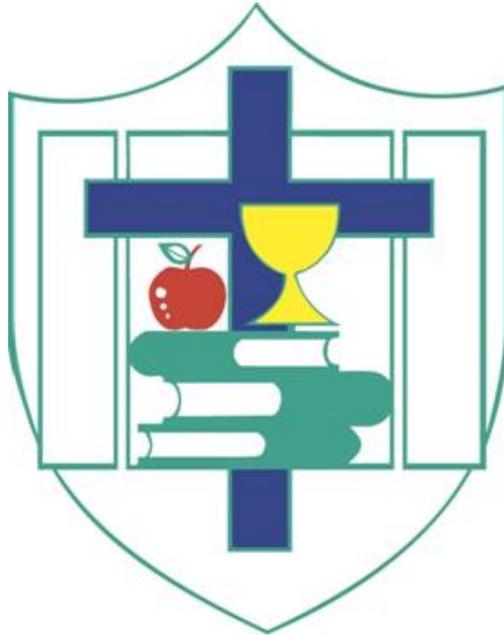


BLESSED SACRAMENT CATHOLIC SCHOOL



PARENT / STUDENT HANDBOOK

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Please note: Reference numbers in parenthesis after heading or paragraph indicate the policy number from the Policy Manual of the Office of Catholic Schools of Little Rock.

Mission and Philosophy:

Mission Statement

The mission of Blessed Sacrament Catholic School is to provide an environment of academic excellence and character formation rooted in the Gospels.

Statement of Philosophy (1.02)

The Catholic schools of the Diocese of Little Rock seek to offer high quality academic programs which are integrated with religious truth and values. Students are prepared for life in today's Church and society and for leadership in society and the Church of tomorrow through a strong, basic, and contemporary curriculum which includes instruction and formation in the beliefs, values, and traditions of Catholic Christianity.

The development of the whole person of the student (spiritually, intellectually, personally, socially, and physically), is the focus of Catholic education. The teachers, as partners with the parents, play a significant role in this educational ministry as they daily witness to the meaning of mature faith and Christian living. They are selected with care and are challenged to on-going professional and spiritual growth.

Goals (1.03)

The broad goals of all Catholic schools are: to teach the Gospel message; to build a faith community; to worship God; and to be of Christian service. Specific goals include:

- To work closely with the home in educating children toward the fullness of Christian life.
- To create a Christian educational community where human knowledge, enlightened and enlivened by faith, is shared by teachers, students, and parents in a spirit of freedom and love.
- To develop religious understanding and provide opportunities for personal commitment to religious values.
- To teach specifically Catholic principles and Christian values.
- To offer personal experiences in Christian living through liturgy, sacramental life, prayer, guidance, and example.
- To encourage staff members to grow as Christians.
- To instruct in human knowledge and skills which enable students to actively participate in the parish community and society.
- To help each student develop a positive attitude toward lifelong education, including the power to think constructively, to solve problems, and to reason independently.

- To facilitate and improve the student's opportunity to learn.
- To play a significant role in raising national levels of knowledge, competence, and experience.

Accreditation

Blessed Sacrament Catholic School is an accredited member of the Arkansas Non-Public School Accrediting Association (ANSAA) and a member of the National Catholic Educational Association (NCEA).

Guideline and Expectations for all families and students of BSCS:

ABSENCE

Students are required by law to be in attendance at all times when school is in session unless for reasons of illness or an emergency. Generally, a student 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 prior to fall registration.

When a child is absent from school, please call or email the school office by 8:30 am. Homework requested may be picked up at the end of the school day.

When requesting a student to be dismissed from school for any planned reason, parents are to submit a WRITTEN REQUEST IN ADVANCE to the school office. For the SAFETY OF THE CHILD, the parent or other authorized person must come to the office to meet the child. Students will not be allowed to leave with anyone other than the parent unless written permission from the parent has been provided. Students will not be called out of class until the parent is present in the school office.

When parents take children out of school for vacations or trips, the PRINCIPAL AND THE TEACHER must be notified in writing IN ADVANCE. Parents assume responsibility for the education of the child. TEACHERS ARE NOT REQUIRED TO WRITE OUT LESSONS IN ADVANCE OR TO MAKE-UP TESTS WHEN THE CHILD RETURNS.

Tardiness interferes with a child's progress in school and creates a disturbance for all members of the class. A child is considered tardy if he/she is not in the classroom when the 8:00 am bell rings. Parents must park and come in to the office and sign in their child if they arrive after the 8:00 am bell.

ADMISSION

NON-DISCRIMINATION POLICY (4.01)

The Catholic schools in the Diocese of Little Rock admit students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. The Catholic schools in the Diocese of Little Rock do not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

While the school does not discriminate against students with special needs, a full range of services may not be available to them. Decisions concerning the admission and continued enrollment of a student in

the school are based upon the student's emotional, academic, and physical abilities, and the resources available to the school in meeting the student's needs.

Enrollment in a Catholic school is a privilege and every Catholic child has a right to religious instruction and formation in the Catholic faith. No child of a parishioner will be denied the opportunity to attend his/her parish school due solely to the inability to pay full tuition. Students of other faiths are welcome upon space availability.

Admission guidelines for BSCS:

First priority: Catholic families of Blessed Sacrament, especially those with children already attending the school

Second priority: Catholic families in neighboring parishes

Third priority: Non-Catholic families with children already attending the school

Fourth priority: New Non-Catholic families

A family is considered a Blessed Sacrament Parishioner if they are registered with the church office and regularly attend mass.

Baptismal, Birth Certificate and Vaccinations

A Baptismal Certificate (if Catholic), a birth certificate and a current immunization record must be presented at the time of registration.

Age Requirements

For PreK 3, child must be 3 on or before September 1 of such school year and be toilet trained.

For PreK 4, child must be 4 on or before September 1 of such school year and be toilet trained.

No child will be admitted to kindergarten unless he/she has attained the age of five (5) years on or before September 1 of such school year. No child will be admitted to first grade unless he/she has attained the age of six (6) years on or before September 1 of such school year.

ARRIVAL AND DISMISSAL

The safety of our students and everyone involved is paramount, therefore, we have strict guidelines for arrival and dismissal. Guidelines are provided in a separate document. Please assure you familiarize yourself with the procedures prior to the start of the year.

ASSEMBLIES

Assemblies will be held in the cafeteria for award and promotion ceremonies, as well as, various student and community relation programs. Parents and family members are invited to attend. You will be notified when such events occur.

BOOKS

All hardbound texts are provided on a rental basis; however, excessive damage must be paid for by the student. A letter will be sent home with notification of the replacement cost.

CAFETERIA

Student will eat lunch in the cafeteria between the hours of 11-12:15, class times vary. If you wish to join your child and purchase a school lunch, please notify the office (932-3684) by 9:30 am. Parents must sign in at the office and receive a visitor badge before proceeding to the cafeteria.

A meal plan is available for purchase at the beginning of each school year. Milk is also available for purchase on a daily basis. Ice cream is available once per week, except during Lent. Teachers will notify you of the day for ice cream so you may send money.

Expected behavior in the cafeteria:

Students are expected to conduct themselves properly during lunch, practice good table manners, and follow the rules listed below:

- *All students will eat either a lunch prepared by the cafeteria staff or bring a lunch from home.
- *Students are to remain seated at the table until dismissed by the teacher.
- *Students are not to throw food or take food out of the cafeteria.
- *Students will ensure their dining area is cleaned before being dismissed.
- *Students will be courteous to the cafeteria staff, saying "Please" and "Thank You"
- *Students will not shout or yell while eating lunch.

Students who continually disregard the cafeteria rules will be referred to the office for disciplinary action.

The cafeteria staff will not heat lunches brought from home. If lunch is brought from an outside source other than home, it must be in a generic container.

Soft drinks are not to be brought in as part of a school lunch.

Milk allergies

Regular milk, chocolate milk and water will be offered at lunch. If a student has an allergy or intolerance to milk, water will be offered. The parents will need to send a doctor's note to the office stating the student's allergy treatment. The note will be filed in the office and in the cafeteria.

Peanut allergies

If a student has an allergy to peanuts, the parents will send a doctor's note to the office stating the student's allergy treatment plan. The plan will be filed in the school office, cafeteria, with teachers and playground supervisors. An EPI pen must be provided for each student with a peanut allergy.

CELL PHONE AND PHONE USE

Students may not use the school telephone without permission of the teacher and/or office personnel. Permission for students to use the office phone is for emergency use only. Forgotten homework, lunches or making social plans are not reasons to use the phone.

Use of communication devices such as cell phones is not permitted during the school day. If it is necessary for a student to have a cell phone when they leave campus, the cell phone must be turned off and kept in his/her back pack. *Cell phones, other devices and toys are not the responsibility of the school.

CHILD CUSTODY / PROTECTION

In a family situation in which there are custody arrangements, the school must be made aware of such arrangements and have a copy of the legal custody papers on file in the school office. Without the proper documentation, the school cannot limit a parent's access to his/her child. When the situation develops, it is the responsibility of the parent to notify the school office.

CITIZENSHIP AWARDS

Each month a teacher will recognize a student in his/her class for exemplary behavior and attitude. A student who is kind, helpful, courteous, and models good Christian behavior will be considered for this award. This award is presented at the first Mass following the month in which the student earns the award. Parents will be notified so you are able to make plans to attend.

CLASSROOM EXPECTATIONS STUDENTS

Teachers will establish points of courtesy for all students:

- +Insist that the children respect the teacher and one another. Encourage them to appreciate the efforts of others. Never allow ridicule of another's mistakes or emotions.
- +Encourage students to observe all rules of etiquette and courtesy both in the class setting and on the Parish grounds. Talking without permission or discourteous comments or behavior is not tolerated.
- +Promote a loving, Christian environment where all feel welcomed and safe.

Classroom behavior standards is a top priority for teachers and sets the tone and the atmosphere for an engaging and inspiring learning experience. The classroom teacher is the person in charge at all times. Students are expected to:

- +Show respect for their teachers and fellow students
- +Show respect for all school and church property
- +Carry out all reasonable requests by their teachers – failure to do will be considered disrespectful and will not be tolerated
- + Follow all rules set by the teacher
- +Be in their assigned seats and have proper class material (books, paper, pencil, etc)
- +Respect the rights of others-any disruptive behavior will not be tolerated
- +Work on their lessons quietly when given class time to do so
- +No gum is to be chewed at school at any time
- +After 3:00 pm, students are not allowed or permitted in the school building without adult supervision.

COMMUNICATION

Monthly newsletters are available on the school website. Teachers will also send home important information each week.

Oral and written communication between teacher and parent is extremely important and essential to the success of the student learner. Teachers and administration check their messages at least 3 times per day during the school year. Please do not phone teachers or the principal at home.

Important messages needing quick delivery from the school to home will be sent via text through REMIND.

We will strive to keep open the lines of communication regarding your child and the events taking place at school.

COMPLAINTS & GRIEVANCES

All parties involved should be respectful and prayerfully work towards a solution. The procedure for addressing complaints and grievances is as follows in order:

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 or concern 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 concern is still not resolved, the person will contact the pastor for an appointment to discuss the matter.
5. Contact Superintendent: If no solution is found to the problem, the matter will be referred to the superintendent.

*School Board members are an advisory group and not an authoritative group. Please do not contact members of the School Board concerning complaints and grievances. Any person should be directed to follow the above procedure.

CONFERENCES

A parent teacher conference is held when the first report card is issued. A schedule is prepared and times for each conference are arranged. If additional time is needed in individual cases, special arrangements can be made.

An optional parent teacher conference is offered in the spring. This is offered after the third quarter report card. Teachers will be available for conferences.

COPYRIGHTED MATERIALS

Blessed Sacrament Catholic School will adhere to the current copyright laws governing printed material, DVDs, CDs, computer software, music, multi-media presentations, and internet websites and resources.

No unauthorized copies of copyrighted material in any form will be made or used on equipment owned by or borrowed or lease from the school. No school staff, students or others will use any form of unauthorized copies of copyrighted materials for any purpose within the school's instructional programs. "Fair use" of copyrighted materials is allowed for specific instructional purposes within the limits of the "fair use" limitations. Students and teachers will be made aware of the seriousness of the ethical and legal issues relating to unauthorized copying of software piracy.

CURRICULUM

BSCS follows the approved curriculum guide of the Catholic Schools of the Diocese of Little Rock. This guide is called “Spirit and Truth” and can be found at www.dolr.org, under office of Catholic Schools. Classes include studies in Language Arts, Religion, Science, Social Studies, Math, Computer Science, Music, Art, Spanish and Physical Education.

DISCIPLINE (4.24)

Good order by students is expected in every school. Rules and expectations, together with the consequences for infractions, are to be established by the local administration and published in the school’s student handbook. The following regulations are to be met in the formulation of such policies:

- Good classroom discipline is first and foremost the responsibility of the classroom teacher.
- Corporal punishment is contrary to Diocesan policy and is not to be used as a means of student control. All individuals should be treated with dignity and respect.
- Emphasis is placed on positive values rather than negative. When violations do occur, each case will be dealt with patiently, with respect to the personal dignity of the student, the teacher, and all who have been offended by the student’s misconduct.
- Means of coping with problem situations are to deny privileges to misbehaving students, to talk to the student in private, to inform parent(s) and/or guardian(s), all in an effort to seek positive help for the student.
- Serious or continuous disciplinary problems will be referred to the principal and parent(s) and/or guardian(s) will be notified of the infractions and of the disciplinary action taken.
 - If a student cannot be helped through any of the above means, the principal will follow the procedure for suspension or expulsion as outlined in the policy.

Discipline is the process by which persons order their life to bring about the best for themselves and for others. The essence of Christian discipline is self-discipline. In guiding the child’s growth in Christian attitudes, values, and behavior, the faculty strive to:

- *Promote an atmosphere where self-worth, dignity, and respect for each person is considered to be of prime importance.
- *Provide opportunities for a child to make personal decisions and to take upon himself/herself the consequences of his/her actions.
- *Establish with the children regulations and procedures within the framework of respect, along with the consequences resulting from violations, so that each child knows what is expected of him or her as a student.

If misconduct occurs, the following guidelines will be implemented:

First offense: Teacher or staff will talk with the student, ask him/her what would have been a better choice.

Second offense: Withhold privileges, teacher will notify parent through email.

Third offense: Student will write a reflection on his/her behavior and acknowledge better choices. Parents will be given a copy to sign and return to school.

Fourth offense: Parents notified for a conference time with teacher.

Our standard for discipline is to communicate, be consistent and always do so with a Christian approach. Parents and teachers working together creates a positive learning experience and is vital to our school.

Communicate – Consistency – Christianity

Very serious offenses warrant an immediate conference with the principal and/or pastor. The pastor is the final recourse in disciplinary situations and reserves the right to waive any and all regulations for just cause at his discretion. The following can be considered serious offenses:

CONDUCT NOT TOLERATED (4.25)

Conduct that is not tolerated and that could result in suspension and/or expulsion includes the following but is not limited to:

- *Threats and/or acts of violence or bullying/harassment including through technology in the school or school- related activities
- * Possession of a weapon(s)
- * Possession, use, or distribution of drugs or alcohol or involvement in or possession of occult or satanic games, cards, or other paraphernalia
- *Any disorderly conduct or destruction of property; students will pay for any damage to school or parish property
- *Disrespect or abuse of school staff or students
- *Theft

THREATS AND/OR ACTS OF VIOLENCE (4.26)

Any threat by students to inflict harm to themselves or others must be taken seriously and addressed immediately.

- Whoever hears a threat should report it immediately to the principal.
- The parent(s) and/or guardian(s) of the student who has made the threat should be notified.
- The principal and/or pastor will decide if any proper authorities need to be notified.
- Any parent(s) and/or guardian(s) of a student who has been threatened either verbally or in writing as a potential victim shall be notified. The student victimizer may be placed on intervention suspension or immediate expulsion.

If the student is placed on suspension, the student must see a mental health professional who is a psychiatrist/psychologist. An evaluation report must be provided with recommendations before the student may return to school.

Any threats made by the parent(s) and/or guardian(s) of a student will result in that family's registration at the school being made probationary for the remainder of the school year or the following school year. If an adult threatens the safety of the principal or any other member of the school staff, the principal or threatened member of the school staff may take legal action by calling the police or seeking a restraining order. If the student threatens or commits an act of violence, he/she will immediately be suspended with possible expulsion to follow. In the case of expulsion, the student's permanent record will reflect the expulsion.

BULLYING (4.27)

Bullying is unwanted, aggressive behavior among school-aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. The principal should be notified immediately and the student will be disciplined with a possible suspension or expulsion. Cyber bullying will not be tolerated.

HARASSMENT (4.28)

Harassment is verbal or physical conduct toward an individual because of his or her race, color, religion, creed, sex, sexual orientation, national origin, ancestry, age, disability, marital status, political ideology, or that of his/her relatives, friends, or associates. The principal should be notified immediately and the student will be disciplined with a possible suspension or expulsion.

POSSESSION OF A WEAPON (4.29)

The Catholic schools of Arkansas have a no-tolerance policy involving possession of weapon(s). If a student brings a weapon to school or to a school function, or has a weapon on his/her person, the school will immediately suspend and possibly expel the student. Any object used to intimidate, threaten, or cause bodily harm must be considered a weapon. If the principal determines that a weapon falls into the category of dangerous weapons that require expulsion, he/she shall promptly notify law enforcement and the student's parent(s) and/or guardian(s) regarding any allegation or indication of such a violation. In the case of expulsion, it will be noted in the student's permanent record that he/she was expelled for possession of a weapon.

ALCOHOL/DRUGS (4.30)

The possession, use, or distribution of illegal drugs or alcoholic beverages is not permitted in the school, on the school grounds, or at any student function.

- If any student brings to school or has in his/her possession any drug or alcohol during school hours or at any school function, regardless of time or place, he/she is liable for suspension and/or expulsion. (Ark. Code Ann. §6-21-608)
- Return to school will be contingent upon the student being actively involved in professional counseling and/or therapy, if chemical dependency is evident.
- A second offense will result in automatic expulsion.
- When a student is involved in the distribution of alcohol/drugs to other students, which is a felony in the State of Arkansas, he/she will automatically be expelled from school and the appropriate authorities will be contacted.

SUSPENSION (4.31)

Suspension is defined as a 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. The principal will notify the student and the student's parent(s) and/or guardian(s) for the reason of the suspension, the time of the suspension, and the requirements for reinstatement.

It is the discretion of the principal regarding how school assignments are handled during a suspension. Students may be suspended by the principal for serious reasons for a period of time not to exceed ten (10) days.

There are two types of suspension:

- In-school suspension - the student is temporarily removed from the class but remains in school under supervision.
- Out-of-school suspension - the student is not permitted to be on school property for the duration of the suspension.

EXPULSION (4.32)

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 and superintendent. A written report containing reasons for the expulsion will be sent to the student's parent(s) and/or guardian(s) and to the Diocesan superintendent. If parent(s) and/or guardian(s) wish to appeal the decision, they will contact the principal in writing within ten (10) days of receiving notification of expulsion. The principal and pastor will arrange a hearing with a review committee.

SEARCH OF PROPERTIES (4.33)

All property on the school campus, including but not limited to lockers, backpacks, purses, and technology devices, together with their contents, may be searched by authorized school personnel. Such action may also be taken when the principal has reason to believe that they contain certain illegal or forbidden substances or other items that would be harmful to others in the school community.

EMERGENCY PROCEDURES

At least once per month we will conduct fire drills. Other safety drills include tornado, earthquake and lockdown drills. Designated routes are posted in each classroom.

FACULTY MEETING

Our faculty meets on a monthly basis throughout the school year. These meetings are scheduled to provide professional development, spiritual development, curriculum collaboration, communication, and educational updates for faculty and administration.

Beginning in January, our faculty meetings will take place on the first Friday of each month. School will be dismissed at 1:30pm on these Fridays. After Care will be provided until our normal 5:30 pick up time. If you need care for your child on these early dismissal days, please notify the office.

FIELD TRIPS

Educational and cultural field trips will be planned for the students during the school year. Parents are welcomed and encouraged to participate in field trips. All students must have permission from parents to attend field trips. Each student is required to have on file in the office a current Medical Emergency Form.

Parents attending field trips **may not bring other siblings**, whether of the home or in a different grade. Attending as a parent, you are considered a chaperone and needed for your complete attention to assist the teacher.

Drivers for field trips must have on file a Driver's Liability Form, copy of liability insurance policy, copy of insurance card, a copy of driver's license. Additionally, drivers must be VIRTUS or SAFE ENVIRONMENT trained. All passengers must wear seat belts and booster seats, if needed.

No parent or other adult, if he/she has not had VIRTUS or SAFE ENVIRONMENT training, will be allowed to be a chaperone or driver, unless always accompanied by someone who has this necessary training.

FIRST AID

Minor accidents are taken care of by the school personnel. In case of serious accidents, when parents cannot be contacted immediately, the designated physician will be contacted and the student will be taken to St. Bernards Medical Center.

GRADING/REPORTING OF STUDENT PERFORMANCE (4.12)

Uniformity of grading will be conscientiously maintained throughout the school. That is, work of similar quality will receive about the same grade from all teachers. Academic marks are to be based on an academic achievement and not on conduct, as behavior is to be graded separately.

Grading (4.12.1)

The letter system or percentage system will be used for reports to parent(s) and/or guardian(s), while either percentages or letters will be used for permanent record files. In either case, the following interpretation will be maintained in the elementary schools:

A	Superior 90 to 100%
B	Above Average 80 to 89%
C	Average 70 to 79%
D	Passing 60 to 69%
F	Failure Below 60%

Grades 1st – 6th will use the above letter grades. Pre K and kindergarten will use the following grading scale:

Outstanding – O
Satisfactory – S
Needs Improvement - N

Conduct grades are given for activity classes: Art, Music, Computer and Spanish.

Outstanding – O
Satisfactory – S
Needs Improvement – N

Modified Grading (4.12.2)

A modified grading scale may be used in academic areas affected by the student's diagnosed learning disability or other diagnosed handicapping condition. On the permanent report card, an asterisk will be placed beside the modified subject area. The description of the subject modification(s) will be placed in the student's file. Letter grades given in the modified area(s) will be based on the academic performance as defined in the student's modified academic plan.

Diagnosed Disability (4.12.3)

A diagnosed disability is a condition that has been evaluated by a psychiatrist, psychologist, psychological examiner, or physician and determined as severe enough to prevent a child from

learning through traditional classroom instruction. Copies of test results and suggestions for educational modifications and/or an academic plan must be filed in the school office.

HEALTH SERVICES

Vision and hearing tests will be administered to the students during the school year. Scoliosis screening is conducted in grades 5 and 6 and is required by state law. Parents are notified prior to the screening process.

ADMINISTRATION OF MEDICATION IN SCHOOL

Ideally, all medication should be given at home. However, some students are able to attend school because of the effectiveness of medication in the treatment of chronic illnesses or disabilities. If a student requires prescribed medication during the school day, the following must take place:

1. Written consent of the parent/guardian for school personnel to administer the medication must be on file.
2. The medication must be in its original container.
3. There must be proper training of personnel on medication administration.

All medication sent to school must be secured in a locked cabinet under the supervision of the administration. Students may not carry medication on their person. A trained staff member must be assigned to administer medication. Proper documentation must be kept on every dose given.

The school will NOT administer the first dose of any medication to a student.

ALL INHALERS must be properly labeled and brought to school in some kind of container also properly labeled with the student's name on it. All inhalers will be sent on field trips.

Students having the need for use of an EPI-Pen must have written documentation on file in the office from his/her physician stating the necessity for the student to have it with him/her at all times.

Students are not permitted to carry cough drops, Tylenol, etc in their pockets or back packs. If a child has a bad cough, it is suggested they be kept home so they are not spreading germs.

COMMUNICABLE DISEASES (4.36.2)

Any student having or suspected of having a communicable disease as defined in the Arkansas Department of Health Rules and Regulations Pertaining to Reportable Disease will be excluded from school for the period of time designated in these regulations. Parent(s) and/or guardian(s) must report any communicable diseases to the principal.

The identity of the infected student, as well as all health and other pertinent records, shall be kept confidential, and the number of people who are aware of the student's condition will be kept at a minimum.

Before returning to school, the student must be past the period of communicability; that is, free of fever, vomiting, and/or diarrhea for 24 hours, and able to participate in normal classroom activities.

HEAD LICE

Students will be checked as needed for head lice. If a student is found to have head lice, parents will be notified and the child is to be picked up immediately for treatment. Upon return to school, he/she must present proof of treatment, such as a box top form a special lice treatment shampoo or a note from a doctor that the child has received treatment. The child will be re-checked at school and if there are any remaining lice and/or nits, he/she will not be readmitted to school until they have been retreated and are free from lice or nits.

IMMUNIZATIONS (4.36.3)

All students attending Catholic schools in the Diocese of Little Rock are subject to the immunization laws of the State of Arkansas, which can be found on the Arkansas Health Department website. (Ark. Code Ann. §6-18-702)

- A school may temporarily admit a child provided that the child becomes appropriately immunized, is in-process of receiving the needed doses of vaccine, or shows proof that he/she has applied for an exemption for those vaccines they have not received within thirty (30) calendar days after the child's original admission.
- An exemption to the immunization law may be made only by a certificate issued by the Director of the Arkansas Department of Health.

Student Accidental Insurance (4.37) All students will be offered the opportunity to enroll in school accidental insurance. The Office of Catholic Schools will provide the principals with the information of the insurance to be used by the Catholic schools in the Diocese.

HOMEWORK

Homework will be assigned at all grade levels after the Kindergarten year. Homework may be written or study work. Although the amount of homework will vary within levels and on different days, a reasonable guideline is listed below. Approximate times that should be devoted to homework:

Primary 1 -3	20-40 minutes
Grades 4-5	45-60 minutes
Grade 6	60-90 minutes

Learning how to manage time and how to study is an important objective of education. Parents can assist in their child learning this objective by:

- +Providing an atmosphere conducive to study
- +Scheduling a definite time for study
- +Showing an interest in the child's work
- +Understanding and conveying to the child that homework is both written and study work
- +Expecting the child to have his/her assignments for homework written down
- +Check with teacher if child repeatedly says he/she has no homework

Make-up work is the responsibility of the student. Upon returning to school from an absence, a student must approach his/her teachers and ask for assignments and tests to be made up. A grade of zero will be given for a test or assignment not completed within the date given by the teacher. Students have one day per day of absence to complete make-up assignments.

HONOR ROLL, MERIT ROLL AND PRINCIPAL'S LIST

BSCS Honor Roll is our way of honoring academic achievement for students in Grades 1-6. These awards are presented at the end of each nine weeks. Students can achieve Principal's List, Honor Roll or Merit Roll (Grades 4-6). Scores from core subjects (Math, Science, Social Studies, and Language Arts) are considered and the following guidelines are used to determine eligibility:

1. Students with straight A's qualify for Principal's List.
2. Students with A's and one B qualify for Honor Roll.
3. Students in grades 4, 5, 6 with A's and two B's qualify for Merit Roll.

Generally, these awards are presented at an Awards Assembly following Mass. Teachers will notify parents when students receive awards. We invite you to come and celebrate with us.

HUMAN SEXUALITY POLICY

Blessed Sacrament Catholic School has fully adopted the Diocese of Little Rock's Human Sexuality policy. The diocesan human sexuality policy is a part of the diocesan Manual of Policies and Regulations for Catholic schools, and is located in subsection 4.42 of the section titled "4.0 Students." It can be viewed on the Catholic Schools Office website at <http://dolr.org/schools/policy-manual>.

INCLEMENT WEATHER

In case of inclement weather, a decision concerning the opening of school will be released over the radio (KFIN 107.9) and the television (KAIT-8) by 7:00am or earlier if possible. BSCS will also use REMIND 101 to alert parents of closings or late starts.

If at any time BSCS is in session and other schools are closed, it is ultimately the decision of the parent as to the safety of their travel route to and from school.

If BSCS closes during the school day due to inclement weather, this will be announced on the radio, television and REMIND 101. Parents may pick up their children early if they so desire. 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 Catholic School does not follow Jonesboro Public Schools for school closings. Please look or listen for BSCS listed separately.

INTERNET, ELECTRONIC MAIL, AND SOCIAL NETWORKING (4.22)

All students and parent(s) and/or guardian(s) must read and sign that they agree to comply with stated rules regarding communication and usage of computers and social media while honoring all relevant laws and procedures as outlined by the Diocese of Little Rock.

Blessed Sacrament Catholic School provides computer and internet access for students. The primary purpose of this technology is to support the educational objectives of BSCS. Access to the school's network is a privilege not a right, and all access must be consistent with the main objective of the school.

Filtering

In accordance with federal law, Children's Internet Protection Act of 2000, BSCS's Internet is filtered and monitored. Access to the internet will provide the opportunity to explore thousands of information resources. Due to the nature of the internet, no technology protection measure or filtering device can stop all inappropriate material. Parents should be aware that every effort is made to supervise students and to filter inappropriate content, but that it is impossible to control all material.

Student Responsibility

To use the BSCS Network of computers and internet access, the user must take full responsibility for his/her own actions. The student assumes full responsibility for any cost, liability, or damage arising from the way he/she chooses to use that access. In order to use our Network, students are expected to abide by the following rules. Violation of these terms may result in disciplinary action.

Computer Access:

- *The administration or teacher has the right to access information stored in any student file, on any student screen, or student electronic mail.
- *Intentionally altering the files, data or software on BSCS computers without the supervision of teacher/staff/administration will be viewed as vandalism.
- *Printing of non-school related materials is not allowed.
- *Students are only allowed access to computers under supervision of teacher/staff/administration.

Internet Access

- *Each student will receive instruction in the proper use of on-line tools.
- *Use of the internet without the knowledge and permission of teacher/staff/administration is prohibited.
- *Students may not download programs or files from the Internet, except under the supervision of teacher/staff/administration.
- *Transmission or downloading of materials in violation of copyright laws is prohibited.
- *Students are not to reveal any passwords or personal information.
- *Visiting and posting to social networking sites (i.e. Facebook, Twitter, Instagram) is strictly prohibited on school computers.
- *Students will not use Internet access for non-school related activities
- *Students must notify teacher immediately if inappropriate material is found on school computers.

LESSON PLANS

Each teacher will prepare a lesson plan for the week. These plans will be posted on the teacher's class page on our school website. A copy will be sent home on Friday for the upcoming week.

LIBRARY / COMPUTER LAB

Students are able to visit the library once per week to check out books. If a book is overdue or lost, students may not check out books until the book is returned or replaced. Any damaged book will need to be replaced with the student incurring the cost.

Students will visit the computer lab for technology/keyboarding lessons twice per week. Pre K attends once per week. PreK 3 will be guided in the use of an I-pad. PreK 4 will be guided in the use of the keyboard.

LITURGY

All School Mass will be held at 9am every Thursday unless otherwise specified. During Lent we will have additional prayer services, Reconciliation and Stations of the Cross. Parents and families are welcomed and encouraged to attend Mass. Reverence will be maintained arriving, during, and leaving Mass.

LOST AND FOUND

Articles that have been found anywhere on school campus will be kept in a “lost and found” container in the school office. Unclaimed articles will be placed in the clothing recycling bin or donated to Motherhood at the end of the school year.

MONEY

Please do not send your child to school with any unnecessary money. If you are sending money for a field trip, t-shirts, picture order, etc, please place in an envelope clearly marked with your child’s name and the designated purpose.

PARENT TEACHER ORGANIZATION (PTO)

BSCS is blessed to have an active and supportive PTO. They are a vital partner in the success of our students and school, providing support and funding in many areas. All parents are considered members of the PTO. PTO works with the principal, teachers and room parents to provide assistance in many different areas. Some events that PTO will plan and/or assist include:

- Fall Festival/Carnival Chair – held the first Saturday in October
- Grandparents Thanksgiving Luncheon – week before Thanksgiving
- Poinsettia Sale – held in November and early December
- Faculty/Staff Christmas Luncheon – mid December
- Mardi Gras Class basket – date varies each year depending on Ash Wednesday
- Adult Mardi Gras Party – same as above
- Evening of the Arts – early May
- Field Day – last day of school

Your assistance is welcomed and greatly appreciated!

PARTIES

Room parents sponsor two parties throughout the school year, Christmas and Valentine parties. The dates and times for these are noted on the school calendar. Appropriate behavior during the party must be maintained at all times. Teachers should never leave their classroom during parties. Parents are invited to attend and assist with planning, supervision and clean up.

No other parties, such as birthday (student or teacher) are permitted; however, students may bring a special treat for the class on their birthday which is given out at a time approved by the teacher.

If a child brings invitations for a party to school, they must be for the entire class or for the same gender.

Deliveries to students at school via businesses will NOT be delivered to the student during the school day. All deliveries will be held in the office and the student will be notified when packing up to go home and the item may be retrieved the item from the office.

PLAYGROUND / RECESS

Students will have the opportunity throughout the school day for physical activity under the supervision of teachers, staff and parent volunteers. Teachers are ultimately responsible for the supervision and briefing all volunteers on protocol and rules for the playground.

Playground rules for all students:

- *Students must stay in the recess area for the duration of the period. If they leave for any reason, they must have the permission of the teacher on duty and be escorted by an adult.
- *Students do not have permission to go after a ball or any toy that has been kicked over the fence.
- *Students may not climb the fences or the basketball goal.
- *Students may not throw mulch or rocks.
- *Students should not fight, curse or use foul language.
- *Students should not climb on the slide.

If the temperature is above 32°F and no precipitation, we will have outdoor recess. All students are required to be dressed appropriately for outdoor play and have a jacket or coat for the weather.

When temperatures are extreme or the weather is inclement, there will be indoor recess.

PRAYER

Prayer is an integral and essential part of our educational day. We will begin each day with a prayer in the homeroom. Prayer will be said before lunch in the classroom, after lunch together with other grades, and at the end of the day. Throughout the school year we will have prayer services and you will be invited to attend.

REGISTRATION

Registration for the upcoming school year will begin in January. Students returning for the upcoming school year have first priority for admission. The registration fee is due by March 15.

SAFE ENVIROMENT

BSCS in accordance with the Diocese of Little Rock, participates in this program to protect our children. The Chancery Office oversees the Safe Environment Program which educates clergy, employees and volunteers in the Diocese of Little Rock on how to prevent child sexual abuse, how to recognize sex offender behaviors, and how to create safe environments for children and young people in our parishes, schools and community.

As of July 1, 2017, the Diocese of Little Rock uses CMG Connect, a safe environment training program developed by our risk management company, Catholic Mutual Group (CMG). A background check is run based on the information entered into CMG Connect. For the background check, please note that the

information you provide online is encrypted and cannot be shared with anyone else, and no paper copies are retained.

All faculty, staff and volunteers of BSCS must be trained through CMG Connect or have already been trained through VIRTUS, the former safe environment program.

SCHOLARSHIP AND TUITION AID GRANTED BY BSCS

BSCS Scholarship and Tuition Aid program is designed to enable active parishioners with Catholic children to send their children to BSCS, even though the parents may be unable to pay full tuition rates at the time. FACTS will administer the church's tuition assistance program. FACTS will provide a high degree of objectivity, professionalism, and confidentiality. When applying for financial aid, each family is required to complete and submit a formal application, any supporting documentation, and a \$30.00 application fee directly to FACTS. Application for financial assistance may be picked up in the school office or in the church business office. The deadline for submitting applications is May 15. All applicants will receive written responses by June 15. Families receiving scholarship monies will be responsible for all school fees including books, pre-registration, school activity fees, cafeteria, and after care.

All scholarship information is kept strictly confidential.

SCHOOL BOARD

Any adult member of Blessed Sacrament Church or Blessed Sacrament Catholic School parent is eligible for membership on the school board. The school board serves as an advisory group to the principal and the pastor. Members are selected for a term of three years, beginning in July and running through May. A second three year term is available. New members are selected in May. Meetings are held once per month.

SMOKING

BSCS is a smoke free campus, therefore, smoking is prohibited.

STANDARDIZED TESTING

A standardized test is administered in the spring of each year to all students, beginning in first grade and continuing through sixth grade. The results are sent to the Diocesan Superintendent of Catholic Schools. Pre K 4 and Kindergarten are administered a check list throughout the year to chart academic growth.

TUTORING

If your child is in need of tutoring, please contact his/her teacher for options available. We strive to make every attempt possible to help your child be a successful learner.

TUTION

Tuition and meal plan are paid through FACTS, BSCS uses this online program that ensures security of all financial information. Families need to enroll in FACTS and can go to the link <https://online.factsmgt.com/signin/448K7>.

Payment plan options are as follows:

1. Full year

2. Semi-Annually
3. 10 Monthly payments (August – May)

All payment plans have the option of adding a meal plan. The FACTS program has a nominal annual fee that will be charged once a payment plan option is selected. Payment plans should be finalized by July 15th of such school year.

If a family experiences financial difficulties, they must contact the principal immediately and before the account is past due. The principal and the pastor will decide future action.

If an account is delinquent, the family will not be allowed to register for the upcoming school year and services for the present school year can be suspended.

UNIFORM POLICY

All students are required to wear the school uniform and abide by the dress code policy. BSCS uniforms are available at the beginning of the school year when The Toggery visits our campus with a complete stock of uniforms. Also, parents may purchase uniforms from The Toggery website, www.toggerykids.com, as well as the BSCS used uniform sale.

Uniform options for Girls:

Plaid jumper, skort or skirt
Navy shorts or pants
White BSCS crest t-shirt
Red collared shirt with BSCS crest
Long or short sleeve white collared shirt
Red fleece vest
Red Sweatshirt
Red cardigan
Tie Dye shirts for Fridays only

Uniform options for Boys:

Navy shorts or pants
White BSCS crest t-shirt
Red collared shirt with BSCS crest
Long or short sleeve white collared shirt
Red fleece vest
Red Sweatshirt
Tie Dye shirts for Fridays

DRESS CODE POLICIES

If wearing plaid, a collared shirt must also be worn. No t-shirts may be worn with plaid jumpers, skirts or skorts. Shorts or tights must be worn under the jumper or skirt.

Skorts and shorts must be no shorter than 2 inches above the knee, while kneeling.

No shorts may be worn to school in the months of December, January and February. If the skort is worn during these months, navy, red or white tights must also be worn with it.

Tie Dye shirts are to be worn on Fridays ONLY.

If uniform is plaid, tie dye, red, or has the BSCS crest, it MUST be purchased from The Toggery. Navy blue pants and shorts that are consistent in fabric and style with the Toggery option may be worn. Cargo, carpenter, athletic, leggings, and any style not consistent with the uniform is not an acceptable option.

ACCESSORIES

Socks should be plain, of coordinating color and with no pictures or logos.

Shoes should have a closed toe and heel and be of neutral color. No neon, pink, purple, sparkle, glitter, flashing lights or any detaching parts should be considered acceptable to the uniform code.

No Boots. If boots are worn to school during winter months or due to rain, another pair of acceptable uniform shoes must be brought with the student and he/she will change into the correct pair.

Earrings should be small loops or studs. No dangle earrings permitted. Jewelry should be simple and not distracting to the students or others in the classroom.

No hats or sunglasses unless for a special occasion designated by the teacher.

PERSONAL APPEARANCE

All students are expected to come to school neat and clean. Shirts are to be tucked in. Uniforms cannot be faded or have holes or rips.

Hairstyles should be appropriate and never extreme. No extreme dyed hair colors. Girl's hair should be styled off the face and out of the eyes. No feathers, ribbon braided in hair. Headbands, bows, barrettes and pony tail holders must be a color that is in the uniform.

Boys are to maintain hair above the collar of the polo style shirt and out of the eyes.

Final decision on appropriate hair style rests with the principal.

No nail polish, make up or tattoos.

SPECIAL DRESS DAY UNIFORM POLICIES

Scouting uniforms may be worn in place of school uniforms only on meeting days. The scouting uniforms must comply with the dress code regulations such as fit and length.

For PE days, students are required to wear tennis shoes. Girls should wear shorts underneath any skirt or jumper. PE begins the first week of school so please dress your child accordingly.

For field trips, all students participating in a BSCS field trip are required to adhere to the dress code policy. Students will wear the uniform, unless for a special occasion and approved by the teacher/principal.

On Casual Dress days, clothes worn should be in good taste.

No bare shoulders, leggings, exercise pants, tank tops, mini-skirts, no hard soled boots, or sandals should be worn.

Shorts/skirts must be knee length.

Parents should check designs and logos on shirts before leaving for school. There are many advertising logos that would not be appropriate.

VIOLATIONS OF DRESS CODE POLICY

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

VISITORS

Any person visiting the school must check in and sign in with the office. Safety is paramount and knowing who is in the school building at any given time is vital. Additionally, we want to prevent interruptions during classroom instruction.

WITHDRAWAL FROM SCHOOL

When a family is moving or withdrawing from school for any reason, the parents must submit a letter to the principal stating the reason for leaving and the planned date of departure. The same procedure should be used if the family is not returning for the next school year. The student's classroom place is not released until the school has been officially notified in writing of the student's withdrawal.

PASTOR'S / PRINCIPAL'S RIGHT TO AMEND THE HANDBOOK

This Blessed Sacrament Catholic School Parent/Student Handbook contains established policies and procedures for the 2017-2018 school year. Since it is not possible for a Handbook to address every situation that may arise during the school year, the school administration reserves the right to amend or revoke the policies and procedures in this Handbook at any time as circumstances may require. When changes are made to the Handbook, parents and students will be informed of the change in writing in a timely manner, and this will include a statement of when the changes will take effect.

The Diocese of Little Rock Office of Catholic Schools Policy and Procedure Manual shall apply in all instances not covered by the policies and procedures covered in this Handbook.

PARENT AND STUDENT AGREEMENT
SIGNATURE PAGE

My child(ren) and I have read and discussed the Blessed Sacrament Catholic School Parent/Student Handbook. We agree to abide by the policies and rules as stated in the Handbook. We further agree to be governed by the Handbook.

Parent/Guardian Signature

Date

Parent/Guardian Signature

Date

Student Name/Signature

Grade

Please sign and return to the office.
Thank you.