquent, the family will not be allowed to register for the following school year and services for the present school year could be discontinued.

INCIDENTALS

Currently, incidentals include registration fees, lunches, and after care. Lunches and after care are billed monthly. These fees can be billed through FACTS. Please see the tuition information given with the registration forms each year for the following school year.

SCHOLARSHIP

Scholarships are available, but are limited and therefore follow certain guidelines. Scholarships are only available to families registered and active in Blessed Sacrament Church who are in need of tuition assistance.

Scholarship Guidelines:

1. Registered and active in Blessed Sacrament Church
2. Contact the principal for formal paper application
3. Apply to and complete FACTS financial aid program
4. Complete registration forms
5. Registration fees and meal plan are not included in scholarship and families are responsible
6. Meet with the principal to assess all application components

Once items are completed, the scholarship committee will award scholarships based on availability and needs.

ALL REGISTRATION, TUITION, AND SCHOLARSHIP INFORMATION IS KEPT STRICTLY CONFIDENTIAL.

STUDENT TRANSFER

Students transferring from another school, after the beginning of the school term, may be conditionally admitted. A maximum of thirty (30) calendar days shall be given for the parent to produce required permanent record, transcript, and health records. If records are not received within thirty (30) days, the school may dismiss the student. All transfer students will be on probation for four (4) weeks. A letter from the child's previous teacher(s) may also be requested. The administration reserves the right to dismiss a student who does not conform to the standards of a Catholic School.

ROLE OF PARENTS

“Since parents have given children their life, they are bound by the most serious obligation to educate their offspring and therefore must be recognized as the primary and principal educators. (11) This role in education is so important Parents are the ones who must create a family atmosphere animated by love and respect for God and man, in which the well-rounded personal and social education of children is fostered. Hence the family is the first school of the social virtues that every society needs. It is particularly in the Christian family, enriched by the grace and office of the sacrament of matrimony, that children should be taught from their early years to have a knowledge of God according to the faith received in Baptism, to worship Him, and to love their neighbor. Here, too, they find their first experience of a wholesome human society and of the Church. Finally, it is through the family that they are gradually led to a companionship with their fellowmen and with the people of God. Let parents, then, recognize the inestimable importance a truly Christian family has for the life and progress of God's own people. (12).”

DECLARATION ON CHRISTIAN EDUCATION *GRAVISSIMUM EDUCATIONIS*
PROCLAIMED BY HIS HOLINESS POPE PAUL VI VATICAN COUNCIL II

CHILD CUSTODY / PROTECTION

In a family situation in which there is a custody issue, the school must be made aware of the situation and have a copy of the legal custody papers on file in the office. Without the proper documentation the school can not limit a parent's access to a child. When the situation develops, it is the responsibility of the parent.

COMPLAINTS

1. General Complaint: Any person feeling aggrieved concerning any matter connected with the school will contact the individual concerned before discussing it with others.
2. Contact Teacher: If a person has a complaint about a teacher, the individual will go first to the teacher to seek a solution to the problem.
3. Contact Principal: If the matter cannot be resolved satisfactorily, the person will contact the principal for an appointment.
4. Contact Pastor: If the problem is still not resolved, the person will contact the pastor to discuss the matter.
5. Contact Superintendent: If no solution is found to the problem, the matter will be referred to the superintendent.
6. Do Not Contact the School Board: School board members are part of an Advisory group and parents are not to contact them regarding certain school problems but are to refer to the above procedure.

The Diocese of Little Rock has issued a [Registered Sex Offenders Policy for Diocesan Parishes and Schools](http://www.dolr.org/sites/default/files/documents/safe-environment-registered-sex-offenders-policy.pdf) and can be found at <http://www.dolr.org/sites/default/files/documents/safe-environment-registered-sex-offenders-policy.pdf>

SCHOOL PROCEDURES

SCHOOL HOURS

Arrival: First Bell is at 7:30am when students may enter. Students remain in Lobby until 7:45 when escorted by teacher to their classroom. Attendance and lunch counts are taken. Tardy bell is at 8:00am. After 8:00, students must be walked in and signed in to proceed to their class. During drop-off, children must be able to open doors and get out by themselves. No parking. This lane is for delivery and emergency vehicle use also. Teachers are on duty at this time so they are unavailable for conferences. *Preschool students MUST be walked into the Lobby of the School and signed in.* (DHS regulation)

Dismissal: Students are dismissed at 3:00pm. Students not picked up by 3:15 will proceed to after-care. *Preschool students can begin dismissal at 2:30; parents MUST come to Main Office to sign out and have the child called for. At 3:05, Preschoolers will be in the Lobby and parents can sign them out there.* Teachers are available after 3:15 for conferences; not before as they are on duty.

Please follow correct traffic flow of the school driveway and parking lot.

SCHOOL VISITORS

ANY PERSON VISITING THE SCHOOL MUST CHECK IN THE OFFICE. The purpose of this procedure is to prevent interruptions during classroom instruction, to ensure that the office is aware of any visitors in the building, and to make the school environment as safe as possible for our students.

ATTENDANCE

Students are required by law to be in attendance at all times when school is in session unless illness or an emergency prevents it. Generally, a pupil who has accumulated 25 days of absences during the school year should repeat the grade, or will be required to attend summer school. Proof of attendance at summer school must be presented at the time of fall registration.

ABSENTEEISM

When a child is absent, please call or email the school office by 9:00am. Homework requested may be picked up by the end of the school day.

When a child needs to be checked out of school, please call or email or send a note at the latest that morning so they will be ready. Parents will check in at the office where the child will be called down to sign out. If returning to school that day, just check in and sign in at the office.

When parents take children out of school for vacations or trips, please contact the principal and classroom teacher in advance.

The school is required by law to report a student with 9 or more unexcused absences to the Juvenile Court.

TARDINESS

Parents **MUST** go to the office and sign in students arriving after the 8:00 tardy bell. Students who are consistently tardy or absent will be reported to the county truancy department. A student with 6 tardies will count toward ONE (1) Unexcused Absence.

VACATION

Students that are pre-approved for extended period of absenteeism, will not have teacher's lesson plans or allowed to take tests early prior to the vacation.

WITHDRAWAL

Students whose parents withdraw them from school must follow the withdrawal procedure.

HOT LUNCH PROGRAM

A **meal plan** is available to students and is chosen along with the tuition payment plan. If a family has questions or needs to make changes, contact the principal. Students not purchasing the meal plan who would like to eat in the cafeteria may do so at an increased price. Students may purchase milk or juice to have with a home lunch. If a **guest** would like to order a tray lunch from the cafeteria please call 932-2529 before 9:00 a.m. to order lunch. If lunch is **delivered** to the office for the child, the student's lunch must be free from any restaurant logos or wrappings. **Sodas** are not considered part of a nutritional lunch and are therefore not allowed in the cafeteria for consumption by students.

PLAYGROUND

Playground supervision is conducted according to safety and health regulations. Please send your child dressed appropriately for outdoor play. The temperature outdoors must be above 32 degrees for outdoor recess. Wind-chill factor is taken into consideration on extremely cold days. No student is to enter the building during recess without permission from the duty teacher. If for health reasons a child cannot go outside, a note (from the parents and or physician) to this effect is required.

LIBRARY

If a book is lost or destroyed, the student will be responsible for the replacement cost. All records will be held until the matter is resolved. Overdue books and fines will need to be cleared prior to receiving report cards.

TELEPHONE

If you need to contact your child during the school day please leave the message with the office and it will be delivered. We cannot call children or teachers to the phone during class hours unless it is an emergency. Students may use the phone in the school office in an emergency only.

SCHOOL INSURANCE

Since medical bills resulting from accidents to students at school are the responsibility of the parent/guardian, all parents/guardians of students attending Blessed Sacrament Catholic School are given the opportunity to purchase student accident insurance through the school. This policy may be secured at any time during the school year. Forms and applications are available in the office.

DRESS CODE POLICIES

Uniforms are required for the students in Preschool thru 6th grade. The uniform company will be on campus during the year with stock items. Uniforms may also be ordered on line and shipped to the school. The uniform company is: The Toggery - Pleasant Ridge Town Center, 11525 Cantrell Rd, Ste. 405 Little Rock, AR 72212. 501.227.8492 • 800.207.8691

Store Hours: Mon-Sat 10:00-6:00 web page: www.toggerykids.com Used uniforms are available at the school for \$1 each.

Uniform Policies for all students

1. All students are expected to come to school neat and clean. Shirts are to be tucked in neatly.
2. No shorts the months of December, January, or February.
3. Socks should be plain, of coordinating color and with no pictures or logos.
4. Shoes should have closed toe and heel (example: tennis shoes) and be of neutral colors (no neon, flashing lights, wheels or attachments that cause distractions or hazards) **NO BOOTS**.
5. Scouting uniforms can be worn in lieu of school uniforms on scout meeting days only. The scouting uniforms must be recognized scout clothing items, available for purchase from the scout office, and comply with dress code regulations such as length and fit.
6. Items that must be purchased from the uniform company: plaid skort, plaid knee length jumper, plaid skirts, white golf shirt, red knit golf shirts, red sweatshirts, red cardigan, red fleece vest & white BSCS tees and tie-dye tees are to be ordered from the uniform company.
7. White Blessed Sacrament tee shirts (both short and long sleeve) and red Blessed Sacrament sweat shirts can be worn with the navy blue shorts or pants only. Plaid skirts, skorts and jumpers will be worn with white collar blouse and red cardigan. Tee shirts may not be worn with jumpers, skirts, or skorts.
8. Navy blue pants or navy blue walking shorts which are consistent in style and fabric with the uniform company items. (Cargo pants, carpenter pants, wind pants, bell bottom pants, etc. are not acceptable.) Shorts and skorts must be no shorter than 2 in. above the knee, while kneeling.
9. Tie-dye shirts may only be worn on Fridays.
10. Shorts are to be worn under the skirt or jumper for P.E.
11. Skin tight pants (leggings) or (bike) shorts are **only** allowed to be worn under skirts / jumpers for PE.
12. All belts and other accessories (bows, barrettes, etc.) must coordinate with the uniform colors.
13. Boys are to maintain hair above the collar (this refers to the collar on the golf shirt) and out of the eyes. No radical hair styles allowed, i.e. rat-tails, pony tails, Mohawks and faux hawks, racing stripes, artificial color or dye.
14. Girls' hair should be styled off the face and out of the eyes. No hair wraps, scarves or beads are to be worn to school. Hair accessories must coordinate with the school uniform.
15. **No nail polish, make-up, or tattoos** allowed.
16. All earrings should be small loops or studs. No dangle earrings allowed. Jewelry should be simple and not distracting to the student or others in the classroom.
17. No hats or sunglasses, unless for a special occasion, designated by the teacher.

Dress code for special purposes:

PE: Students are required to wear tennis shoes. Girls should wear shorts underneath any skirt or jumper. Students will be instructed in P.E. during the first week of school.

Field Trips

All children participating in a Blessed Sacrament Catholic School field trip are required to adhere to the dress code policy. Students will wear school uniform, unless for a special occasion and approved by teacher / principal.

Violation of Dress Code Policy

1. First violation is a note from the teacher sent home.
2. Second violation is a note from the teacher, signed by the principal.
3. Third violation, the parents will be notified by phone to either bring proper attire for the student or to pick the student up from school.

****All final decisions concerning dress code enforcement will be the responsibility of the principal.**

CURRICULUM

Blessed Sacrament School follows the Diocesan and Arkansas Non-Public School Accrediting Association requirements regarding basic materials, specific courses, and time allotments.

1. A planned instructional program will lead to discovering and developing the abilities of each student.
2. Blessed Sacrament Catholic School offers a balanced curriculum including Religion, Language Arts, Science, Math, Social Studies, Computer Science, Music, Art, Spanish, and Physical Education.
3. A variety of extended curricular activities are also incorporated into the daily curriculum.

HOMEWORK ASSIGNMENTS

Homework is a necessary part of each student's educational program. Students must complete and turn in assigned work. One of the most important objectives of education is to teach the student how to study. Parents can do a lot to help their child attain this objective by:

- Providing an atmosphere conducive to study
- Scheduling a definite time for study and showing an interest in the child's work
- Realizing that homework does not solely consist of written work, but that both written work, and study work are important.
- Expecting the child to have his assignment for homework written down
- Check with the teacher if the student repeatedly says he has no homework.
- Study times vary according to the needs of the individual child.

Make-up work is the responsibility of the student who upon returning to school must complete assignments by date set by teacher.

GRADING

Grades are determined by a combination of daily work and test scores. Report cards are distributed at the end of each quarter. Mid-term grade reports will be issued following the 5th week of each term. When failure is inevitable, parents shall be properly notified in advance.

All report cards require the signature of a parent before they are returned to the teacher. The school calendar lists the end of each quarter and distribution dates for report cards.

GRADING SCALE

A Superior Achievement	90%-100%
B Above Average	80%-89%
C Average	70%-79%
D Passing	60%-69%
F Failing	59% & Below

PROMOTION

Promotion will be based on the passing mark of sixty percent. Two major subject failures constitute a grade failure unless they are made up during summer classes approved by the principal. Proof of attendance at summer school and passing marks will be presented to the principal before the student is promoted.

LEARNING CONFLICTS

Blessed Sacrament School attempts to respond to the needs of students with learning difficulties. Since we cannot offer a continuum of services, as financed through the public system under PL 94-142, the individuals with Disabilities Education Act, or Section 504, admissions are limited to students who are able to manage in a mainstream setting with a minimum of strategy training and simple accommodations as outlined and agreed upon by the student, teacher, parent.

AWARDS

- Citizenship Awards are presented on a monthly basis.
- Principal's List are given at the end of each 9 week period to students (grades 3-6) with all A's in the core curriculum.
- Honor Roll awards are given at the end of each 9 week period to students (grades 3-6) with A's and one B in the core curriculum.
- Merit Roll awards will be presented to grade students (grades 3-6) earning A's and two B's.
- These awards are presented during an awards program.

PARENT TEACHER CONFERENCES

Parent-Teacher conferences are held in the fall after first quarter and in the spring after third quarter. Additional conferences for individual students may be arranged if the teacher or parent indicates a need, or may call the school office to arrange an appointment.

STANDARDIZED TESTING

A standardized test is administered to all students, beginning in the first grade thru the sixth grade. Kindergarten is administered a checklist throughout the year to show growth. The tests are administered in the spring of the year. The results are sent to the Diocesan Superintendent of Schools.

EDUCATIONAL FIELD TRIPS

Permission forms are required for planned field trips. Parents must sign and return to give permission to participate. Additionally, students need on file Medical Emergency Form which is required and must be current with each subsequent field trip.

Drivers for field trip must have on file **Drivers Liability Form, copy of liability insurance policy, copy of insurance card, copy of driver's license**, and **MUST** be VIRTUS trained. Riders are required to wear **seat-belts** and if needed have booster seats.

Parents attending field trips are not to bring siblings. As a chaperone, the students and the teacher will need 100% of your attention. No parent or other adult if he/she has not had VIRTUS training will be allowed to be a chaperone or driver unless always accompanied by someone who has been VIRTUS trained.

Field trip cancellations or postponements will be the responsibility of the principal.

BEHAVIOUR

One of the most valuable assets of a Catholic Education is to instill in our students a self-discipline, respect for authority and the rights of others. Good discipline creates a good learning atmosphere and provides a safe environment for all. To bring this about, the school has regulations which every student is expected to follow.

Students must fully understand that any teacher has the authority to correct misconduct at any time. Should corrective measures be needed, constructive and positive measures shall be used. A consultation with the parents shall be requested if a major problem arises. Parents, working as a team with the teacher and principal, are of vital importance.

GENERAL RULES OF CONDUCT

1. Students are to be courteous at all times.
2. Students are expected to be reasonably quiet; conducive to study.
3. Students are to be respectful of others.
4. Students are to be respectful of authority.
5. Students must follow the rules set forth in their classrooms.
6. Students should show a respect for the church and school property.
7. After school hours, students are not permitted in the school building without adult supervision.

POSSESSIONS BROUGHT TO SCHOOL

All items which a student brings to school or after-school program shall be marked with his/her name. If a child misplaces an article at school, he should check the lost and found box in the office.

Electronics (cell phones, radios, I-pods, video games, tape recorders, and CD players) shall not be brought to school without special permission and the approval of the teacher or after-school personnel.

No weapons, real or toy, shall be allowed on the school property. Personal toys or games are not to be brought to school unless permission has been obtained in advance from the teacher.

No gum is allowed on the school premises.

Students are discouraged from bringing more money than is needed for lunch or other fees.

MAJOR OFFENSES

1. Defiance of school authority.
2. Profanity, verbal abuse, obscene gestures or conduct.
3. Cheating.
4. Willful destruction or defacing of school or church property.
5. Consistent lack of cooperation, either within or outside the classroom.
6. Bringing or using alcohol, tobacco in any form, and or illegal drugs on school property.
7. Bringing pocket knives, slingshots, firearms, or any type of weapon to school.
8. Fighting.
9. Cruelty to or bullying of other students.
10. Leaving campus or designated area without permission.

If a student commits a major offense, appropriate consequences will be given.

SUSPENSION/EXPULSION

Suspension is defined as the temporary exclusion of a student from a school for disciplinary reasons. Suspension from the school will be the decision of the principal in consultation with the Pastor. Students may be suspended for serious reasons by the principal for a period of time not to exceed ten days. The principal will notify the student and the student's parents or guardian of the reason for the suspension, the time of the suspension, and the requirements for reinstatement. (Diocesan Handbook) The student will receive 0's on all work conducted during their suspension. If for some reason "in school suspension" arrangements are made for a student, the student will be required to complete missed work during the "in school suspension" time. Grades shall be taken from all completed and non-completed work.

Expulsion is defined as the permanent dismissal of a student from school. Expulsion from school will be the decision of the principal in consultation with the Pastor. Notification of this expulsion will be sent to the school board president. A written report containing reasons for the expulsion will be sent to the student's parents or guardian and to the Diocesan Superintendent's Office. The written report to parents will contain the information concerning the process of appeal. If parents wish to appeal the decision, they may contact the local school board and request a hearing with the arbitration committee (Diocesan Handbook)

ANTI-BULLYING POLICY

Bullying is a destructive behavior, which can be written, verbal, or a physical act, which causes fear or distress to another. **Blessed Sacrament Catholic School will not tolerate such behavior.** Students who believe a bully has victimized them, or parents who believe their children have been victimized, should contact a school authority. (Teacher, Administrator, or Priest)

A student found in violation of this policy will be subject to disciplinary action that is appropriate to the degree of seriousness of the bullying behavior. (These consequences range from a minimum of a conference to a maximum of expulsion, dependent on the severity of the act.)

The DOLR has revised the Manual of Policies and Regulations for Elementary and Secondary Catholic Schools of Arkansas regarding Human Sexuality and may be found on pgs 14-15 at <http://www.dolr.org/sites/default/files/documents/catholic-schools-policy-manual-students-2016.pdf>

SAFETY

HEALTH SERVICES

Vision and hearing tests are administered to all students. Scoliosis screening is conducted in grades 5 and 6 and is required by state law. Parents are notified prior to the screening process. Other screening tests needed for the well being of the students are set up through the County Health Department. Special screening tests are arranged according to the needs of the student with the assistance of the Craighead County Health Department, or other health professionals in the community.

School personnel or administration are not allowed to give medication without the written consent of the parent/guardian and the parent must provide medication for the student and will be kept in the school office. Notification will also be sent home if administered.

Please refrain from sending your child to school if they are running a fever or are ill. Children should be fever free for 24 hours before returning to school. Children showing signs of illness such as fever, vomiting, etc. will be sent home.

FIRST AID

Minor accidents are taken care of by the school staff. In case of serious accidents, when parents cannot be contacted immediately, the designated physician will be called, and the student will be taken to St. Bernard's Regional Medical Center.

HEAD LICE

Children will be checked as needed for head lice. If a student has head lice he/she will be sent home immediately for treatment. Upon return to school, he/she must present proof of treatment, such as a box top from a special anti-lice shampoo or a note from a doctor. Home remedies will not be accepted. The child will then be rechecked and if there are any remaining lice and or nits, he/she will not be readmitted to school until they have been retreated and the lice and or nits removed.

SAFETY DRILLS

- Fire drills will be conducted once a month. Students will be informed of the fire exit plans.
- Tornado drills are conducted several times during the school year.
- Earthquake drills are conducted at least twice a year as well as Lockdown drills.

EMERGENCY CLOSING

In case of bad weather during the winter months, a decision concerning the opening of school will be released over the radio (KFIN 107.9) and television (KAIT TV 8) by 7:00 a.m., or earlier if possible. If at any time Blessed Sacrament School is in session and other area schools are closed, it is the decision of the parent as to the safety of their travel route to and from school.

If inclement weather begins during the school day, parents may pick up their children early if they so desire. School closings during the school day will also be announced on the radio and TV 8. The school will remain open and someone will be here until regular closing time or until all of the children are picked up. Blessed Sacrament School does not follow the Jonesboro Public School closing. Look for Blessed Sacrament to be announced separately.

*Blessed Sacrament Catholic School will also use **REMIND 101** to alert parents of closings.*

PARTIES

Each classroom has two parties per year. These include a Christmas and a Valentine's Day party. Plans for the parties are made by the room parents with the final approval of the classroom teacher.

Invitations to "private" student parties may be delivered at school provided each student in the class receives an invitation, or each child of the same gender receives an invitation.

If you wish to bring a **snack** for your child's **birthday**, please contact the classroom teacher in advance. Cupcakes, cookies, or other individual items are encouraged to make serving easier. Also consult the teacher regarding allergies of classmates. *Birthday parties will not be held at school.*

Deliveries to students via businesses outside of the school or parish will NOT be delivered to students during the school day. The student will be notified when packing up to go home of delivery and may retrieve item from office.

ORGANIZATIONS

SCHOOL BOARD

Any adult member of Blessed Sacrament Church or Blessed Sacrament Catholic School parent is eligible for membership on the school board. Members are selected for a term of three years, which run from August to May, with an option of a second term of three years. School Board Meetings are held one time each month. Members are selected in the late spring.

P.T.O (PARENTS AND TEACHERS Organization)

Parents of children in the school are automatically members. Although PTO does not have regularly scheduled meetings, they are in constant communication among Chairs, Committees, Teachers and Principal. Parents are instrumental in assisting and planning the events and fundraisers throughout the school year.

Event Chairs:

Room Parent Chair (communicate between all Room Parents)

Fall Festival / Carnival Chair

Poinsettia Sale Chair

Mardi Gras Baskets Chair

Adult Mardi Gras Party Chair

Evening of the Arts / Auction Chair

Faculty/Staff Christmas Luncheon Chair

Grandparents Day Luncheon Chair

Field Day Chair

BLESSED SACRAMENT CATHOLIC SCHOOL

Handbook Agreement

As a parent/guardian I agree to abide by the procedures and regulations set forth in this handbook. I understand that parents/guardians are responsible for an awareness of the information in this document and conformity to its guidelines. The school retains the right to amend the handbook at any time for just reason. In such cases, parents will be given prompt notification of changes made.

Parent Code of Conduct

As parent/guardian, I agree that the school has expectations of parents. To be a partner with the school in education of your child(ren). To understand and support the religious nature of the school. To read all communications from the school. To discuss concerns and problems with the appropriate personnel. To be as actively involved as possible in the life of the school and volunteer opportunities. To promote the school and speak well of its faculty and staff. To meet your financial obligations in a timely manner and support fundraising endeavors.

Student Agreement

As Student(s) of Blessed Sacrament Catholic School, I/We have read, understand, and agree with all policies and procedures set forth in this Student Handbook.

All parties agree to support the policies of Blessed Sacrament Catholic School and this contract shall be declared void if there ceases to be support for the school in either words, deeds, or both.

----- Parent's/guardian's signature	----- Date
----- Parent's/guardian's signature	----- Date
----- Student's name	----- Grade

Please sign and return to homeroom teacher.