



Blessed Sacrament Catholic School

Student/Parent Handbook 2016-2017

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School Hours for Students: 7:50am-3:00pm

www.blessedsacramentcatholicsschool.com

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MISSION STATEMENT

Blessed Sacrament Catholic School provides each student a Catholic faith-filled education with a commitment to academic excellence by developing mind, body and spirit.

BELIEF STATEMENTS

1. A Catholic school reflects the integration of Catholic faith and values.
2. A safe and comfortable learning environment increases a student's potential for responsible decision making.
3. Mutual respect among the students and staff creates a wholesome learning environment.
4. Each student is a unique child of God.
5. All students can be problem solvers and confident, competent and successful learners.

HISTORY OF THE SCHOOL

Blessed Sacrament School opened in the fall of 1962 with five small classes and four teachers. In September of 1969, the Franciscan Missionary Sisters joined the faculty and retired in June of 1987.

Growth has marked the history of Blessed Sacrament Catholic School from its inception to the present. Many physical changes, as well as academic changes, have been implemented to enhance and expand our curriculum. Our present staff includes the Principal, a full-time Business Manager, full-time Administrative Assistant, part-time School Counselor, 12 teachers, Technology Administrator, part-time Music teacher, Spanish/Art teacher, Extended Day Director, Catering Service for the hot lunch program, and a night cleaning service.

Blessed Sacrament Catholic School was originally accredited in 1972, by the Florida Catholic Conference, authorized by the State of Florida to accredit Catholic Schools every seven years. We were reaccredited in March of 2012.

Blessed Sacrament Catholic School opened a VPK program in the fall of 2012. This program is funded by the state of Florida and regulated by the Pinellas County Licensing Board and Early Learning Coalition of Pinellas County.

PROGRAM ORIENTATION

Education is the process of narrowing the gap existing in all of us between what we are and what God plans for us to become. The goal of our educational program is to promote positive Catholic attitudes in an atmosphere of mutual respect and understanding. It is in such an atmosphere that each student can experience affirmation, develop self-confidence, and generate enthusiasm. Thus motivated, the student is disposed to gain knowledge, build habits, form attitudes, cultivate interests, and develop skills, which will enable him/her to develop spiritually, mentally, and physically.

EDUCATION PROGRAM

Blessed Sacrament Catholic School consists of ten grades, VPK through eighth grade. Grades VPK-5 are self-contained, except for special subject areas, and fifth graders change for one core subject area. Grades 6-8 share a team of teachers in a middle school style program.

Blessed Sacrament Catholic School Faculty and Staff Assignments

Administration/Faculty Teacher Assignments		
Department	Position	Faculty Member
Administration	Pastor	Father Gordon
Administration	Principal	Mrs. Becky Clark
School Counseling	School Counselor	Mrs. Mary Gross
Student Support	Specialist Grades VPK-8 Enrichment Teacher Gr. 1-5	Mrs. Cindy Danecki
Office	Office Manager	Mrs. Anne Eunson
Office	Business Manager	Mrs. Peachy DeSio
Maintenance	Director	Mr. Nelson Jefferis
Maintenance		Mr. Joe Cascio

Teacher/Staff Assignments	
VPK	Mrs. Mary Stewart
VPK Assistant	Miss Sally DeSio
Kindergarten	Mrs. Ursula Klosterman
Grade 1	Ms. Tina Pucillo
Grade 2	Miss Lindsay Reiter
Grade 3	Mrs. Lisa LeColst
Grade 3 Assistant	Mrs. Heather Mellinger
Grade 4	Mrs. Jodie Snyder
Grade 5, Religion Grade 6	Mrs. Marie Reed
Grade 6, Middle School Math	Mrs. Nicole Schawang
Grade 7, Middle School Reading and LA	Mrs. Cheryl Sehner
Grade 8, Middle School Religion and SS	Miss Courtney Gaull
Middle School Science, Gr. 8 Reading	Mr. Steven Kospender
Physical Education/Athletic Director	Ms. Shelley Urban
Art Teacher, Spanish Teacher for Grades VPK and K	Mrs. Viviana Diaz
Spanish Teacher for Grades 1-8	Mrs. Yvonne Flowers
Media Specialist	Mrs. Kathleen Wodnicki
Music	Mr. Fred Eschenfelder
Extended Day	TBD

Home and School Association (HSA)

Mission Statement: HSA mission is to support Blessed Sacrament Catholic School through fundraising efforts; to promote open communications and understanding between the parents and staff; to support school, community, and family social interaction; to foster a strong, faith-filled, positive atmosphere for our Catholic School; to increase visibility and support of Catholic education within our local community; and to devise projects that enrich the children's overall experience. Our efforts serve to enhance and maximize the education of every child while aiding them in achieving their greatest potential.

The 2016-2017 Executive Board members are:

President: Amanda Byrd
 Vice President: Kirsten Ireson
 Secretary: Susan Hull
 Treasurer: Mrs. DeSio
 Teacher Representative: Mrs. Snyder
 Administration: Mrs. Clark

All parents of students attending Blessed Sacrament Catholic School, as well as Faculty and Staff, are members of the Home and School Association (HSA).

The HSA Executive Board is responsible for the oversight and managements of the HSA’s fundraising activities, community-building ministries, as well as Classroom Liaisons and classroom support. The HSA Executive Board works closely with the administration to ensure that all HSA events and ministries are aligned with the mission of Blessed Sacrament Catholic School. Board members are elected positions with elections for open positions held in the spring at the Parent Meeting.

Member Responsibilities: BSCS relies greatly on each family to share their time, talents and gifts within our school community. The support of our BSCS families provides and enriches our students’ experiences while keeping our community connected. In addition, the contributions of all volunteer time and financial funding supports sustain our community through HSA events. If you are unable to fulfill your volunteer hours, you will be charged \$50.00 per hour.

Mandatory Volunteer Hours: 28

Each family is required to give a minimum of

- 15 Carnival
- 4 Auction
- 6 General
- 3 Home School Meetings

Dues: The BSCS business manager collects dues with registration fees for the upcoming school year. \$20.00 per student is given to the class fund.

All volunteers must have documented Safe Environment Training and pass a Level II Background Screening before they may volunteer in the school.

Volunteer opportunities (shifts) may be found throughout the school year on Sign Up Genius. Emails will be sent approximately two-four weeks before the event. Volunteer hours may be fulfilled by the student’s family members that have completed a Level II background screening and Safe Environment Training.

HSA Fundraisers	
Annual Auction	Dinner/Auction/Dance event held in the fall. Volunteers are needed to help plan and work during the event. This is one of our biggest fundraisers and a fun event.
Santa’s Secret Workshop	Shopping for special presents for the whole family. Volunteers are needed to set up, sell, and clean up this event for our kids.
Annual Spring Carnival	Four days of rides, food, games, and fellowship. Volunteers are needed to set up, cook, run games, security, sell tickets, and more. This is one of our biggest fundraisers and a fun event.
Box Tops	Collects, sorts and submits coupons for manufacturer's redemption programs such as Box Tops and Labels for Education.
Scrip	Fundraisers by which families purchase gift cards through the BSCS scrip program, a percentage of sales benefit the school. (All Year)
Annual Lenten Fish Fry	One Friday during Lent, bring the family and enjoy fish from Snappers.

Six general service hours may be earned but not limited to: driving on a field trip, volunteering in the classroom, Book Fair, Coaching, and Room Parent.

HSA Community Events	
Trunk or Treat	BSCS families trick or treat through the school parking lot.
Spirit Nights	Committee plans quarterly family nights out at a local restaurant and other establishments to benefit the school and promote fellowship. These nights will be a no hw night for all students.
Mother/Son Event	Bowling
Father/Daughter Event	Dance

HSA Community Support	
Spiritual Committee	Team of parents who support and promote church ministries and plan events to encourage school families to grow in their spiritual faith. (All Year)
Moms in Prayer	Moms in Prayer are a group of mothers who gather each month to praise God and give thanks for His many blessings. They focus on scripture and pray for the needs of their children, school, and parish staff, and faith community. (All Year)
Family Fun	The members of the Parish Leadership Team, Friends of Blessed Sacrament and HSA will host a few family events for all to attend. Ideas include but not limited to Movie Night, BINGO, or Game Night.

Each year, the HSA makes a commitment to fund a portion of the school's operating budget. These funds are critical to paying ongoing operational expenses (such as teachers' salaries) and help keep tuition at an affordable rate. The HSA's commitment to the operating budget for the 2016-2017 school year has been set at \$75,000. These funds are raised through a series of fundraising activities, including the annual Auction, the Carnival, SCRIP, Box Tops and Spirit Nights. To ensure that we meet this \$75,000 goal, each family is required to support the HSA fundraising efforts.

Parent Meetings

The parent meetings are mandatory to all parents to help keep our parent community updated on school and parish events. The 2016-2017 school calendar includes the dates of these meetings.

Home and School Association Communication

The HSA will communicate with parents quarterly via the weekly school e-newsletter. The information will include details of our upcoming activities, fundraisers, events, etc. You will also receive information regarding online ticket sales for events, volunteer opportunities, and any other information we need to communicate to you.

School Advisory Council (SAC)

2016-2017 Executive Board Members include:

Mrs. Cunningham, Parent representative
Mrs. Rozance, Parishoner representative
Mr. Mark Livings, Parent representative
Mr. Delusso, Parishoner representative
Mrs. Mahowski, Community representative
Mrs. Trehy, Parishoner and parent of alumni representative
Ms. Byrd, HSA President
Miss Gaull, Teacher representative
Mrs. Clark, Principal

SAC serves with the principal for the good of the school community. The SAC embraces and supports the Mission Statement of Blessed Sacrament Catholic School. The SAC is a consultative entity, meaning that the members cannot act apart from the pastor and the principal. The SAC assists in defining the mission and vision for the school and has the responsibility to assist in establishing policies in accordance with diocesan policies that enable the school to carry out its mission and bring its visions to reality. The SAC shall have an integral part of all its programs the four task of catechesis: to proclaim Christ's message, to develop community, to lead people to worship and to motivate the service of others.

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ABSENCES/ATTENDANCE

Florida State law requires those children between the ages of 5 and 16 attend school. Unless a child is ill, or arrangements for an absence have been discussed with the principal, a child is expected to be in school daily. If your child will be absent from school, please call the school office by 8:30 am that morning or leave a message on the answering machine.

Someone from the school office will contact you if we haven't heard from you by 8:30 am. Students participating in after-school activities need to arrive at school before 10:00 am and must stay until the end of the school day. If a child leaves school sick, they should not return later in the day in order to participate in after-school activities. If a student accompanies their parent on "Take Your Child to Work Day," it is considered a day absent.

Ten tardies in a quarter are considered excessive. A letter will be sent home on the eleventh tardy. A conference with the school counselor and homeroom teacher will be mandatory.

Five (5) absences in a quarter are considered excessive. A letter will be sent home on the sixth absence. A conference with the school counselor and homeroom teacher will be mandatory. On the seventh absence, consequences will be given and may include but are not limited to in-school suspension and after-school detention. If your child is going to be out for any length of time due to a family commitment, please send a note to the school office at least a week in advance.

When a child has been absent, the parent must write a note explaining the nature of the absence, and it must be given to the homeroom teacher or school office upon the child's return to school. If a child has contracted a contagious disease, the child must have a doctor's note to return to school. If a child is absent for three (3) consecutive days or more, a doctor's note regarding the nature of the illness is necessary in order for the child to return to school. If a student misses a cumulative of twenty (20) days, the administration will consult with the school counselor and teacher(s) to determine whether the student should be retained.

Any student who is absent on the day of a scheduled summative assessment will be expected to make it up upon his/her return to school. For every day a student is absent, he/she has that number of days to make up and submit assignments. (Ex. 1 day missed = 1 day for assignments.) It is the student's responsibility to speak with his/her teacher regarding missed assignments/make up work. In the event of multiple-day absences, the teacher will determine when all missed assignments are due and when all assessments will be taken. If a student is absent, he/she may log on to the portal to check the homework missed. Homework assignments for extended absences should be arranged with the teacher. Parents may pick up textbooks, if necessary, at the end of the school day but should email the teacher by 10am to arrange this.

ASBESTOS

The Facilities/Maintenance Department maintains the school's Asbestos Management Plan for review upon request. The regular six month inspection was recently completed.

AFTER-SCHOOL SPORTS PROGRAM

Blessed Sacrament Catholic School is a member of the Lower Pinellas Catholic Conference, which issues all league rules and schedules. The program is coordinated by the Athletic Director and is open to students in grades 5-8 (grade 5 – track and basketball). The purpose of the program is to teach skills for each sport and to train the children in good sportsmanship. Soccer, boys' flag football, girls' volleyball, basketball, and track are the sports offered in the league. Parents receive their 6 general service hours for coaching a sport. Eligibility requirements for athletic and all other extra-curricular activities are outlined in the extra-curricular section of the handbook.

ARRIVAL AND DISMISSAL

As a part of our safety sweep that we shared in May, we are changing our morning arrival. Students will go directly to their classrooms Monday-Thursday. Parents will form a drop off and pick up line in the same location. The line will form on the West side of the building, between the church and the school. Younger

students will be escorted to their classroom. Please come through the morning drop-off line between 7:35-7:50am. On Friday mornings our students will gather on the blacktop behind the school building. The bell will ring at 7:50am and all other students will need to be escorted to the front office and signed in by a parent/guardian to receive a late pass. Parents are asked not to park cars and walk to classrooms rooms or lines to deliver/pick up their children. Parents must be in their cars in the carline during arrival and dismissal in order to drop-off/pick up their child. The procedures for arrival and dismissal are designed to ensure the safety of all children and parents. Students leaving at the end of the school day (3:00 dismissal) will be dismissed through the carline on the west side of the school building.

Both the 11:00am and the 12:00pm VPK dismissals will also take place this way, with a small carline dismissal for those children leaving. Please follow carline procedures. Students will go directly to their classrooms, except for VPK who will meet in the Parish Center until the entire class is together and walk to class as a group.

Supervised Morning Care is provided free of charge from 7:00 to 7:35am in the music room. Morning care is designated specifically for students of working parents/guardians ONLY or in an emergency situation. Faculty provides homeroom supervision from 7:35-7:50am and outside supervision from 3:00-3:20pm in the car line. Children picked up later than 3:20pm will be sent to Extended Day and charged a fee.

Any student in grades 4-8 who walks or rides a bike to and from school must have a letter from his/her parents on file in the school office giving their permission. This letter must be updated annually. These students are dismissed through the school office immediately following dismissal and should not go to the carline. Bike riders must wear a helmet.

ATHLETIC EARLY DISMISSAL

Parents/guardians may pick up their child(ren) in the school office beginning at 2:45pm to attend 4:00pm athletic events at St. Raphael Catholic School, Holy Family Catholic School, and St. Paul Catholic School.

For athletic events at St. John Vianney Catholic School, Sacred Heart Interparochial School, Cathedral School of St. Jude, and Gulf Coast Gym, parents/guardians may skip the car line and pick up their child(ren) in the school office at 3:00pm.

ATHLETIC EVENT ETIQUETTE

Positive cheering is encouraged. Spectators are asked to refrain from “coaching from the sidelines” toward a particular child or the team in general.

BIRTHDAYS/SPECIAL OCCASIONS

Parents/guardians may not have flowers or balloons delivered to school for their children. Parents/guardians need to notify their child’s teacher to let them know what day the treat will be brought to school. All birthday treats are shared during lunchtime. Birthday/party invitations should be mailed from home unless each child or each boy/girl in the class receives one. Students may come dressed down on their birthdays. If your birthday falls on a mass day, you may dress down on the day before or after. Students must follow the guidelines in the handbook for “Dress down Days.” Students with summer birthdays may pick one day in May to dress down. If a birthday falls on the weekend or a holiday, then it may be celebrated on Friday or Monday.

CHANGE OF ADDRESS, PHONE NUMBER, and/or OCCUPATION

Every change of address, phone number, cell phone number, employer name, work phone number and email address should be reported to the school office immediately. Up-to-date records are essential in handling emergency situations.

CLASSROOM MANAGEMENT EXPECTATIONS

At the beginning of the school year, each teacher will provide classroom expectations to the parents/guardians and students.

COMMUNICATION

Agendas or folders in grades VPK-1 are to be signed/initialed nightly by a parent.

The newsletter, monthly calendar, and lunch menu are e-mailed to the parents/guardians (also available on the school website and parent portal). Communication among our school families is essential in order to meet the children's needs. Should parents/guardians wish to speak to teachers concerning their child, they must e-mail the teacher or send a note to the teacher to make an appointment. If you email a teacher, please allow him/her 24 hours to respond to your email. If the email is sent on the weekend, please know it will be 24 business hours. Should a problem arise concerning your child and a classroom situation, the matter should first be taken up with the individual teacher before referring it to the team leader or principal.

CONFERENCES

Parents/legal guardians are required to attend a parent-teacher conference scheduled at some time during the school year. Students in grades 2-8 are required to attend with a parent. Additional conferences may be scheduled whenever a parent/legal guardian or teacher feels the need to further discuss a child's progress. Teachers' schedules vary; therefore, parents/legal guardians are required to contact the teacher to schedule a parent- teacher conference. Scheduled conferences are as follows: September 30, 2016 and March 20, 2017.

CURRICULUM

The curriculum of Blessed Sacrament Catholic School is designed to meet or exceed both state and Florida Catholic Conference standards. You may find the Florida Core standards on www.cpalms.org for a complete list of grade level standards and benchmark that are taught at our school. A cycle is established to evaluate the objectives and textbooks of each subject area regularly. Faculty members often attend workshops, conferences and in-service programs in order to guarantee that they remain current on educational research.

The following subjects comprise our core curriculum:

Religion, Mathematics, Reading, Language Arts, Social Studies, and Science

These special subject areas enhance our core curriculum:

Art (K-8), Music (K-8), Physical Education (VPK-8), Spanish (VPK-8), Enrichment (1-5), Library and Computer (VPK-8), and Electives (6-8)

In addition to the core curriculum followed at Blessed Sacrament Catholic School, the Prekindergarten (VPK) class will follow the Early Learning and Developmental Standards for Four Year Olds written by the Florida Department of Education. These standards are designed as a guide for implementing appropriate practices in early learning environments. These benchmarks and standards include guidelines for facilitating growth in the following areas of development:

- Physical Development
- Approaches to Learning
- Social and Emotional Development
- Language Communication and Emergent Literacy
- Cognitive Development and General Knowledge

The VPK classroom will utilize these benchmarks and standards in an appropriate manner while following the Starfall Prekindergarten curriculum which infuses thematic units with research based lessons, guided instruction and imaginative play. Spanish instruction, library time, PE, computer and religion time will also be a part of our curriculum.

CUSTODIAL PARENTAL/GUARDIANSHIP

In accordance with the directive from the Diocesan Office of Catholic Schools and Centers, parents must submit to the school counselor copies of parenting plans when time-sharing of children is concerned for the well-being of the child/ren. Please make every effort to coordinate your time-share meeting location away from the school

premises. Sharing this information with your child's teacher may assist in providing the best possible nurturing school environment.

DEPARTMENT OF CHILDREN AND FAMILIES (DCF)

The following has been dictated from the Diocesan lawyers to be added to our handbook: "The school will reasonably cooperate with regard to any investigation by the Department of Children and Families (DCF) pertaining to allegations of child abuse. Since the school is on private property, DCF will be precluded from reasonable access to students at school unless consent of a parent or guardian is obtained. Absent such consent, the school will cooperate in allowing DCF to have access to students if DCF obtains, according to law, an appropriate court order or other legal authority, such as the presence of a police officer or deputy sheriff."

EARLY DISMISSAL

If an early dismissal of a child is required, a parent/guardian must write a note to the teacher stating the time and the purpose. When the parent/guardian arrives to sign out on the computer in the school office, the child will be paged. If a child returns to school the same day, the parent/guardian signs the child in again, and the child may then return to class. Students will not be allowed to be dismissed through the office on a daily basis.

EXTENDED DAY

An extended day program is provided after school until 6:00 pm. only on days when school is in session. A yearly registration fee (\$25) per family is charged if a child will be part of the program anytime during the year. Children in extended day may participate in after-school sports or other clubs and activities. Application and fee information is available in the school office. Any child not registered in the program and uses the services twice in any six week period, is required to complete a registration form and pay the registration fee for future use. Any family who is thirty days in arrears will not be permitted to use the program until the account is current. A child may only change from their school uniform into their PE clothes.

GIFT CARDS

A limited amount of gift cards are on sale in the school office or you can order from the form accessed through our school website. We purchase the gift cards at a discount and re-sell them to you for full face value. The bulk of the discount – from two to fifteen percent or more – is retained by the school as revenue.

When you purchase gift cards, you purchase negotiable gift certificates that are used just like cash. These merchants want to support non-profit organizations, and in return ask you to support them by shopping at their stores. You can buy gift cards for everyday expenses like food, clothing, and other essentials, and with every purchase, you can earn revenue for BSCS.

Orders will be processed on Monday morning at 8:30 am and will either be sent home with your child or may be picked up in the school office on Thursday.

- Order forms can be accessed through the BSCS website – www.blessedsacramentcatholicschool.com
Click on ORDER GIFT CARDS here and Download the Order Form.

HEAD LICE

If a student is suspected of having head lice (as indicated by extreme head itching), everyone in the class is checked. If head lice or nits are found in a class, parents of all students in that class are notified by a note sent home that day (as well as siblings in other classes). It is the parent's/guardian's responsibility to immediately begin treatment of the child and home environment appropriately. *The affected student may not return to school until after the first treatment and must enter through the front office to be checked before entering the school building. The child must be nit free before he/she will be allowed to return to class.* Follow-up treatment is imperative.

HEALTH REGULATIONS (Immunization)

For children entering Florida Schools for the first time, (including Prekindergarten (VPK) students), a valid Physical Examination HRS Form 3040 and Florida Immunization HRS form 680 are required. It must be

previously dated within a year of the child registering for school.

Children entering or attending 7th Grade will be required to have completed Hepatitis B Series, Tetanus-Diphtheria Booster, and a second dose of measles vaccine (preferably MMR vaccine). Proof of completion of immunizations must be sent to the school office before the school year begins. A new HRS Form 680 will be required. Students without the required medical form will not be admitted to school. Immunization Certificates and Physical Exams may be obtained from your doctor or the Pinellas County Health Department.

If a child is not fully immunized but is in the process of completing the necessary immunizations, a Temporary Medical Exemption may be issued that is valid until the next immunization is due. The Catholic schools in the Diocese of St. Petersburg do not recognize religious exemption to immunization. The policy is effective beginning in the 2011-2012 school year per the Bishop. (Medical exemptions are accepted). However, if the student is enrolled prior to August 1, 2011, and has submitted a religious exemption, that student does not need to provide proof of immunizations because they are considered "grandfathered".

ILLNESS AND INJURIES

Children are not allowed in school if they are running a temperature above normal, vomiting, have rashes, head lice, pink eye, or any communicable disease and need to be clear for a minimum of 24 hours before he/she may return to school. If a child is sent to the office and the parent is notified of illness or injuries, the student is expected to be picked up no later than one-half hour after notification from the office. If a child reports to the office and has no temperature or is not vomiting, then he/she is expected to return to class unless there are other specific instructions by the office staff. The sick room is available for administering assistance to injuries obtained during school hours. Students will not be permitted to stay in the sick room unless they are ill and waiting for their parent/guardian to pick them up.

INCLEMENT WEATHER

Blessed Sacrament Catholic School will follow Pinellas County Schools when closing due to weather. We do not follow the re-opening guidelines. Be sure to check with the school office, email notifications and instant alerts. The following is a list of radio/television channels where you may hear the information regarding school closing: Spirit FM 90.5, WFLA 970 AM, WTBN 570 AM, Channel 8 and Bay News 9. Every reasonable effort will be made to update our school's answering machine as well as the school website. The Portal Instant Alert will supersede the above policy. Please make sure your information is current.

MEDICATION

All prescription and non-prescription drugs necessary for a student's health must be registered with and dispensed by the designated staff members while the student is in attendance during the school day. Cough drops, inhalers, and EpiPens are the only exceptions to this rule.

The State of Florida maintains strict laws governing the possession and use of medication on school campuses. Blessed Sacrament Catholic School follows these laws as stated below:

Distribution/Administration of Medication (Florida School Law 232.46 # 1, 2B)

"For each prescribed medication, the student's parent or guardian shall provide to the school Principal a written statement which shall grant to the Principal or his designee permission to assist in the administration of such medication and which shall explain the necessity for such medication to be provided during the school day, including any occasion when the student is away from school property on official school business. The school Principal or his trained designee shall assist the student in the administration of such medication.

Each prescribed medication to be administered by school personnel shall be received and stored in its original container. When the medication is not in use, it shall be stored in its original container in a secure fashion under lock and key in a location designated by the Principal.

There shall be no liability for civil damages as a result of the administration of such medication when the person

administering such medication acts as an ordinarily reasonably prudent person would have acted under the same of similar circumstances.”

VPK parents/guardians must sign a log sheet which gives consent for the teacher or other school personnel to administer any/all medications. This includes but is not limited to prescribed medications, cough drops, inhalers, and sunscreen or bug spray. The person administering these medications on school grounds will sign the log each time so the parents have documentation. Any kind of medication needed for your child will be stored in a locked box in his/her classroom. It is against the rules and regulations of the licensing board for any kind of medication (including Chapstick) to be in the child’s backpack or lunchbox. Please see the teacher in order to sign the required log for medications.

Asthmatic students; possession of inhalers (Florida School Law 232.47)

An *asthmatic* student shall be able to carry a metered dose inhaler on their person while in school when they have approval from their parents or guardians and their physician. The school Principal shall be provided with a copy of the parent’s/guardian’s and physician’s approval. Inhalers should be brought to PE class and/or recess.

VPK teachers will keep inhalers in a locked box in order to keep them away from other students. If your child needs/uses an inhaler please see his/her teacher in order to sign the appropriate paperwork.

PERSONAL PROPERTY

Blessed Sacrament Catholic School makes every effort to provide a safe Christian environment. We also promote student accountability. However, Blessed Sacrament Catholic School and its employees cannot be held responsible for lost or stolen property.

PLAYGROUND

Children use the playground after finishing lunch. Playground rules are clearly identified, and supervision is provided. Safety is always the first consideration in all situations. Contact sports are not permitted. Unacceptable language or behavior, or the improper use of the equipment will not be tolerated, and appropriate action will be taken. At no time should any student be near the fence or property of any neighbor of the school property. Calling, teasing, or petting animals which belong to these neighbors is strictly forbidden. The school provides sports equipment to be used during recess periods. Students are not allowed to bring sports equipment from home to be used at school. Adult supervisors should be notified immediately of injuries or problems. Permission to leave the playground area must be obtained from adult supervisors who will then notify the office that the student is on his/her way.

SAFETY

Each month, fire drills are held in order to ensure that the students are prepared in case of emergency. Tornado, lockdown and other types of emergency drills are held periodically. If you happen to be in the school building during an emergency drill, please participate in the drill.

The only way to enter the school building is by ringing the buzzer at the front door of the school office. Do not ask a school employee or student to open the gate at any time.

Safety Patrols from grade 5 are provided before and after school in order to help with the arrival and dismissal procedures. Parents and students are encouraged to respect the patrols and follow whatever directions the patrols give.

SCHOOL DIRECTORY (Electronic)

The information contained in the school directory is **confidential** and may not be used for solicitation or provided to anyone other than Blessed Sacrament Catholic School families currently enrolled. Solicitation includes personal businesses as well as personal agendas and opinions regarding dissatisfaction with Blessed Sacrament Catholic School and/or parish and the personnel employed therein.

SCHOOL WIDE MASS

The primary goal of Catholic education is the teaching of our faith, traditions, and the living out of the faith experience in daily life. In addition to the religion classes, the students participate in a weekly celebration of the Eucharistic liturgy (Wednesdays at 8:30 am). Parents/guardians are welcomed and encouraged to attend the weekly liturgy with their child(ren). If you choose to sit with your child during the school mass, you must meet the class before they are seated in the church. Once the class is seated, for safety reasons, all students will remain with his/her class. Following the last song in mass, please send your child back to the pew to meet his/her class. All students need to be with their class before exiting the church. The students involved in the mass are not permitted to sit with their parent/guardian. Other services are held according to the liturgical season. Check the monthly calendar for reminders. Students are made aware of the needs of others and encouraged to participate in a variety of charitable works promoted by the school and larger community.

SOCIAL MEDIA

Students, parents, faculty, and staff are not permitted to use social media (i.e. Facebook, Twitter, Snapchat, etc.) as a means to spread negative statements about the school and/or individuals.

STUDENT VOLUNTEER PARENTAL PERMISSION FORM

FOR YOUTH VOLUNTEER HOURS AT THE DIOCESE OF ST. PETERSBURG PASTORAL CENTER OR OTHER DIOCESAN ENTITY

SECTION 1 – INFORMATION ABOUT MY SON/DAUGHTER/CHILD UNDER MY LEGAL CARE

Name of Youth: _____ Date of Birth: ____/____/____
____/____

MONTH//DAY//YEAR

Gender: Male Female

Student's Organization (School, Parish, etc.): _____

Home Address: _____

Name of Parent/Guardian: _____

Work Phone: () _____ Home Phone: () _____ Cell Phone: () _____

Alternate Emergency Contact: Name: _____

Work Phone: () _____ Home Phone: () _____ Cell Phone: () _____

SECTION 2 - MEDICAL INFORMATION:

Please list all information pertaining to allergies, diet, special medications, health conditions or any other information necessary in an emergency situation. Explain fully (attach and additional sheet if necessary). Enter "None" if there are no issues.

SECTION 3 – CONSENT AND RELEASE

General: *I hereby request and give my permission for my youth to volunteer hours of service at the Diocese of St. Petersburg Bishop Larkin Pastoral Center or one of its entities. I understand and assume the risks inherent with this volunteer service from other parties, but I also understand that all reasonable care and supervision will be exercised to provide for the general well-being of my youth. I, individually and on behalf of my youth named above, do hereby release, covenant not to sue, and save harmless: The Most Reverend Robert N. Lynch, Bishop of the Diocese of St. Petersburg and all employees, agents and volunteers from any and all claims for any and all harm arising to my youth as a result of his/her providing volunteer hours to the Diocese of St. Petersburg.*

Medical: *I request the Diocesan entity representative obtain medical treatment for my youth in the unlikely event of injury or illness during his/her voluntary service and I agree to pay any expenses incurred for such treatment.*

Parent/Guardian: _____ Date: ____/____/____

(Signature)

CONTINUED ON REVERSE SIDE

SECTION 4 – VOLUNTEER STUDENT’S ORGANIZATION

Name of Organization: _____

Report Volunteer Hours to (Name): _____

Phone Number: _____

Email Address: _____

Fax Number: _____

SECTION 5 – RESPONSIBLE DIOCESAN OFFICE (Providing Student Volunteer Hours)

Pastoral Center/Diocesan Entity Office: _____

Name & Phone # of Volunteer Youth’s Direct Supervisor: _____

Type of service (Community, etc.) _____

Type of work performed (Office, maintenance, etc.): _____

Number of Hours Volunteered _____

(Use Sign-in sheet below to total hours volunteered)

SECTION 6 – SIGN IN/OUT SHEET

Date	Time In	Time Out	Name of Organization Receiving Volunteer Hours
Total Volunteer Hours			

COPY TO: Student Volunteer’s Organization (Copy #1)
 Student Volunteer Work Location (Copy #2)
 HR/Safe Environment Program Office (Copy #3)
 Other (Specify) _____ (Copy #4 (Dated October 2014))

STUDENT VOLUNTEER REQUEST FORM-DOSP

Requesting Organization:	
Requestor's Name (Print):	
Requestor's Phone Number:	
Requestor's Email Address:	
Date of Request:	
How long will you need a Student Volunteer?	
Number of Student Volunteers Required:	
Will Student Volunteer be using a shredder, cleaning chemicals, lifting heavy objects or some other task that could cause injury? Yes <input type="checkbox"/> No <input type="checkbox"/> If so, explain.	
Signature of requestor:	
Provide description of the work required.	Student Volunteer Job Description

Instructions:

Any diocesan entity needing Student Volunteers to perform tasks for any length of time, please complete and forward this form to the Safe Environment Program Office via email: (ag@dosp.org), fax: 727-374-0215 or US Postal Service to Diocese of St. Petersburg, Safe Environment Program Office, 6363 9th Ave., N., St. Petersburg, FL 33710. If you have any questions, please contact the SEP Office at 727-344-1611 Ext. 5377 or 5303 or HR at Ext. 5438.

TARDY

We, as educators, and you, as parents/guardians, must work to prepare our students for the responsibility of adulthood. It is important to emphasize the need for being on time. **Our school day begins at 7:50am.** If a student reports to school after 7:50am, the parent/guardian needs to accompany the child to the school office. The parent/guardian then checks the student in on the computer, the official school record, and a tardy slip is printed in order to be admitted to class. If a child is frequently tardy, the principal will contact the parents/guardians to inquire about the nature of the problem.

If you know your child will be tardy due to a dentist or doctor appointment, please bring documentation from the doctor/dentist to the school office.

VPK Attendance Policy

Blessed Sacrament Catholic School offers the Voluntary Prekindergarten (VPK) Program. Our program runs from 8:00am through 11:00am Monday through Friday.

In order for your child to receive the high quality benefits of this program, it is essential that your child arrive on time and stays the full 3 hours.

In the event your child will be absent, please call the school office so we may plan accordingly. Each child is allowed to be absent for 20% of the program year. Please keep track of your child's absences to ensure you do not exceed the allowance. Your child is allowed to be absent for no more than 36 days this school year in order to abide by the 80%-20% rule (80% present, 20% absent).

In the event your child exceeds the permitted absences, they will be withdrawn from the VPK program at our site. You may choose to continue your child's care with us by using our private pay program. This would require that you pay \$75.00 per week, which allows your child to remain in the same class with the same teacher for the hours of 8:00-11:00am.

Part of the VPK program is verifying your child's attendance at the end of each month by signing the monthly form. We expect that you will verify your child's attendance no earlier than the last VPK day of the month and no later than ten VPK days after the end of the month.

We offer wrap-around for VPK children at the following rates:

\$0 Before Care ONLY

\$5 (Daily) or \$25 (Weekly) 11:00 am - 12:00 pm Lunch Bunch ONLY

\$245 (11 month fee) 11:00 am - 3:00 pm ONLY

\$125 (monthly) or \$5 (Daily picked up before 4 pm), \$10 (Daily picked up after 4 pm) for 3:00 pm - 6:00 pm.

Extended Day ONLY

\$25 one time only wrap-around fee, due with application 11:00 am - 3:00 pm ONLY (This registration fee is waived for full-time wrap-around families paying through FACTS).

Children may attend the VPK program without using our wrap-around care, however, you should know that we do extend our instruction beyond VPK hours, and your child will continue to learn while in our wrap-around program. In the event that your child is not picked up after their registered wrap-around time (after 12:00pm for Lunch Bunch, 3:00pm for full day, or 6:00pm for extended day, per your registration) you will be charged \$1.00 per minute following a fifteen minute grace period to be paid at the time of pickup or a bill will be sent home with your child.

In the event that circumstances arise outside of the above listed attendance violation, then termination from our VPK program or our wrap-around program is at the discretion of the Director and/or Principal.

Section 3: Student Expectations

Academic Integrity

Academic Awards Assembly

Accelerated Courses

Behavior

- Appeals Process
- Cellular Phones/Electronic Devices
- Diocese of St. Petersburg (DOSP) Anti-Bullying Policy
- Diocese of St. Petersburg (DOSP) Harassment Policy
- School Wide Expectations, Consequences, and Referral System

Diocese of St. Petersburg Grading Policy

- Philosophy
- Purpose of Assessment
- Types of Assessments
- Purpose of Grades
- The Grade Composition
- Reporting Behaviors and Conduct Attributes-Conduct and Approaches to Learning (ATL)
- Other Matters on Assessment and Grades
- Grading Scale

Eighth-grade Graduation

Enrichment

Extracurricular Eligibility

Handwriting

Homework

Honor Roll

Incomplete Work

Library

Lost and Found

National Junior Honor Society

Remediation and Retention Guidelines

Report Cards

Retake Policy

School Counselor

Standardized Testing

Student Council

Student Support

Technology/AUP/BYOD

Textbooks

Tutoring

Uniform Expectations

- Dress-down Days
- Dress-up Days
- Game Day Attire
- Shamrock Pride Day
- VPK Dress Code

ACADEMIC AWARDS ASSEMBLY

At the end of the school year an Academic Awards Assembly is held to honor students in grades 5-8 who have excelled in their academic performance. Recognition in the form of certificates is given to students who have the highest averages in each subject at each grade level. Service is one area specifically identified in the mission of the Church. Students who have given service to the school community through such groups as Student Council, Safety Patrol, Children's Choir, Altar Servers, NJHS, Kids News Network (KNN), etc. will also be recognized.

The Merit Certificate may be given at the end of the year to students in grades 5-8 for each subject area. This certificate recognizes those students who have shown academic growth and a commitment to learning but did not always meet the criteria for honor roll during the year.

The Most Improved Certificate may be given at the end of the year to students in grades 5-8 for each subject area. This certificate recognizes those students who have shown improvement in that subject throughout the year.

ACADEMIC INTEGRITY

It is imperative that the academic integrity of the school be maintained. At an early age students are taught the concepts of right and wrong, the importance of self-worth and the need for personal pride and development. Any work submitted or completed by a student must be their own work. Plagiarism, unacceptable testing behavior, using technology to generate material presented as original work and copying other's homework or allowing work to be copied are just some examples of cheating. Any student in grades 3-8 who is caught cheating will result in a disciplinary action. Forgery is also considered a serious offense and will also result in a disciplinary action.

ACCELERATED COURSES

Students in middle school have an opportunity to be placed in accelerated Math classes. At the end of the current school year, students will be evaluated and placed based on the summative assessments in all four quarters, Iowa Assessment, and teacher recommendation. Students and families will receive an email at the end of the school year.

Students in sixth grade have an opportunity to be placed in accelerated Reading and Language Arts classes. At the end of the current school year, students will be evaluated and placed based on the summative assessments in all four quarters, Iowa Assessment, and teacher recommendation. Students and families will receive an email at the end of the school year.

BEHAVIOR

APPEALS PROCESS

The administrator, faculty and staff members employed by the school have the right and responsibility to deal with issues involving student discipline in an immediate and professional manner.

DUE PROCESS OF STUDENTS

1. This policy pertains only to due process for serious disciplinary matters (i.e. expulsion) and not for academics.
2. Due process must be invoked (initiated) by the student or parent(s)/legal guardian in a timely manner. Failure to ask (5 business days) for a hearing before a panel forfeits such right.
3. The panel will consist of at least three (3) of the following:
 - a). Members of faculty and professional staff
 - b). Associate Pastor
 - c). Parish representative appointed by the pastor
 1. The panel will convene within 5 business days after the request for a hearing.
 2. The decision of the panel and the action taken should be documented and placed in the student's file with copies mailed to the parent(s)/legal guardian and to the Office of Catholic Schools.

Appeals:

- a) An appeal from the decision of the panel must be made in writing and made by the student or parent(s)/legal guardian within 10 business days to the Office of Catholic Schools with a copy served to the school principal.
- b) The decision on the appeal should be rendered by the Office of Catholic Schools within 10 business days with copies mailed to the student or parent(s)/legal guardian and to the principal.
- c) The decision of the Office of Catholic Schools in the appeal process is final.

CELL PHONES/ELECTRONIC DEVICES

In order to insure a safe and optimal learning environment, it is necessary to establish some guidelines for all portable electronic and hand held devices used by students. Some issues of concern are the use of electronic devices for illegal purposes, the disruption of the learning environment and the invasion of privacy.

Cell phones must be kept in backpacks and in the **OFF** position during arrival and dismissal unless authorization for use is given by a supervising teacher.

Students will keep their devices in his/her backpack. Students that do not follow the school-wide policy will forfeit the privilege of bringing it to school.

Therefore, the following will be eliminated:

- No picture taking of people, text messaging, or recording videos
- No harassment or threatening of persons
- No game playing, internet or e-mail access, gambling or making purchases of any kind

Those who violate any of the rules regarding electronic devices will have them confiscated and a parent must come to the office to claim them. Using electronic devices in this manner may forfeit the privilege of bringing them to school. Further violations will be handled within the school's disciplinary code.

DIOCESE OF ST. PETERSBURG (DOSP) ANTI-BULLYING POLICY

Bullying is defined as intentional, repeated hurtful acts, words or other behavior, such as name-calling, threatening and/or shunning committed by one or more children against another, with an imbalance in real or perceived power existing between the bully and the targeted child. These negative acts are not intentionally provoked by the targeted child. Bullying is not acceptable behavior and will not be tolerated at Blessed Sacrament Catholic School. Reported bullying situations will be investigated and appropriate disciplinary actions will be taken.

Bullying can take many forms but may be:

Physical: e.g. hitting, kicking, taking or hiding belongings, tripping, punching.

Verbal: e.g. name calling, teasing, insulting, writing unkind notes.

Emotional: e.g. spreading rumors, tormenting, humiliating, manipulating friendships, blackmailing.

Cyberbullying: e.g. use of technology for threatening and/or cruel e-mails, instant messages, and text messages, creating websites that ridicule others, taking and sending embarrassing photos with cell phone cameras, Facebook, Instagram, Snapchat posts, etc.

If a student experiences any form of bullying at school or at any school sponsored activities, he/she is advised to:

~tell the student who is bullying to stop and walk away from the situation.

~report bullying incidents to school personnel (teacher, school counselor, principal, etc.) immediately.

~not to retaliate with physical or verbal abuse.

If any form of bullying happens outside of school and is reported to school personnel, parents will be notified. If any form of bullying happens outside of school and is not reported to school personnel, action is at the discretion of the parent/guardian and will not be handled at school.

DIOCESE OF ST. PETERSBURG (DOSP) HARASSMENT POLICY

Blessed Sacrament Catholic School, Seminole, Florida strives to establish a Christian, professional and supportive educational community for administrators, faculty and staff, parents and students. The Diocese of St.

Petersburg has adopted and promulgated a harassment policy for its schools that addresses behaviors that interfere with fulfilling the school's mission. We, at Blessed Sacrament Catholic School, condemn any form of harassment and will address all credible allegations in accord with the diocesan policy. Concerns must be reported directly to the principal. All credible allegations will be addressed according to the Diocesan policy.

Statement on Harassment

Blessed Sacrament Catholic School provides a working and educational environment free from discrimination, insult, and ridicule, and takes action to eliminate such practices and remedy their effects.

Forms of harassment include but are not limited to:

- demeaning comments
- repeated annoyance, even after being told to stop
- creating an intimidating, hostile, offensive or unsafe environment suggesting or demanding involvement, accompanied by implied or explicit threats
- jokes of a demeaning or sexual nature
- touching
- showing of sexually explicit pictures, cartoons, etc.
- requesting sexual favors
- laughing about sexual references
- passing on stories about others (true or untrue)
- impeding or blocking movement
- demeaning or obscene notes, letters or invitations
- visual leering
- inappropriate gestures
- any act of retaliation against an individual who complains of harassment

SCHOOL WIDE EXPECTATIONS for Grades VPK-8

The Discipline Policy consists of inappropriate behaviors, consequences of poor choices and, if necessary, an action plan that is developed which involves the student, parent, teacher(s) and administrator working together for change. Ultimately each student is responsible and accountable for his/her own actions.

BE RESPECTFUL:

Inappropriate behaviors may include but not limited to:

- Disruptive behavior interfering with learning
- Rude, discourteous
- Violation of another's personal space
- Unacceptable or negative language
- Inappropriate behavior in church
- Disrespect toward another person
- Defacing school/parish/classmate's property
- Refusal to follow classroom/school expectations

BE RESPONSIBLE:

Inappropriate behaviors may include but not limited to:

- Copying another student's work
- Cheating or forgery
- Misusing technology

BE SAFE:

Inappropriate behaviors may include but not limited to:

- Misusing classroom or personal materials
- Ignoring safety procedures or safety instructions
- Leaving school grounds or area of supervision

- Physical contact/fighting

Consequences/Referral for inappropriate behavior may include but are not limited to:

- Re-direction
- Warning
- Conference with teacher
- Conference with school counselor
- Creation of a behavior plan
- Recess detention
- Email notification sent to parent (Grades 4-8)
- Telephone call/email to parent
- Parent conference
- Suspension (in or out of school)

Due to the developmental stage of middle school students, it is important to have behavioral expectations and consequences clearly stated. Any behavior management relies on the joint partnership between school staff and parents. All students are expected to be responsible for their behaviors, as well as their actions. Cooperation and support from the parents is necessary and expected in order for this management plan to be effective. This plan will encourage students to learn from previous mistakes and make good, moral choices.

Rules: The general rules of conduct are based on the mutual respect, health, safety and welfare of all students, staff members and adult volunteers. Appropriate Christian behavior is expected of all students anywhere on the school property or at any school-sponsored events that are on or off campus, in the classrooms, in church, in the lunchroom, in restrooms, on the playground, on field trips, at school sponsored athletic events, in extended day, and all other areas of the school campus.

Any student that intentionally makes physical contact with another student will be sent home for the day. If this behavior continues, a mandatory conference will be held with the student and parent. Additional consequences may be given.

Grades VPK-3

Teachers in grades VPK-4 will give a detailed explanation of their classroom expectations and discipline policy during orientation.

Grades 4-8

Disciplinary Referral— A referral in the form of an email will be sent home for students in grades 5-8 indicating an infraction of a school rule. On the fourth disciplinary referral within a quarter, students' conduct grade will go from a Satisfactory to an Unsatisfactory. A meeting with the student, parents/guardians, and principal, and on occasion the school counselor, will also occur. In addition, students will lose privileges based on the number of disciplinary referrals they receive.

Uniform Referral— Failure to follow the school uniform rules will result in a uniform referral. On the third uniform referral within a quarter, students will earn one disciplinary referral.

Suspension — Suspension is given to a student with multiple referrals or a very serious offense including the date of the in-school (ISS) or out-of-school (OSS) suspension. Students that receive a suspension will also be given an Unsatisfactory in conduct for the quarter.

BE RESPECTFUL:

Student will receive disciplinary referrals for:

- Disruptive behavior
- Rude, discourteous
- Unacceptable or negative language

- Violation of another's personal space
- Inappropriate behavior in church
- Defiant toward teacher/staff member
- Defacing school/parish property or destruction/theft of school/faculty/student's property
- Bullying or harassment

BE RESPONSIBLE:

Student will receive disciplinary referrals for:

- Refusal to abide by classroom expectation
- Electronic device visible or on your person (not teacher directed)
- Copying another student's homework
- Plagiarism, cheating or forgery
- Misusing computer/internet for non-educational and non-academic purposes

BE SAFE:

Student will receive disciplinary referrals for:

- Misusing classroom or personal materials
- Ignoring safety procedures or safety instructions
- Leaving school grounds or an area of supervision
- Physical assault/fighting

****More serious offenses will be handled on an individual case-by-case****

For all grades: After the second out-of-school suspension has been issued, the next infraction may result in expulsion from Blessed Sacrament Catholic School or registration will be forfeited for the following school year. In cases where suspension is warranted, parents/guardians will be notified by phone. If an expulsion is warranted, the principal will confer with the pastor and a meeting with the parents will be set.

Expulsion from Blessed Sacrament Catholic School is used, in most cases, after a variety of measures have been used to deal with a student's misconduct or in cases of extreme disciplinary problems posing a risk to other students. The principal must consult with the pastor before a student is expelled from school. Parents are informed in writing of the steps taken to solve the problem and the reasons for the expulsion. A family may appeal the decision to the pastor. A student may be expelled for the same reason for which he/she has been suspended. Parents/Guardians help maintain the discipline of the school by cooperating fully with the policies and supporting the staff, faculty and administration.

BSCS has a zero tolerance policy. Bringing any type of weapons or illegal substances on campus or to a school function will be grounds for expulsion.

For all grades, in critical situations, suspension and/or expulsion may take place without any formal procedure of the above.

DIOCESE OF ST. PETERSBURG GRADING POLICY

The Diocese of St. Petersburg has adopted Standards Based Grading (SBG). SBG is a research based best practice that measures evidence of specific academic criteria directly related to learning standards.

A. Philosophy

We believe ...

- Our system of grading should be timely, specific, fair and accurate
- Grades should be based on a well-defined set of standards
- Grades should be an accurate measure of a student's ability to demonstrate understanding
- Students should have a clear understanding of learning objectives
- Criteria that are not a direct measure of student learning, such as work habits and behavior, should be

- reported separately from the academic grade
- Assessments are critical to the teaching and learning process

B. Purpose of Assessment

An assessment is defined as any instrument that is able to indicate or provide feedback on student achievement or performance. The purpose of assessment may be summarized as follows:

1. To provide information to students in regard to their proficiency towards mastery of the standards. In addition it provides information for self-evaluation and the incentives to learn.
2. To provide information to teachers on the students' level of mastery of the content/skill.
3. To allow teachers to use assessment data to plan instruction that will meet the needs of students.
4. To communicate information to parents about student achievement and performance in school.

C. Types of Assessments

While assessments will take many forms and types, they will be grouped under two broad categories.

Formative

Whenever a student learns new material, he/she needs time to practice and gain familiarity with the material. It is expected that the student will make mistakes during this learning process. Any work done during this learning period is considered *formative*. The purpose of a *formative* assessment is not to judge a student's final competency on a topic or unit, but to evaluate where he/she is in the learning process, diagnose any problems, and motivate and help the student learn the material. Formative assessments also inform the teacher of learning areas that may need reinforcement or re-teaching.

Summative

After a student has had sufficient instruction and practice on a topic, including assessments of a formative nature, it is then reasonable to judge mastery of understanding, content or skills. The purpose of a summative assessment is to evaluate how well a student knows and understands the material after sufficient engagement and practice with it.

Assessments are *Formative* or *Summative* based on their intended use and purpose and not by form. A quiz, for example, may be formative if the teacher is having the students use new concepts to ascertain their level of understanding. A quiz would be a summative assessment if used at the end of a learning section or curriculum chunk after the students have had adequate instruction and practice. In the same way, a trial test is formative, while an end of chapter test is summative. Projects contain both formative and summative elements. They include the ongoing nature of practice, reflective thinking and reworking, before the final summative rendition. Homework is mainly formative in nature as students get familiar with or reinforce what was learned in the classroom.

D. Purpose of Grades

A grade is a recorded score derived from an assessment or assessments. The purpose of grades may be summarized as follows:

1. To provide information to students in regard to their proficiency towards mastery of the standards.
2. To provide information to teachers on the students' level of mastery of the content/skill.
3. To communicate information to parents about student achievement and performance in school.
4. To document student performance for transcripts and to evaluate the effectiveness of school programs

E. The Grade Composition

In order to represent an accurate measure of what a student knows, understands and is able to do, the academic quarter grade needs to be based primarily on work that is evaluated for appropriate content, understanding and correctness, at a time when the student has had sufficient instruction and practice to be responsible for the material. Summative assessments will therefore be the primary constituent of the quarter

grade. They will account for no less than 80% of the quarter grade. Formative assessments will account for no more than 20% of the quarter grade.

No behavior and conduct attributes will be included in the academic grade. These attributes will be reported separately.

F. Reporting Behavioral and Conduct Attributes

The Diocese recognizes that the cultivation of good behavioral and learning habits and behaviors support learning in the long run.

Conduct

While schools may create their own rubric for Conduct, the principles of Respect and Responsibility should be the focus for conduct behaviors. The following are the indicators of Respect and Responsibility.

Respect

- Has a good attitude
- Is respectful to adults and peers in speech and action
- Maintains positive peer relationships
- Respectful of personal, peer and school property

Responsibility

- Exhibits self-control
- Follows directions and does not need constant reminders
- Socializes only at appropriate times
- Takes ownership for behavior

The following is an example of a rubric for the reporting of *Conduct*.

	Respect	Responsibility
4 Exceeds	Consistently respectful, kind and cooperative.	Consistently follows school/classroom rules and directions.
3 Meets	Frequently respectful, kind and cooperative.	Frequently follows school/classroom rules and directions.
2 Developing	Occasionally respectful, kind and cooperative.	Occasionally follows school/classroom rules and directions.
1 Rarely	Rarely respectful, kind and cooperative.	Rarely follows school/classroom rules and directions.

Approaches to Learning (ATL)

While schools may create their own rubric for ATL, the principles of Organization, Communication/Collaboration and Reflective Thinking should be the focus for all ATL behaviors. The following are the indicators of Organization, Communication/Collaboration and Reflective Thinking. Students in grades K-8 will receive Approaches to Learning (ATL) grade per subject per quarter.

Organization

- Prepared for class
- Homework completed
- Class work completed

- Punctual with assignments

Collaboration & Communication

- Participates in class
- Attentive and engaged during instruction
- Demonstrates helpfulness and teamwork
- Seeks help when needed (from teacher or peers)

Reflection & Personal Initiative

- Open to teacher help and correction
- Makes effort to improve behavior/performance
- Produces quality work
- Makes time for personal study and improvement
- The following is an example of a rubric for the reporting of ATL.

	Organization	Collaboration & Communication	Reflective Thinking
4 Exceeds (0 ATL referrals)	Consistently displays readiness to learn through preparedness, punctuality and task completion.	Consistently attentive and engaged; participates well in class; works well in groups; seeks help when needed.	Consistently open to teacher feedback; reflects on how to keep improving; produces quality work; makes time for personal study and improvement.
3 Meets (1-3 ATL referrals)	Frequently displays readiness to learn through preparedness, punctuality and task completion.	Frequently attentive and engaged; participates well in class; works well in groups; seeks help when needed.	Frequently open to teacher feedback; reflects on how to keep improving; produces quality work; makes time for personal study and improvement.
2 Developing (4-6 ATL referrals)	Occasionally displays readiness to learn through preparedness, punctuality and task completion.	Occasionally attentive and engaged; participates well in class; works well in groups; seeks help when needed.	Occasionally open to teacher feedback; reflects on how to keep improving; produces quality work; makes time for personal study and improvement.
1 Rarely (7-9 ATL referrals)	Rarely displays readiness to learn through preparedness, punctuality and task completion.	Rarely attentive and engaged; participates well in class; works well in groups; seeks help when needed.	Rarely open to teacher feedback; reflects on how to keep improving; produces quality work; makes time for personal study and improvement.

G. Other Matters on Assessment and Grades

1. Missing work and the use of zeros. Teachers understand that a zero (on the percentage scale) on an assignment is a disproportionate penalty that places the student at a disadvantage when it comes to making up the grade deficit. For this reason, zeros may only be given on the 4-point scale. If schools are using percentages for assignments, a score of 50 is the score that should correspond to a zero on the 4-point scale.

2. Retake policies for summative assessments should place the responsibility on the student to take advantage of a responsible and fair opportunity to improve and remedy any deficiency towards proficiency. The student should be an active participant in a plan to remedy the deficiency and be expected to do so in a timely manner. Since retake policies support the emphasis on learning and relearning, teachers may have the discretion to refuse the retake of a summative to students who do not satisfactorily engage in the learning process prior to the summative.
3. Late work policies should support SBG's focus on the learning process. In keeping with SBG, non-academic behaviors are not included when assessing what a student knows, understands or is able to do. Teachers however, cannot be expected to keep an open book of late assessments. While teachers will do their best to promote punctuality and will not directly penalize academic grades for behaviors, it is fair to expect that at some point assignments should be handed in for assessment. It is also fair to expect that students should take some responsibility for handing in their work in a timely fashion as well as keeping up with the learning process. While schools may have different late work policies that suit their situations, it is assumed that any tardy summative credit work should be submitted before the end of the quarter in order to receive credit.

Grading Scale

90-100	A
80-89	B
70-79	C
60-69	D
59-50	F

EIGHTH-GRADE GRADUATION

Graduation is an academic exercise to celebrate the achievements of the eighth grade class. The right to graduate is earned through the successful completion of the academic requirements of Blessed Sacrament Catholic School. In order to participate in graduation, an eighth grader must have a passing (60, D) final average in every area of the core curriculum and demonstrate good behavior. Any student who does not meet these requirements **will not participate** in the graduation ceremony, but **may be eligible** to participate in other eighth grade activities, such as the class trip and farewell dance. All financial obligations and return of school items must be taken care of prior to graduation and receipt of final report card or transcripts to the high school.

ENRICHMENT

Students in grades 1-5 have an opportunity to participate in enrichment classes. Criteria used for placement is top 15% on ELA and Math Iowa Assessments, summative assessments, and teacher recommendation. Students meet with our Student Support Teacher, Mrs. Danecki weekly for class and are given homework. Projects and fields trips will be planned throughout the year.

EXTRA-CURRICULAR ELIGIBILITY

Extra-curricular events are defined as school sponsored activities outside the classroom that take place before or after the scheduled school day. Examples of these activities may include but are not limited to athletics, the spring musical, Student Council, and NJHS.

A student must maintain a minimum of 60% (D) in all subjects, including essentials, and demonstrate reasonable effort in the classroom. A student must also maintain exemplary conduct at school, practice, and games. Grades will be checked every other week by the athletic director and club advisers. Any student with a grade below 60 will not be able to participate until the grade is above 59. It is the responsibility of the student to let the athletic director or advisor know that they brought the grade up to eligibility. The grade will then be checked with the corresponding teacher and the coach/adviser will be notified of their eligibility. A student must also maintain exemplary conduct at school, practices and games.

Students with formally identified educational needs will be assessed by teachers for consistent academic effort. Students may not participate in an extra-curricular activity on the day he/she serves an in/out of school

suspension, is absent from school, or leaves school early due to sickness.

The principal, athletic director, adviser, or coach reserves the right to suspend or remove any student from the school sponsored activity. Please keep in mind that representing Blessed Sacrament Catholic School and participating in any extra-curricular program is a privilege, not a right.

Acknowledging that participation in extra-curricular activities is voluntary, it will be the responsibility of the parent/guardian to provide or make arrangements for transportation for their student(s) for all after-hour events.

HANDWRITING

Students in grades 3-8 are expected to do all graded class work and homework in cursive. Students in grades 5-8 are expected to write in blue or black ink and students in VPK-grade 4 are expected to write in pencil in all subject areas. All math work must be submitted in pencil.

HOMEWORK

Homework is assigned for the purpose of reinforcing, extending, enriching and/or strengthening skills. With the exception of sickness, homework is due on the assigned date. Students are responsible for their own assignments and may not call parents to bring forgotten assignments, books, PE clothes, supplies or lunches to school for them. It is the responsibility of the student to check the front office for items that may be dropped off. Students should use their agenda to write in their homework on a daily basis. Homework is posted on the school portal. Any student seeking assistance from a teacher may request help based upon teacher availability. A schedule for these help sessions are posted on the school portal and in the school office. Students are permitted into locked classrooms for forgotten books or items at the end of the school day by school personnel only.

While actual work time may vary, the diocesan requirement average amount of homework is:

Grades K-2: 20 minutes per day

Grades 3-4: 40 minutes per day

Grades 5-6: 60 minutes per day

Grades 7-8: 90 minutes per day

HONOR ROLL

The Honor Roll is a means of recognizing those students who have shown outstanding academic achievement. Each quarter, students in grades 5-8 are recognized for academic achievement through the honor roll system. Grades are not rounded. The student's average is determined by adding the percentages in the academic subjects (Religion, Mathematics, Reading, Language Arts, Social Studies, and Science) in grades 5-8 and dividing by 6.

The Honor Roll has 3 levels:

Principal's List – An average of 95 or above with no grade below an 80 and all ATL grades are a 3 or 4.

First Honors – An average of 90 or above with no grade below an 80 and all ATL grades are a 3 or 4.

Second Honors– An average of 85 or above with no grade below an 80 and all ATL grades are a 3 or 4.

Students may not have any grade below satisfactory in specials or conduct to be on the honor roll.

INCOMPLETE WORK

Students in grades 1-8 will receive an ATL referral for any incomplete assignments. Parents/guardians are to sign and have their child return the form the following day to the assigned class with the work completed. If the ATL referral is not signed and returned the following day and/or the work is still not completed, the student will be required to make a phone call from the office to make the parent aware that the referral will again be taken home, to be returned the following day. In addition, **if the work is still not done the following day, they will be issued an additional ATL referral indicating that the student is to attend a mandatory "Missing Work Make-**

Up/Help Session" from 3:00-3:30 pm with the Student Support teacher that day. This is simply so the student can complete the work and receive credit for the work. Not completing school work is not an option. All school work must be completed. In addition, Failure to return a referral on time may result in another referral being issued.

It is recommended that the parents/guardians talk with and guide the student in making some resolution for improvement, and **then respond in writing, giving the teacher productive feedback.** Each of the forms has a place for a parent/guardian comment. Your support is appreciated. Parent/guardian refusal to sign a referral notice is considered to be in direct contrast to the commitment necessary between home and school and a violation to the spirit and philosophy of Blessed Sacrament Catholic School. Parents should schedule a conference with the classroom teacher or person issuing the referral for further explanation should they have concerns.

LIBRARY

The library is essential to the curriculum. Students in grades K-2 may check out one book for one week. Students in grades 3-4 may check out two books for a one-week period and may renew it for another week. Students in grades 5-8 may check out three books for a one-week period and may renew all books for another week. Students are expected to treat library books with respect and return them on the due date. Students in grades 3-8 are required to log-on to the library online catalog to keep track of their library loans, returns, reserves and/or fees. Parents are emailed a check-out receipt every time a student checks out a book from the library.

No student may check out a book if he/she has any overdue books. Students who lose books or in some way damage them must pay for their replacement plus a \$3.00 restocking fee. Final report cards will not be issued until all library books have been returned or a payment is made.

LOST AND FOUND

Any items that have been left anywhere on school grounds will be placed in the "lost and found box" located in the cafeteria. We ask parents to check this box periodically for lost items. At the end of each quarter, any unclaimed items will be donated. Student items should be clearly marked to help eliminate this problem. Students who find items are to turn them in to a teacher or to the school office.

NATIONAL JUNIOR HONOR SOCIETY

The National Junior Honor Society (NJHS) Chapter of Blessed Sacrament Catholic School has been established for the following purposes: to create an enthusiasm for scholarship, to stimulate a desire to render service, to promote worthy leadership and citizenship, and to encourage the development of character in the students of Blessed Sacrament Catholic School.

Membership is open to students in grade 8. To be considered for membership, students must be in the top 15% of their class during their seventh grade year. An induction ceremony for new members will be held during the end of year Awards Assembly.

Members of NJHS must maintain an overall academic average of 90% (without rounding) during each quarter of their eighth grade year. Averages will be checked when report cards are issued. If a student's average drops below 90%, that student will be placed on Academic Probation. The student then has one quarter to bring his/her overall academic average to 90% or greater. If the student does not, he/she will be dismissed from NJHS. Once dismissed, a student is not eligible to rejoin.

Members of NJHS are also expected to maintain a minimum standard of discipline. Behavioral Probation will be administered for students receiving disciplinary infractions. They will be required to meet with the principal and NJHS adviser. A probation or dismissal from NJHS may take place. Once dismissed, a student is not eligible to rejoin.

In all cases of pending dismissal, a member has the right to appeal the decision before the Faculty Council as outlined in the NJHS Constitution.

REMEDICATION and RETENTION GUIDELINES

The core subjects in the Catholic Schools of the Diocese of St. Petersburg are Religion, Mathematics, Reading, Language Arts, Social Studies, and Science. Students that fail one of these core subjects will require remediation through private tutoring or enrollment in an approved summer course. Students failing two core subjects for the year will be considered for retention/remediation.

The following criteria must be met with regard to the remediation process:

1. Remediation must take place in one of the following ways:
 - a program must have tutors and/or programs pre-approved by the administration
 - by a teacher certified in the subject area contracted by the parent and approved by the principal

*Neither the student's current teacher nor any teacher who presumably will be the subject area teacher in the future may tutor or provide remediation for a student.

2. Prior to the beginning of the next school year, the principal must receive:
 - validation of remedial attendance, and
 - proof of proficiency in the subject area including work samples

*Failure to meet remediation guidelines will result in retention.

3. The following documentation guidelines will be followed after meeting remediation guidelines:
 - the original failing grade is recorded on the permanent record and may not be altered
 - proof of proficiency in the subject area must be recorded separately on the permanent record card
4. **Transfer Rule:** Any student who fails one or more core subjects must meet the remediation guidelines of the originating school.

After these criteria have been met, further assessment may be administered by the school principal to ensure proper placement.

***Note:** Situations involving students with an existing Student Support Plan will be reviewed individual, utilizing the student support team process and will be reviewed on an individual basis.

REPORT CARDS

Report cards will be sent electronically at the end of each quarter and on the last day of school to the parent's/guardian's email. Time is scheduled for parent-teacher conferences halfway through the first and third quarters. If a parent/guardian cannot make the scheduled conference time or needs an additional conference with a teacher, conferences can be scheduled with the individual teacher or school counselor.

Final report cards will be emailed to the students within one week of the last day of school only if all tuition, library books, extended day, lunch monies, athletic uniforms and damaged book fees have been paid and/or returned.

Though report cards are not given to VPK, VPK assessments will be given three times during the course of the school year. These assessments will be done within the first and last thirty days of school and after returning from Christmas break. These assessments are designed to evaluate the most appropriate practices for enhancing your child's growth and development. In addition to the VPK scheduled assessment periods, teachers will also utilize the new assessment tool for VPK entitled *Teaching Strategies Gold*. This authentic and ongoing assessment tool will be utilized regularly as a way to monitor and track student growth in development, plan activities to target learning needs, and share and communicate with parents on student progress. The scheduled

conferences will give teachers and parents the opportunity to discuss goals for the school year, as well as to enhance the home and school partnership. By signing the handbook signature page, found at the end of this handbook, you are giving consent for assessment of your child which will be used to guide and enhance your child's learning experiences at school.

RETAKE POLICY

Students in grades K-8 are encouraged to retake a summative assessment in any subject to meet mastery level.

Students in grades 1-4 will be given the opportunity to retake a summative assessment if the initial summative assessment score is below 70% **and** the student has no missing/incomplete work for that subject area. A retake ticket will be attached to the assessment when it is sent home. It is the student's responsibility to return the retake ticket signed by his/her parent/guardian.

Students in grades 1-4 will be allowed to retake a summative assessment only if the initial summative assessment score is below an 85% **and** the student has no missing/incomplete work for that subject area. It is the student's responsibility to approach the teacher and request a retake. In order to retake a summative assessment, students may be asked to make test corrections, complete an additional assignment and meet with the teacher for a tutoring session. A retake must occur within 7 days. It is the student's responsibility to complete all tasks within the given time frame in order to retake a summative assessment. After a retake is taken, the higher of the two summative assessments will be recorded in the gradebook.

Students in grades 5-8 will be required to retake a summative assessment if the initial summative assessment score is below 70% **and** the student has no missing/incomplete work for that subject area. Students in grades 5-8 will be allowed to retake a summative assessment only if the initial summative assessment score is below an 85% **and** the students has no missing/incomplete work for that subject area. In order to retake a summative assessment, students will be required to make test corrections, complete an additional assignment and meet with the teacher for a tutoring session. A retake must occur within 7 school days. It is the student's responsibility to complete all tasks within the given time frame in order to retake a summative assessment. After a retake is taken, the higher of the two summative assessments will be recorded in the gradebook.

SCHOOL COUNSELOR

The guidance department plays an integral part in teaching, developing and reinforcing Catholic values, compassion and the moral development of the school community. The school counselor works in conjunction with the administration, faculty and staff to ensure that these qualities are developed and put into practice. Bi-weekly Guidance classes take place in grades VPK-5. Guidance, religion and morality issues are addressed with the Middle School students through a Mind, Body, and Spirit retreat during the first semester.

In addition to these duties the school counselor is also available to assist students individually, in small groups, or as a class when necessary. Students, peers, and parents may request a conference with the counselor, it should be noted that the school counselor is available to parents to assist them with any topics, concerns or issues relevant to the development of their child(ren). Please email Mrs. Gross with any questions: mgross@bscschool.com.

STANDARDIZED TESTING

In concordance with the Diocese of St. Petersburg, standardized testing is administered to students in **grades 2-8**. The tests include the IOWA (Iowa Assessments) for grades 2-8, the CogAT (Cognitive Abilities Test) for grade 2, and the ACRE (Assessment of Catholic Religion Education) for grades 5 and 8.

STUDENT COUNCIL

The Student Council at Blessed Sacrament Catholic School represents and serves the student body. Students in grades 5-8 are responsible for organizing and sponsoring all activities of the Student Council. The Student Council has by-laws which have been accepted and regulated by the school, and all guidelines must be met in order to seek election to the Council. Members must comply with and maintain all criteria in order to

participate in the Student Council.

STUDENT SUPPORT

The student support teacher will work closely with the teacher and parents in observing the children's "age appropriate" development throughout their tenure at the school. The teacher will help the students, parents, and teachers by gathering information about the students' abilities, behaviors and achievements so that appropriate decisions about educational instruction can be made.

The instrumental role of the teachers is to help each and every child capitalize on his or her individual strengths and reach higher levels of development.

Mrs. Cindy Danecki, Student Support Director, Specialist VPK-Grade 8, cdanecki@bscschool.com

TECHNOLOGY

Blessed Sacrament Catholic School uses computers, iPads, Chromebooks, etc. to support learning and to enhance instruction. Computer networks in the school will allow students and staff to interact with many computers. The Internet, a network of networks, allows people to interact with hundreds of thousands of networks and computers. This resource offers vast, diverse, and unique resources to students that will allow them to communicate with people from around the world, visit electronic libraries, perform research on a variety of subjects, and participate in special projects with students from all points on the globe. The goal in providing this service is to promote educational excellence in schools by facilitating resource sharing, innovation, and communication. This technology will benefit all students as they prepare for work in a global marketplace.

The student is expected to follow all guidelines stated below, as well as given orally by the staff, and to demonstrate ethical behavior that is of the highest order in **using** the network facilities at the school.

1. Acceptable Use Policy (AUP)

The purpose of the Internet is to facilitate communications in support of research and education by providing access to unique resources and the opportunity for collaborative work. The use of the students account must be in support and consistent with the educational objectives of Blessed Sacrament Catholic School. Use of other organizations' networks or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material or material protected by trade secret. Use for commercial activities is generally not acceptable. Use for product advertisement is also prohibited.

1. Bring Your Own Device (BYOD) Contract

Many students today possess devices that give them mobile access to information and resources 24/7. Outside school, students are free to pursue their interests in their own way and at their own pace. The opportunities are limitless, borderless, and instantaneous. In an effort to put students at the center and empower them to take control of their own learning, there will be certain times where Blessed Sacrament Catholic School will allow students the **privilege** to use personal digital learning devices in school for educational purposes. When abused, privileges will be taken away. When respected, they will benefit the learning environment tremendously. Students wishing to participate must follow the responsibilities stated in the BSCS Acceptable Use Policy as well as the following guidelines:

- Any student using a personally owned electronic device within Blessed Sacrament Catholic School must read, sign, and submit this agreement.
- The student will use their device for educational purposes only.
- The student takes full responsibility for his or her device and keeps it with him or herself at all times. The school is **not responsible** for the security of the device.
- As we are working to use resources wisely, printing from personal devices will not be possible.
- The school reserves the right to inspect a student's personal device if there is reason to believe that the student has violated policies, administrative procedures, school rules or has engaged in other misconduct while using their personal device.

- Students must comply with teacher request to shut down the computer or close the screen or otherwise cease using the device.
- Personal devices shall be charged prior to bringing it to school and shall be capable of running off its own battery while at school.
- **Posting or transmitting** recorded images or video shall be limited to ONLY that which is related to school assignments and projects, and shall only be done in accordance with the Acceptable Use Policy.
- The student will use the BSCS Public wireless network. Use of 3G & 4G wireless connections for accessing the Internet or creating a wireless tether or hot spot is not allowed.
- The devices may only be used in the classroom setting and must be turned off when in the halls, locker rooms, lunch rooms, restrooms, etc.

**Students should not bring a device into the locker room unless instructed by a teacher. All devices should be kept in backpacks by the music room during PE.

- One of our technology goals is to ensure that each user's interactions with technology contribute positively to the learning environment both at school and in the community. BSCS supports the positive use of technology for the purpose of enhancing and supporting learning at any time of the day. It is therefore expected that users will comply with BSCS AUP rules, act in a responsible manner, and will honor the terms and conditions set by the classroom teacher, and the school. Failure to comply with such terms and conditions may result in temporary or permanent loss of access as well as other disciplinary or legal action as necessary.

Failure to comply with all the rules described in this guide will result in the following consequences. Any violations that are more serious or violate other rules of the school may warrant skipping steps listed or including other consequences up to and including expulsion and or legal referrals.

- 1st offense – student's device will be remanded to the office and parent will need to come in and retrieve.
- 2nd offense - student's device will be remanded to the office and parent will need to come in and retrieve; user's device will be blocked from the Wi-Fi network for 1 week/assignment
- 3rd offense - student's device will be remanded to the office and parent will need to come in and retrieve; user's device will be banned from the Wi-Fi network for the remainder of the school year.
- *Every student agrees to uphold these policies. The student and parent signature on the compliance agreement form accompanied with this handbook ensures that the parent has discussed these regulations with their child.*

2. Privileges

The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The principal will appoint a staff member to act as the school's network system administrator. Students may not allow others to use their account name or their password. Violation of this rule could jeopardize access to the Internet and students who violate this rule will immediately lose all network and computer access. The school's network system administrator may close or restrict an account at any time required. The administration and staff of the school may also request the school's system administrator to deny, revoke, or suspend specific user access.

3. Network Etiquette

Students are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to the following:

- Do not reveal personal address, phone numbers, or other personal information of yourself or classmates.
- Be polite. Do not get abusive in messages to others.
- Use appropriate language. Do not swear; use vulgarities, or any other inappropriate language.
- Do not engage in activities that are prohibited under state or federal law.

- Do not assume that electronic mail is private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
- Do not use the network in such a way that would disrupt the use of the network by other users.
- All communications and information accessible via the network should be assumed to be private property.

4. Services

Blessed Sacrament Catholic School will not be responsible for any charges related to fees for service access to on-line resource services incurred by account holders without prior written approval being received from the network system administrator.

Blessed Sacrament Catholic School makes no warranties of any kind; either expressed or implied, for the service it is providing. Blessed Sacrament Catholic School will not be responsible for any damages suffered. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by its own negligence or errors or omissions including any and all viruses. Use of any information obtained via the Internet is at the student's own risk. Blessed Sacrament Catholic School specifically denies any responsibility for the accuracy or quality of information obtained through its services.

5. Security

Security on any computer system is a high priority, especially when the system involves many users. If the student can identify a security problem, the student must notify the school's network system administrator and should not reveal the problem to other users. Attempts to log on to the Internet as a network system administrator will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the Internet.

6. Vandalism

Vandalism will result in cancellation of Internet privileges and the student will be subject to school disciplinary consequences. Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet, or any of the above listed agencies or other networks that are connected to Blessed Sacrament Catholic School. This includes, but is not limited to the uploading or creation of computer viruses.

TEXTBOOKS

Hardcover books are rented by students and are to be treated with respect. Students will be held accountable for any damaged books. Textbooks are issued during the first week of school along with a Textbook form Textbook Condition Form. It is the responsibility of the parent/guardian to examine each textbook, list any bent, missing, or torn pages, pen markings, bent covers, loose bindings, or any outstanding markings and make note of these on the Textbook Condition Form, sign and return the form.

Textbooks other than consumables must be covered with paper or cloth covers (no clear or printed contact paper), and hardcover books are not to be marked. No highlighting in books allowed. Prior to the closing of school, all books must be cleaned and returned to the homeroom teacher. Report cards will not be issued to students until all school materials have been returned, including library materials, and payment for damaged books has been received. (Grade 8 students must attend to this prior to graduation).

TUTORING

Employees of the Catholic schools in the Diocese of St. Petersburg may not tutor students for money who are in their current classes or students that they may presumably teach in the future. Employees may not tutor for money on the school premises unless they fulfill all of the stipulations of an independent contractor including insurance coverage and have the authorization of the principal and pastor where applicable.

UNIFORM EXPECTATIONS

Our uniform company is RISSE BROS. located at:
1603 Sunshine Dr.
Clearwater, FL 33765
Phone # (727)448-0357 Fax (727)448-0367

Grades K-8 Students: All students must have uniform polos and PE shirts with the new crest. The old logo will not be permitted. All school polos, plaid jumpers and plaid skirts, PE uniform t-shirts, and all outerwear must be purchased from Risse Brothers.

Belts: Boys and girls in grades 2-8 must wear a belt with shorts and pants that have belt loops (optional for students in grades K and 1). It must be a plain navy, black, brown or khaki belt with no embellishments.

Jewelry: Boys and girls may wear only one bracelet, watch, cross or religious necklace on a thin gold or silver chain. Only girls may wear one stud earring in each ear. No hoop or dangle earrings may be worn. Boys may not wear earrings.

Makeup: No makeup may be worn.

Shirts: All shirts must be tucked in so that the waistband and belt can be seen. No rolling of pants, skirts, shorts at the waist or at the cuff. Only a plain white t-shirt or the white PE shirt may be worn under uniform shirts, including the sports team shirts. Only white long-sleeved shirts may be worn/under the uniform shirt.

Shoes: Boys and girls must wear low-cut, athletic shoes that are black with one other color with black shoelaces. No high or mid-top sneakers, Converse, or loafers may be worn. All shoes must be tied or have Velcro for safety reasons. No slip-on shoes, Mary Janes, or light-up shoes may be worn.

Socks: Boys and girls must wear visible, plain, black or white socks. "No show" socks are not permitted with any shoes. Plain black or white crew socks are allowed. Girls in grades K-8 may wear navy blue or white tights under the school uniform in cold weather.

Sweaters/sweatshirts/fleece jackets/hoodie: The uniform company sells the BSCS sweatshirt, fleece jackets and hoodie. No other jackets/hoodies or sweatshirts will be allowed to be worn in the classroom, hallways, or in church. Boys and girls may wear plain navy sweatpants (purchased at other stores) in cold weather for P.E., not to be worn in place of pants or under uniform skirts/jumpers.

Shorts/pants: The pants may not be jeans, cargo or corduroys. (May be purchased at stores other than Risse as long as they are UNIFORM material.)

PE Uniform: Athletic shoes may be any color and purchased at the store of your choice. Students in grades 3-8 must have a PE bag labeled with their name to carry PE clothes and athletic shoes. School uniforms and PE clothes should be clearly labeled with the student's name. The PE uniform shorts are a solid green or black athletic short with at least a 4 inch inseam. Cheerleading shorts are not acceptable for PE class or for after school athletics. Students in grades K-2 will wear their PE uniform to school on PE days. All students are required to change for PE on dress down/dress up days.

The school has done its best to provide the specifics of the dress requirements; however, it is unfeasible to include every possible detail. In cases of uncertainty, it is the principal's decision whether an item(s) worn by a student is in compliance with the school dress code.

Hair: Hair for both girls and boys must be neat and away from the eyes. Boys may not have hair that falls below their back collar, longer than the bottom of their earlobe, and no longer than the top of the eyebrows. Headbands with scarves attached and over-sized bows or flowers are not permitted for girls and young ladies.

Polo	Shorts/ Pants	Shoes	Socks	Outerwear	PE
Yellow polo with new crest	Uniform navy blue	Black sneaker with one other color PE: any sneaker	Plain black or white, must be visible	BSCS sweatshirt, fleece jacket, hoodie	Green or Black PE shorts, green or white PE shirt

Polo	Shorts/ Pants	Shoes	Socks	Outerwear	PE
Green polo with new crest	Khaki or navy	Black sneaker with one other color PE: any sneaker	Plain black or white, must be visible	BSCS sweatshirt, fleece jacket, hoodie	Green or Black PE shorts, green or white PE shirt

Girls, K-5						
Polo	Shorts/ Pants/ Skort	Plaid Jumper	Shoes	Socks	Outerwear	PE
Yellow polo with new crest	Uniform navy blue	Plaid jumper with white blouse or yellow polo	Black sneaker with one other color PE: any sneaker	Plain black or white, must be visible	BSCS sweatshirt, fleece jacket, hoodie	Green or Black PE shorts, green or white PE shirt

Girls, 6-8					
Polo	Shorts/ Pants	Shoes	Socks	Outerwear	PE
Green polo with new crest	Khaki or navy	Black sneaker with one other color PE: any sneaker	Plain black or white, must be visible	BSCS sweatshirt, fleece jacket, hoodie	Green or Black PE shorts, green or white PE shirt

DRESS DOWN DAYS

Students are expected to wear clothes that support the values of our school. Students not in compliance will remain in the office until a school uniform is brought from home, or he/she may borrow one from the used uniform room and may lose the privilege of dressing down during the school year. Any student may choose to wear the school uniform for dress down days.

Students may not wear shirts that have unacceptable language, have unacceptable graphics, or represent any musical group.

Students may not wear any type of hat, bandana, or other head covering.

Girls may not wear low cut or form-fitting tops or those that expose the abdomen. Sleeveless tops or dresses must be covered with a sweater or jacket. Strapless dresses are not permitted. A skirt or dress must be no shorter than three inches above the knee. No shorts except uniform shorts are acceptable. Capris or skorts are acceptable. Jeans without holes or rips may be worn. No backless sandals or flip flops may be worn. No hoop or dangle earrings may be worn. Make-up may not be worn.

Boys may wear appropriate shorts that are plaid, cargo or jean. No ripped, torn, frayed or oversized shorts or pants may be worn.

8th Graders on Fridays may wear jeans or black PE shorts with their class shirt and school uniform or PE shoes. Shorts must be no shorter than four inches above the knee.

DRESS UP DAYS

Students are expected to wear clothes that support the values of our school. Students not in compliance will remain in the office until a school uniform is brought from home, or they may borrow one from the used uniform room. Any student may choose to wear the school uniform for dress up days.

Girls may not wear low cut or form-fitting tops or those that expose the abdomen. Sleeveless tops or dresses must be covered with a sweater or jacket. Strapless dresses are not permitted. A skirt or dress must be no shorter than three inches above the knee. No shorts except uniform shorts are acceptable. No backless sandals or flip flops may be worn. Shoes may not have heels higher than 2 inches. No hoop or dangle earrings may be worn. Make-up may not be worn. Only one bracelet, watch or religious necklace on a small gold or silver chain may be worn.

Boys may wear dress slacks, cargo pants, or uniform shorts and appropriate dress shirts.

GAME DAY ATTIRE

If you are on one of our sports teams, you may wear your team shirt with your school uniform shorts and school shoes on game day. All athletes must wear a plain white t-shirt with sleeves under any sleeveless uniform top.

SHAMROCK PRIDE DAY

We have many things to be proud of here at Blessed Sacrament Catholic School, and our accomplishments are known throughout the community. In order to promote school pride among our students here at school we will celebrate "Shamrock Pride Day" on scheduled days. Be sure to check the yearly and monthly calendar for these special days. On this day, students may wear their PE clothes to school and any athletic-type shoe.

VPK DRESS CODE

Uniforms for VPK are optional. PE uniforms are available for purchase. Clothing must be appropriate for a Catholic school. All students must wear socks and tennis shoes. No sandals or open-toed shoes of any kind are permitted. Girls wearing skirts or dresses (with sleeves) must wear shorts underneath.

Since accidents may occur, all students must have a complete change of clothes to be stored in their cubby. This

includes shoes, socks, underwear, shorts, shirt etc. We also ask as the weather changes throughout the school year, the spare clothes be switched to match the season. Precautions for VPK will be taken to avoid accidents (such as wearing a smock when painting), but there may be a chance your child will return home messier than they arrived.

Section 4: Parental Responsibilities

Admission Policy

Application

BSCS Volunteer Handbook

Field Trips

School Lunch

Student Records

Tuition Assistance

Tuition and Fees

Visitors

Volunteers

Withdrawal

ADMISSION POLICY

Blessed Sacrament Catholic School does not practice any form of discrimination because of race, color, or physical abilities. However, mindful of the purpose for which the school was founded, admission is granted based on the following order of priority:

1. Siblings of currently enrolled students.
2. Registered contributing members of Blessed Sacrament Catholic Church, as determined by the pastor.
3. Registered contributing members of supporting parishes, as determined by their pastor.
4. Catholic students affiliated with a non-supporting parish.
5. Catholic students not affiliated with a parish.
6. Non-Catholic students.

According to Florida State Law and Diocesan requirements, children entering VPK must be 4 years old on or before September 1 of the year for which admission is requested. Children entering Kindergarten must be 5 years old on or before September 1 of the year for which admission is requested. Children entering first grade must be 6 years old on or before September 1 of the year for which admission is requested and have successfully completed Kindergarten.

Voluntary PreKindergarten (VPK) is offered as a free 3 hour program from 8:00-11:00am. Those wishing to stay the remainder of the day will pay the remainder of the tuition.

Any students seeking admission to Blessed Sacrament Catholic School must interview with the principal and complete a placement test prior to admission. All transfer/new students admitted are on probation for six weeks. The probationary period allows families and the school time to assess whether placement at Blessed Sacrament Catholic School is the best placement for the child. The probation is both academic and behavioral. Prior to the end of the probationary period, the principal will conduct an informal evaluation to determine if the student's needs are being met and if the placement is appropriate.

APPLICATION

Application for the following year is usually held in February. Notification will appear in the monthly newsletter. THE APPLICATION FEE IS NON-REFUNDABLE.

For new students entering the school, the original State Birth Certificate, a Baptismal Certificate, and Physical Examination Form 3040 and Immunization HRS Form 680 must be presented at the time of application process along with payment of the Application fee. The VPK application fee is waived for students attending the free 3 hour program of VPK ONLY. (This does not apply for those utilizing the extended day services). In addition to the required paperwork for the school, there are VPK forms that must be filled out in their entirety; no blank areas are permitted, per licensing regulations.

BSCS VOLUNTEER HANDBOOK

Volunteer Policies – A Diocesan background check and Safe Environment Training is mandatory for all volunteers in a student supervisory position.

1. **Philosophy of the School** – (see the Parent Student Handbook)
2. **Safe Environment Course - Successful Completion Documentation**
3. **Level II Background Screening**
4. **Benefits of Volunteer Activity to Students, Families, Staff, and Role of Volunteer** – Volunteers in the Catholic Schools/Centers of the Diocese of St. Petersburg and Blessed Sacrament Catholic School add a great dimension and enrichment to the life of the school. Volunteers benefit students as they enhance student-adult ratio in areas such as: library aides, emergency drivers for field trips, classroom aides, etc. Volunteers are valued members of the school community. Under the direction and supervision of the Administrator and the school staff, volunteers assist in the provision of educational and other services to students, faculty, and staff.
5. **Appropriate Selection of Program Activities for Volunteers** – Volunteers are involved in a variety of activities that span many programs within a school. The volunteer should carefully consider his/her special skills, interests, and talents when choosing a volunteer position. It is important that, prior to accepting a volunteer position, the volunteer clearly understands the requirements and responsibilities of his/her assignment.
6. **Description and Routine(s) of Specific Volunteer Activities** – The coordinator of each area will instruct the volunteers in that area about specific requirements and routines.
7. **Confidentiality** – In the course of volunteer work, information, confidential or otherwise about students or teachers may be learned. This and any other information must be kept private and shared only with the supervising teacher if necessary, avoiding unnecessary gossip. **This information must remain confidential in any setting inside or outside the school, just as one would wish his/her own privacy rights to be respected.** At times, the volunteer may come into possession of information about students that may need to be conveyed to the volunteer's supervisor (teacher or administrator). If information is appropriate in the judgment of the administrator, other persons on a "need to know" basis may be advised of it by the administrator. This includes, but is not limited to, parents/guardians, and pastor.
8. **Supervision of Volunteers** – The Administrator is responsible for the total school operation. The Administrator supervises all who serve in any capacity in the school and in official school-related activities. The Administrator may delegate the supervisory role to a designated member of the school staff for specific activities. Volunteers will be expected to review and adhere to Policies and Procedures contained in the Parent/Student Handbook.
9. **Behavior Management** – it is the goal of Catholic schools to instruct students in the formation of a Catholic conscience so that they will choose behaviors which foster responsibility. In order to accomplish this, volunteers should manage students in positive and constructive ways while they uphold the school Code of Conduct. This can be accomplished through intervention and encouragement techniques and strategies which are administered through proximity, eye contact, and privacy. In addition to supporting the Code of Conduct, volunteers are expected to support the decisions of administrators and teachers. A volunteer may not employ corporal punishment as a means of controlling a student who has misbehaved. Volunteers are prohibited from using any physical contact in directing and/or disciplining a child, e.g. pulling, grabbing, etc. Volunteers should dress appropriately and refrain from wearing clothes which are not in keeping with the decorum of a Catholic school.

10. **Health Emergency and Safety Procedures** – All situations should be dealt with individually with prudent, adult judgment as the primary response to any illness or injury. Simple scrapes, small cuts, bruises, etc., will be taken care of in the school clinic. If the injury is of a more serious nature, the parent will be notified and the office will call 911. Serious injury such as a possible broken bone, severe bleeding or allergic reaction should be dealt with immediately and with caution. **DO NOT MOVE THE CHILD. DO NOT LEAVE THE CHILD.** Send to the office for assistance. Remove other students from the proximity of the situation as soon as possible. Keep the affected child as still and comfortable as possible until help comes.

Never dispense any medication (not even aspirin), to any child. All volunteers are encouraged to undergo first aid and CPR training.

11. **Child Abuse** – Chapter 415.504, Florida Statutes protects children from abuse and/or neglect. Abuse is defined as including any non-accidental injury, sexual battery, financial or sexual exploitation or injury to the intellectual or psychological capacity of a person by the parents or other persons responsible for the child's welfare. Neglect is failure to provide adequate food, clothing, shelter, and health care or needed supervision.

Under Florida Law, anyone who suspects child abuse is obligated to report that abuse. It is the volunteer's responsibility to inform the school administrator of any suspicions of abuse. The administrator will assist the volunteer in making the report. The child abuse hotline number is 1-800-962-2873.

12. **Scheduling of Volunteers** – Volunteers are scheduled by the coordinators of each of the volunteer areas according to the needs of the school and the desires of the volunteer.

FIELD TRIPS

Transportation for some school activities during normal school hours shall be provided by a contracted bus service. Since the cost of the bus will be shared by all students in that class, students will not be reimbursed if they are absent the day of the trip. Parents/Guardians must have Safe Environment Training and Level II Background Screening in order to chaperone. Payment for the processing of this screening is the responsibility of the applicant- see website for more information.

Parents/Guardians may be asked to drive on field trips. Parents must have proof of Safe Environment Training/On-line Re-training, Level II Background Screening, valid driver's license, and proof of insurance before they will be allowed to drive and/or chaperone. If these trainings/screenings have not taken place, the parent may only drive their own child and will not be permitted to act as a chaperone. (Administration reserves the right to amend this policy). Parents driving may not stop on the way to or from the field trip to purchase snacks, drinks or food unless all students are stopping to eat with the permission of the teacher. Siblings (school or non-school age) may not accompany parents on any field trips.

SCHOOL LUNCH

Blessed Sacrament Catholic School provides a lunch program through **Saltwater Catering** that includes both hot items and sandwiches. Students in grades VPK-8 must deposit money in a lunch account prior to purchasing food items. Saltwater Catering will now handle all of the daily lunch orders and finances. Specific information will be given during orientation.

The school does not assume responsibility for what the children decide to eat. Children are encouraged to eat a well-balanced diet and are taught good nutritional habits in their classes.

Children are also expected to abide by the fundamental rules of etiquette in the cafeteria. There is no throwing of food or objects in the cafeteria. All lunch is to be eaten in the cafeteria, and what is not eaten should be taken home.

Children may not have outside food brought to them during the school day or at lunch. The only day outside food is allowed to be brought is during the family picnic during Catholic Schools Week.

Parents/guardians and family members that wish to join their child(ren) for lunch must have the following: 1) Level II fingerprints on file in the school office, 2) a current Safe Environment certificate on file in the school office, and 3) a yellow visitor sticker after signing in to the school office before lunch. However, parents/guardians may not go to the playground with the children.

VPK students will remain in the classroom with their teacher for lunchtime. Parents/guardians may choose to pack a healthy and nutritious lunch. Please remember that the school does not have a refrigerator or microwave to preserve your child's food. Therefore a lunchbox with appropriate ice-pack or thermos would be helpful. Students who purchase lunch will remain in the classroom with their peers for a learning activity while the teacher assistant gets their lunch from the cafeteria and brings it to the room. Children will be encouraged to eat their healthiest food items first as we promote healthy eating habits.

In addition to lunchtime, all VPK through grade 5 families must provide a healthy snack for their child to consume daily. As these students are young, it is important to allow them time to enjoy snack in between the time they are dropped off at school and lunch begins. It is recommended by the Florida Licensing Board that students consume two different food groups during snack time. Some examples of easy to pack snacks which follow these guidelines may be fruit and crackers, a cereal bar and milk, or pretzels and raisins. For those students staying for nap, an additional snack is required as they will be eating snack upon waking up in the afternoon.

STUDENT RECORDS

Student records are the property of BSCS. In the event that it becomes necessary for a parent/guardian to view a student's permanent record file, a 24-hour notice must be given to the office manager. An administrator must be present during the viewing of file. The documents contained in the file may not be altered or removed under any circumstances. When a student transfers to another school, records will be sent directly to his/her new school upon receipt of a formal request from that school. All teacher recommendations are coordinated through our school counselor. Records MAY NOT be carried by hand.

TUITION ASSISTANCE

A. TUITION ASSISTANCE FROM BLESSED SACRAMENT CATHOLIC SCHOOL

- Families need to apply online at www.dosp_ocsc.cathweb.com
- Program administered through FACTS Grant & Aid Assessment
- The school Business Manager will notify families if they are approved
- Families need to apply for assistance each year

B. CATHOLIC SCHOOLS TUITION ASSISTANCE GRANT FROM DIOCESE OF ST. PETERSBURG

- Program administered by the Office of Catholic Schools and Centers through FACTS Grant & Aid Assessment.
- Grade K-8 student who is a baptized and practicing Catholic.
- Registered in a Catholic Church in the Diocese of St. Petersburg.
- Eligibility based on income level as stated on the Family Size Income Guidelines issued by the Diocesan Office.
- Program is only partial assistance towards tuition.
- Families need to apply online at www.dosp_ocsc.cathweb.com and go to area entitled Diocesan Financial Aid for Tuition Assistance.
- The Diocesan Office will notify families and the school Business Manager if they are approved.
- Families need to apply for assistance each year.
- Students receiving Step-Up or McKay Scholarship cannot receive DOSP tuition assistance.

C. MARY C. FORBES FOUNDATION SCHOLARSHIP

- Be active parishioners of the Roman Catholic faith.
- Actively participating their Catholic faith by regular attendance at mass and receiving the Sacraments.
- Scholarships are based significantly upon financial need noted on your income guidelines.
- Applications available through the school Business Manager.
- Completed applications are forwarded to school Business Manager for the principal's signature.
- Families need to apply for the scholarship each year.
- Students receiving Step-Up or McKay Scholarship cannot receive Mary C. Forbes tuition assistance.

D. STEP-UP FOR STUDENTS

- Innovative program that provides K-12 Tax Credit Scholarships for qualifying low-income students who are entering Kindergarten through fifth grade OR attended a public school the previous year. Applications may be made online at <http://www.stepupforstudents.org>
- Parent household income level must fall within financial guidelines for the federal free or reduced lunch program. Scholarship Funding Organizations verify every family's income yearly.
- Scholarship covers \$5272 for private school tuition.
- The family works directly with Step-Up for Students and not the school for application and approval.
- Florida's Department of Revenue gives corporations a dollar-for-dollar credit for every dollar transferred to fund scholarships. Corporations may redirect up to 75% of their corporate state income tax or insurance premium tax liability every fiscal year.
- The program is capped statewide at \$118 million, which serves about 25, 000 students.

Any family seeking assistance, who does not qualify for any of the above programs, should approach their home parish to request assistance to meet their family needs.

E. McKAY SCHOLARSHIPS

- The John M. McKay Scholarships for Students with Disabilities Program is established to provide the option to attend a public school other than the one to which assigned, or to provide a scholarship to a private school of choice, for students with disabilities for whom an individual educational plan has been written in accordance with rules of the State Board of Education.
- Parents need to apply on-line at www.schoolchoice.org

F. VOLUNTARY PREKINDERGARTEN (VPK)

Florida's Voluntary Prekindergarten (VPK) Program is designed to prepare four-year-olds for kindergarten. Its job is to ensure that all children are intellectually, emotionally, physically, and socially ready to enter school and ready to learn, fully recognizing the crucial role of parents as their child's first teacher. All children who turn 4-years-old on or before September 1st and reside in Florida are eligible to attend a VPK program. Parent must provide proof of the child's age and residency during registration.

- Free for all 4-year olds in Florida
- No registration fees
- Parents choose where their child learns
- Focused on reading, writing and social skills

In Person Registration

To register for VPK in person, please contact the Early Learning Coalition to make an appointment at 727-400-4411 or you can register online at <http://elcpinellas.net/register-for-vpk/>

TUITION AND FEES

In an effort to keep the price of a Catholic education affordable to many families, the tuition of Blessed Sacrament Catholic School is supplemented by several fund raising activities organized by the Parent Association, by parish support, and by donations.

There are three tuition payment options:

- Payment made in full made by July 5th
- Semester payments made by July 5th and January 8th
- FACTS payment plan – withdrawn on the 5th or 20th of each month for 11-months beginning in July. Your July tuition payment will not be refundable if you withdraw after June prior to the beginning of the new school year.

It is the policy of Blessed Sacrament Catholic School that **all** tuition be current. Current is defined as 30 days. If tuition payments are 30 days in arrears, a notice will be sent and you must contact the Business Manager/Principal to work out an acceptable payment plan or bring your account current.

If an account is 60 days in arrears and no acceptable plan has been approved by the Business Manager/Principal, you will be asked to go on FACTS (for Semester payment plan). If the approved payment plan is not maintained current, you must make other educational arrangements in another institution for your child/children.

If there has been any problem with your account from the previous school year, you will be expected to enroll in the FACTS program. A student will not be able to register or be readmitted for a succeeding year without first paying the previous year's tuition.

The Application Fee is due at the time of registration and is non-refundable.

Tuition accounts must be paid in full before distribution of final report cards or graduation. Children will not receive their final report cards if tuition accounts are not paid in full or arrangement for payment has not been made. Student records will be forwarded only when accounts are paid in full.

All semester payments will be charged a \$25 per month late fee if not paid by the designated due date. Any checks returned to us from your bank will be charged a \$15 check fee and must be submitted in cash.

VISITORS Level II and SEP

All visitors **ARE REQUIRED TO CHECK IN AT THE SCHOOL OFFICE** and must wear a yellow visitor's badge. Students or faculty/staff are not permitted to open gates or doors for visitors who have not checked into the school office first.

VOLUNTEERS

In accordance with the updated directives of the Diocese of St. Petersburg, all volunteers who work with students must adhere to the following requirements: Complete an electronic Level II background check, complete the Diocesan Safe Environment Training through a local parish or school, enter through the front door of the school, sign in at the school office, and receive a volunteer badge.

Volunteers who appear without an appointment with the teacher will not be permitted to visit the classroom.

Volunteers are expected to be dressed appropriately and modestly.

Volunteers may not bring siblings to their scheduled duties.

WITHDRAWAL

When parents/guardians wish to withdraw their child/children from Blessed Sacrament Catholic School, a parent/guardian must come to the school office to sign a withdrawal form. A student withdrawing during the school year will be charged the full monthly tuition payment for the month he/she leaves. The first tuition payment is not applied toward a withdrawing month's payment and is not refundable.

If a student withdraws from school, it is the responsibility of the parent/guardian to request a transfer from the school office. A forwarding address and withdrawal date must be provided in writing at the time of the transfer

request.

All financial responsibility to Blessed Sacrament Catholic School and any other related organizations must be fulfilled before a student is withdrawn. No transfer or records will be given or released until all financial settlements have been secured.

In the event a VPK student is withdrawn from our school to attend a program at another school or center, it is required that the parent/guardian contact both the child's teacher and the Early Learning Coalition of Pinellas County. The VPK program is limited to one student transfer per VPK program year.



Handbook Signature Page
Parent-Student School Handbook Compliance Form
2016-2017

Your name below signifies that you have read and reviewed the school handbook and agree to comply with the rules and regulations.

Family Name: _____

Please print students' names in grades VPK-4
Please have students in grades 5-8 sign their names

Student/Grade: _____ / _____

Student/Grade: _____ / _____

Student/Grade: _____ / _____

Student/Grade: _____ / _____

Parent Signature/Date

Parent Signature/Date

Student Signature: _____
Grades 5-8 _____

Please bring the signed agreement to Parent Orientation on August 8th. Students will not be permitted to class after August 15th if the agreement is not signed and returned to the school office.